

THE ACADEMY OF DANCE ARTS
SCHOOL POLICIES AND GENERAL INFORMATION 2017-2018

REGISTRATION AND TUITION: You may register for classes as of the date specified in our general info letter which we will send in early June. Registration forms may be downloaded from our website and returned by email, mail or in person. Students are placed in classes on a first come first served basis. For each student's registration, there is a required \$200 deposit which will be applied to tuition and a non-refundable registration fee of \$40.00.

After registration forms are received with payment, students are guaranteed a place in class. However, if a class is already full, students will be notified and placed on a waiting list. We recommend joining another class until a space opens up.

Students' legal guardians are liable for all tuition while registered at the Academy. Please refer to your statement for your payment schedule. We do not send individual monthly invoices, so please keep track of all of your scheduled payment dates.

Automatic billing to your Visa, MasterCard, Discover or American Express card may be arranged. Please fill out the appropriate section on your registration form or call the office to add this option. You will receive an email with your statement after your registration form is processed. Reminder emails will be sent a few days before payments are due and if payments are past due. If a payment is 30 days past due, a late fee of \$10 will be added to your account. For every 30 days after that you will be charged an additional \$10 late fee. Late fees will not exceed \$50 per account during any given school year. Class recommendations for the following school year will be withheld for all delinquent accounts until the account is brought current. This includes balances due from May 15th and other outstanding amounts.

If tuition is not paid in full by the last day of the school year, it will be sent to collection and incur a 40% surcharge of the outstanding balance, unless prior arrangements have been made.

Tuition is only adjusted when classes are added/dropped or when more than 4 consecutive weeks have been missed due to illness or injury and a doctor's note is provided. Tuition will adjust as of the date classes are added or dropped.

Refunds will only be given when a doctor's note is provided that states the student can not dance for at least 4 weeks. Otherwise a credit will be given to use for future Summer or School Year programs. However, no credits (other than those due to injury or illness with a doctor's note) will be given after May 15th.

SCHOLARSHIPS: Every year, the Academy provides more than \$75,000 of scholarships and discounts to students. 15-20 intermediate and advanced students are selected to receive merit scholarships, male students receive ballet scholarships, and about 20 students receive financial aid or sibling discounts.

MERIT SCHOLARSHIP: Students adhere to a pre-professional training program consisting of a rigorous, mandatory class schedule, mid year evaluation and mandatory performance & summer program participation. Students are assigned chores and asked to help out at events.

FINANCIAL AID & SIBLING DISCOUNT: Students training 8 hours per week or more, may apply for financial aid. Families with 2 siblings training a combined total of 12+ hours per week or 3 siblings training a combined total of 15+ hours per week may ask to receive a discount on their tuition. Students must have trained at The Academy for a minimum of 1 year to be eligible. Students are assigned chores and asked to help out at events.

MALE STUDENTS: Male students up to the age of 18 may apply for a full ballet scholarship during their 1st year and a ¾ scholarship for subsequent years. From the age of 7-18 male students will be required to complete chores and will be asked to help out at events in exchange for their scholarship.

RELEASE: All students must have a signed release on file in order for the student to be admitted to class. This includes teens and adults who attend open classes. The release is on the registration form or on the back of the information card.

We also ask that all students have a signed media release while training at The Academy in case we would like to publish or post a photo or video they are in. This is located on the registration form.

CLASS ASSIGNMENTS: All students are assigned to classes based on ability and age. The Academy instructors will recommend a course of study that is appropriate for each student individually. It is not appropriate for parents to suggest a higher level. Students wanting to train on Pointe must first join Pre-Pointe class and will be recommended for Pointe when they are technically strong enough. We generally do not run classes for less than 6 registered students, and alternative class options will be suggested if a class is cancelled. Class Assignments/Recommendations for the following

school year will be highlighted on a schedule and emailed to students during the June Observation Weeks, which is also when registration opens. However, class recommendations for the following school year will be withheld for all delinquent accounts until the account is brought current. This includes balances due from May 15th and other outstanding amounts.

