



## Competition Team Studio Policies

These policies are to: help with the safety of students; to help the studio function in an efficient manner; above all, to provide students with an unparalleled dance experience.

Parents, please review the policies with your child. This document outlines requirements each student will be held to during their entire duration of dancing with Captivating Dance by Nona.

## Registration/Enrollment for OPEN studio classes

All parents or legal guardians of students and students 18 years or over must fill out and complete the registration/enrollment form, and indicate the reading and understanding of this document before the student is allowed to participate in class. Every fall, all families will be asked to complete new forms. Since you will have completed an updated liability release/medical information form to be a member of the competition team, you will not need to complete a second one in order to attend any OPEN studio classes.

The \$50.00 annual (September-May) registration fee is waived for any dancer on the competition team.

Please notify us as soon as possible with any changed information to your enrollment packet (contact information [phone, email], emergency information, medical status, etc.)

## Tuition

**Monthly tuition is due on the 1st day of every month. It is considered late if not paid by the 5th day of the month. There will be a \$20 late fee applied to your account on the 6th day of the month. No exceptions. Tuition is non-refundable.**

Full monthly tuition is due regardless of any missed classes. Monthly tuition rates remain the same whether it is a long month or short month. The \$500 competition team deposit is non-refundable.

Company and Demi team dancers are responsible for year round monthly tuition for each month from June 2018 – April 2019. The first tuition payment includes the first and last month totaling \$944.00. Next Stars and Hip Hop/Tap Only dancers tuition is responsible for monthly tuition for each month from September 2018 - May 2019 unless you have given us a 30-day written notice to withdraw from Open Studio class(s), from the competition team or specific dances.

If you would like to try an OPEN class before enrolling, you may do so at no extra charge since you are a member of the team.. However, please complete a drop-in form to facilitate tracking and follow up by CDBN office staff.

Our OPEN studio classes culminate in an end of the year dance recital in May. There are no OPEN studio classes following the May recital.

Tuition will be charged to the credit card on file. There is a \$30 fee for returned checks or declined credit card transactions due to the bank fees incurred by Captivating Dance by Nona and accounting staff. There will not be a statement or bill given to you monthly for tuition unless your account is past due or we have received a non-sufficient payment. Student accounts need to be current in order for student to participate.

Competition fees, costume fees and structured payment installments will be charged to the credit card on file on specific due dates. The first installment will be charged on July 16, 2018. The second installment will be charged September 17, 2018. The third installment will be charged on November 13, 2018.

If tuition is not received for 2 consecutive months, the student will not be allowed to participate in class or any activities with Captivating Dance by Nona until the student's account is no longer past due. After 2 months of non-payment, the student's enrollment will be terminated.

All private lessons and competition choreography fees must be paid in full, before they begin unless a payment plan has been arranged.

## Attendance/Drop-off & Pick-up Policy

Attendance is taken at each class. Good attendance is imperative, as absences and tardiness can hold back an entire class. The studio can't jeopardize its responsibilities to the rest of the class for one student.

If you miss any class you will not receive a credit or refund, however, as a courtesy, you will be able to make-up the missed class within 2 weeks of the missed class(s). You must contact the studio to arrange a make-up class.

If a student must miss a class or will be late for any reason, the student (or parent) must communicate this to the appropriate instructor before the scheduled class begins.

If we need to cancel an OPEN class for any reason, we will reschedule the cancelled class within 30 days of the cancelled class.

Please be prompt in dropping off and picking up your student. Students must be no later than 5 minutes to class or they may not be granted permission to attend that class. Students must be picked up no later than 10 minutes after class. Please notify the studio if you cannot get your student to or from class on time. Continued lateness may result in termination of a student's enrollment. This applies to rehearsals and performances.

For your child's safety, ensure your student is with an Instructor and in a lesson before leaving.

Saturday technique classes: If a CDBN competition team member needs to miss a Saturday ballet technique class, they can make up the missed class during one of the ballet technique classes offered during the week. They must, of course, notify the instructor of the class they are going to miss.

## Termination of or Withdrawal from Class(s)

**If you drop or withdraw from a class for any reason, a full month's notice must be given to the studio (in writing or by email). If you choose to withdraw from any class in the middle of the month, you will still be charged for the entire month. A full month's notice will apply to the next month and you will be responsible for the total for that month.**

Students who withdraw from the competition team or classes will not receive a refund on production fees and costumes.

