

## RULES & POLICIES

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**TUITION:** Tuition is due at the beginning of each **4 week pay period**; the Academy accepts cash, checks, Visa, Mastercard, & Discover for payment of tuition.

- For your convenience, online payment and auto payment is available and encouraged. (Tuition will be charged on the first day of the pay period for those enrolled in auto pay).

### ***2011-2012 Pay Periods***

<b>Pay Period</b>	<b>Tuition Due</b>	<b>Tuition Late (add \$5 late fee)</b>
1. Aug. 29 – Sep. 25	Week of Aug. 29	Week of Sep 12
2. Sep. 26 – Oct. 23	Week of Sep. 26	Week of Oct. 10
3. Oct. 24 – Nov. 20	Week of Oct. 24	Week of Nov. 7
Thanksgiving Break Nov. 21 – Nov. 27		
4. Nov. 28 – Jan. 8	Week of Nov. 28	Week of Dec. 12
Winter Break Dec. 19 - Jan. 1		
5. Jan. 9 – Feb. 5	Week of Jan. 9	Week of Jan. 23
6. Feb. 6 – Mar. 4	Week of Feb. 6	Week of Feb. 20
7. Mar. 5 – Apr. 1	Week of Mar. 5	Week of Mar. 19
8. Apr. 2 – Apr. 29	Week of Apr. 2	Week of Apr. 16
9. Apr. 30 – May 27	Week of Apr. 30	Week of May 14
10. May 28 - Jun. 24	Week of May 28	Week of Jun. 11

- A late charge of **\$5.00** must be included for tuition received after the 2<sup>nd</sup> week of each pay period.
- Tuition will not be pro-rated for missed classes, nor will tuition be pro-rated if a class cannot be made up.
- Bills will be sent only if tuition has not been paid. **A billing fee of \$15.00 will be charged.** If the bill is not paid promptly, admission to class ***will be denied.***
- A **\$25.00 fee** is charged for all returned checks.
- A **3% surcharge** will be added for any payments made by phone.
- Students who drop without notifying the office **by the 15<sup>th</sup> of the month prior to withdrawal** will be responsible for tuition until formal drop procedures have been completed. (E.g. if dropping for the month of May, the office must be notified by April 15<sup>th</sup>).
- **NO REFUNDS ARE GIVEN ON TUITION.**

**DRESS CODE:** Students must be properly attired and groomed to participate in class. No gum or jewelry in class.

**Ballet:** Solid color leotard. Pink tights. Pink ballet shoes. Ballet skirts, ballet sweaters, leg warmers optional. Hair must be securely pulled back in a bun. Adult Ballet Students: Your choice of appropriate dance attire.

**Jazz/Contemporary:** Any style leotard or dance attire. No clothing may be worn that obstructs the view of the body (baggy t-shirts, pants). Jazz shoes. Hair must be securely pulled back.

**Boys Ballet & Jazz:** Sweatpants, dance pants, or shorts. T-shirts. Ballet/Jazz shoes.

**Tap:** Your choice of appropriate dance attire. Tap shoes.

**Hip Hop:** Comfortable workout attire. Tennis shoes.

**Gymnastics:** Girls: Leotard. Bare feet. No t-shirts or sweatshirts. Hair must be securely pulled back.  
Boys: Shorts, T-shirts.

**Color Me Dance:** Girls (Ballet & Variations): Solid color leotard, pink tights, pink ballet shoes. Ballet skirts optional.  
Tap shoes for 4-5 year old Variations classes and Ballet/Tap.

Boys: Sweatpants, dance pants, or shorts, T-shirts. Appropriate shoes.

Combo Classes: Appropriate attire and shoes for each different dance discipline.

**PARKING:** Our primary concern is the safety of our students. Accordingly, there can be no stopping or waiting in front of the building at any time and no double parking. Parking spaces in front of the Academy are reserved for faculty and staff only. Cars must be parked in marked spaces only.

**MISSED CLASSES:** The Academy will do its best to provide make-up times for classes missed due to illness or other legitimate excuse; however, attendance is your responsibility and make-up classes cannot be guaranteed. Students must be currently enrolled to schedule a make-up class. Students must check in at the office and obtain a make-up slip before participating in the class.

**CLASS CONDUCT:** Students are expected to be quiet in class, pay attention at all times, and show respect for their teachers. Inappropriate behavior will not be tolerated and will result in dismissal from class.

**PUNCTUALITY:** Admission to class will be denied if a student is more than 10 minutes late. Parents must not drop children off earlier than 15 minutes before their class and students must be picked up immediately following their last class. Parents are subject to a \$15 charge, plus \$1 per minute after 15 minutes, if a child is not picked up in a timely manner. The Academy cannot be responsible for overseeing students outside of class.

**CLASS ENROLLMENT:** The Academy cannot permit students to enroll in any class above their recommended level. Teachers have the exclusive right to determine the appropriate level. Add/drop forms must be filled out at the office for all additions and deletions of classes.

**PARENT ETIQUETTE:** Parents may watch classes on special observation days (the 1<sup>st</sup> class of each 4 week period). Please be mindful that loud talking, even in waiting areas, can be disruptive to a class. Coaching from the sidelines is not permitted. Siblings must be kept in control by parents and must not be left at the Academy without parental supervision.

**FOOD:** Food and drinks (other than water bottles) are not allowed in the studios. Popcorn, crackers, or crumbly foods are not allowed in the lobby. Other food and drinks in the lobby will be allowed only if the area is picked up, and wrappers and waste are disposed of in the appropriate containers in front of the Academy.

**COMMUNICATION:** Most classes run back to back, making it difficult to speak with instructors. If you have special concerns or questions, you may talk to personnel in the office; if necessary, messages will be passed on to instructors. If for any reason you will not be in class, please call to let us know. A student missing more than 2 weeks in a row without notifying the Academy is subject to replacement in classes with waiting lists.

**OTHER:** Students and/or parents who fail to adhere to the rules and policies set forth by San Ramon Valley Dance Academy (SRVDA) will be subject to dismissal from the Academy. SRVDA reserves the right to refuse service to any student, parent, or legal guardian at any time.

### Dates of Interest

**August 29:** Classes Begin

**November 21-26:** Studio Closed

**December 19-January 1:** Studio Closed

**June 17:** Little People's Day

**September 5:** Labor Day – No Classes

**December 10-11:** Impressions of the Nutcracker

**May 28:** Memorial Day – No Classes

**June 21-23:** Rising Stars