TARDINESS: It is disruptive to the teacher and other students to have latecomers entering the class. If you are late for a class, wait until the exercise in progress finishes before entering the studio. If you are more than 15 minutes late we recommend forgoing the class and doing a make up.

MAKE UP POLICY: If you are a registered student and you miss a class you may make up this class. Make ups should be done in the same level or a level below. You may not make up in a higher-level class, a workshop class or during Observation Weeks. You must present a make up pass to the teacher in order to be admitted to a class as a make up student. Make up passes are available at the front desk. Credit for a make up may not be given if you do not submit a pass. It is not mandatory to do make ups, but it is highly recommended to ensure consistent progress. Keeping track of your attendance and make ups is your responsibility. If you ask the office staff to do this, a \$10.00 administrative fee will be added to your tuition account. At the end of the year, if your total makeup hours exceed your total absences, the excess will be charged to your tuition account at your current hourly rate.

Classes missed for Company of Dance Arts rehearsals or performances do not need to be made up.

CHANGE OF SCHEDULE: If you need to make changes to your schedule, you must fill out an "Add/Drop" form at the office. Verbal notification is not sufficient and your statement will not reflect schedule changes until we receive this form. There is a \$10 administrative fee due with the form when classes are dropped after the first week of classes. There is no fee when classes are added.

ABSENCES & WITHDRAWALS: If you cannot attend a class for 4+ weeks due to an injury or illness, please provide us with a doctor's note that states the student can not dance for at least 4 weeks. We will then apply a credit or refund to your account for those classes and they will become excused absences that cannot be made up. If you do not attend a class and do not provide us with a doctor's note or an "Add/Drop" form, we will expect you to make up these absences and honor your payment schedule. You will be notified after 3+ weeks of absences in any class.

If you drop a class for any reason other than an injury or illness with a doctor's note, you will only be given a credit. However no credits (other than those due to injury or illness with a doctor's note) will be given after May 15th.

Verbal notification is not sufficient and you will continue to be billed until an "Add/Drop" form is completed at the office.

CONFERENCE: The directors/faculty's time outside of their teaching hours is very limited. For this reason we ask that instead of requesting a conference to discuss future plans or any issues you start an email dialogue. We encourage communication between all parties but please do not try to speak with a teacher in between classes – they do not have time in their teaching schedule.

INJURY: Our policy is to immediately ice any injury and then notify the student's guardian of the occurrence. Ice packs are always available in our office. Each teacher has an office key in case injury occurs after the office is closed. Most of our Faculty & Staff are certified in First Aid & CPR. In the case of a medical emergency we will also call 911.

DRESS CODE: In order to maintain a focused classroom, eliminate distractions and facilitate a professional and respectful environment, we require a dress code. Please check the Dress Code document for each level's specific requirements. You must have all items by October 1st. Students may not be admitted to class without the required attire. Members of the faculty monitor classes on a regular basis to ensure students are adhering to the dress code.

DANCE SHOES: Please wear your dance shoes in the Academy building only; do not wear them outdoors! Please do not wear dyed shoes in the studios, as these scuff the floors.

TWICE BUT NICE: If you have outgrown uniform items that you would like to sell, you may post a notice on our info board in the lobby. Please include a description of the item(s), a photo if possible, the cost and a contact email address. Please note, ADA office staff cannot facilitate sales for you.

LOST AND FOUND: Please be sure to label or write your name on the inside of your dance clothing, winter coat and street shoes so they will be easier to locate in case they're lost. Any valuables found

will be kept in the office. The Academy is not responsible for any lost or stolen items and we recommend that you take your valuables into the studio with you. The lost and found bins are located in the changing room. Items in the lost and found will be donated every 2 weeks.

CHANGING ROOMS: There is a changing room for girls as well as restrooms with stalls for girls and boys. Ladies please close the changing room door for privacy and knock before you enter. Young men do not have a separate changing room and should use the Men's restroom at the rear of the space for changing. The Men's and Women's restrooms at the rear of the space are used by students of all ages. All adults who are not students or faculty should use the lobby facilities only. Dads – if you need to change your daughter please do so in the lobby restroom. Please use coat hooks and shoe cubbies at the beginning of the hallway. Students, please take your bag into the studio with you and put it on the window sill.

STREET SHOES: Please put any street shoes in the cubbies at the beginning of the hallway so as not to track dirt through the hallways and inadvertently into the studios.

BEYOND THE CHANGING ROOM: The hallway beyond the changing room as well as the hallway leading to Studio 5 is only to be accessed by students and staff. The library is a quiet study space for students only.

FOOD & DRINK: Food & drinks other than water may not be consumed in the Studios. Gum is not allowed in dance class as it is a choking hazard. Students should eat in the lobby or the hallways, provided they leave a space for other students, faculty & staff to walk through. Please do not eat in the Library. All waste MUST be disposed of in a trash can and any spills or crumbs must be cleaned up immediately. Cleaning supplies are available at the front desk.

WAITING ROOM: Parents/Guardians of students are welcome to use the lobby to wait. Parents/Guardians of students in Pre Ballet, Pre Primary, Primary and Elementary must wait in the lobby; we suggest you show your child where you will be waiting in case they need you during their class. We are happy to offer free Wifi in our lobby; please ask at the reception window for the network & password. You may eat and drink in the lobby, but please do not use glass containers.

PICK UP/DROP OFF: Students in Pre Ballet, Pre Primary, Primary and Elementary will be met in the lobby and taken to the studio by their teacher. They will be brought back to the lobby after class. Please be punctual when picking up your student especially if they are in the last class of the evening. Please pull into a parking space to pick up or drop off your student or pull up with the passenger side next to the handicap walkway. Whenever possible, please avoid idling in the parking lot as a consideration to our environment and the health of other ADA students & families. STUDENTS MUST WAIT INSIDE THE LOBBY TO BE PICKED UP, NOT OUTSIDE. STUDENTS MAY NOT EXIT THE BUILDING UNTIL THEY KNOW THEIR PARENT/GUARDIAN IS IN THE PARKING LOT.

PARKING: When visiting the Academy you may use our parking lot. On a normal day there is ample parking in our section of the lot. After 4:30pm on weekdays and 12pm on Saturdays, parking spaces by Middletown Plumbing also become available if needed. There is also additional parking on Blossom Street. Please drive slowly and if needed drive around the building to exit on the other side. Please be aware of children and CrossFit runners in our parking lot.

SECURITY: Students under the age of 18 are not permitted to exit The Academy building during course hours or breaks. If parents/guardians would like to give their child permission to do so, they must fill out a Permission Slip form and return it to the ADA office. Students may sit on the patio outside the front door, however *they will not be supervised while using this space*. The only entrance to the building is the front door and ALL other doors are for EMERGENCY EXIT ONLY. The front door will be locked from the outside at 8:00pm every night. All faculty members have been informed of the emergency exit procedure and evacuation plans are posted throughout the building. Most of ADA's Faculty & Staff are certified in First Aid & CPR.

RECYCLING: There are labeled receptacles around the Academy building and we ask that you use them for all your recyclables. Only plastic or metal containers are allowed in the Academy building. No glass please.

CALENDAR: The school year runs from Sep. 11th - June 16th with a two-week break at the end of December and a week long break in the spring. The December and spring breaks are not charged, and therefore need not be made up. Please check the very informative calendar document on our

website for important events, special dates and closings.

SNOW DAYS: The Academy will close due to inclement weather when the Faculty and Staff are unable to make it in due to icy conditions and/or our parking lot is unable to be cleared in time. There will be a notice posted on our website **ADANJ.com/news** as well as our Facebook page **[Facebook.com/AcademyDanceArts](https://www.facebook.com/AcademyDanceArts)**

WHO WE PARTNER WITH: Any organization that we partner with will offer classes mainly during our off peak hours, and have only limited access to the space. For information on our partners and their classes, please check the About Us page on our website.