Students who are dropped from competition team or class by studio due to failure of payment will not receive a refund on production fees and costumes.

Low enrollment classes may be cancelled or combined with another class at the discretion of the studio.

Captivating Dance reserves the right to refuse service and terminate enrollment.

## Policy: Non-Participation in a Mandatory Competition

If a dancer does not attend all scheduled competitions, he/she may not be granted a solo/duet/trio routine and/or may not be placed in small group dance(s) the following season. The smaller the number of dancers in a given routine, the larger the impact it has when a dancer is missing. Therefore, these categories of dances should be reserved for dancers who have demonstrated that they have/will be fully committed to dancing at every competition.

## Dress Code/ Costume Policy

Students must dress accordingly to each class. Please no baggy clothes, zippers, or buckles. Proper shoes need to be worn. Hair must be pulled back from face and off neck. No jewelry of any kind should be worn to and in class. Student may not be able to participate if not in required dancewear. Repeated failure to wear required dancewear could result in termination of student's enrollment. Students should wear proper cover-ups to and from class.

Costumes are not included in tuition. They will range from \$50-\$175 per costume per dance. Solos, duos, and trios typically have custom made costumes that range anywhere from \$100 - \$300. Custom costumes will be discussed with parents prior to ordering custom costumes. Students must have costume payments paid before costumes can be ordered. If fees are not paid on time, we cannot promise that the student will get their costume(s) in time before planned show or event. Additional fees to costume manufacturer due to late payments will be passed on to student and is the student's/parent's responsibility.

Full costumes must be worn to all dress rehearsals unless specified by instructor.

## Social Media

Today, social networking is such a huge part of our lives, for both adults and children. CDBN wants to do whatever it can to keep our dancers safe, including from actions resulting from the use of social media. Please follow our simple guideline:

Any pictures taken at the CDBN dance studios and/or CDBN attended events can only be posted on the CDBN Facebook page\* unless you have explicit permission from the dancer and/or their parents (especially of our younger dancers) to post on other sites. \*Nona monitors the CDBN Facebook page.

Dancers must remember that families have different rules for internet/social networking usage. Many parents do NOT want their children's pictures or statements/tags referencing their child on the Internet. Please be mindful and respectful of other people's privacy.

In addition, remember that you represent CDBN and its reputation, especially when at the studio, competitions, conventions, or anytime you are wearing CDBN dance attire. To that end, be mindful of your conduct.

## General Policies

Parents are responsible for monitoring siblings not in lessons.

If a student has time between classes and is not being picked up or with a parent during that time, they must wait quietly. They may do homework or watch class, but are not to disrupt class or leave studio without signed waiver by parent or legal guardian.

No Food or Drink is allowed inside studio, except water. No gum chewing is allowed. Cell phones need to be silenced in the studio. No talking on cell phones in studio unless permission is given from instructor.

Classes are closed to onlookers. If you would like to view a class, classes will be open for viewing during the last week of each month.

It is the parent's responsibility to make sure their student has proper attire and bottle of water for every class.

Captivating Dance by Nona is not responsible for any lost, stolen, or damaged personal property.

Proper language and good behavior are required at all times by students, family members, instructors, and staff members. If a student is disruptive or disrespectful their parent or guardian will be contacted and asked to have them pick their dancer up from the studio.

If improper language or improper behavior (disrespecting peers, property, instructors, staff members, gossip, talking in class, etc.) is considered to be a problem according to the instructor, the student's enrollment may be terminated. Termination of student's enrollment is at the owner's discretion and prior notice is not required.

A student's enrollment may be terminated if they or one of their family members refuses to cooperate with the guidelines set forth by Captivating Dance by Nona or if a student or one of their family member creates a negative scene for our students, instructors, staff, and/or other family members.

Students will be placed in class according to their age and ability. There may be class changes as the season progresses. These alterations are for the benefit of the student, so they can get the most out of their training.

Any choreography learned by a student is sole property of the studio. Permission must be granted by the studio for a student to use studio choreography at any venue where the member is not with the Studio or acting on behalf of the studio.

Guidelines for events, performances, competitions, and conventions will be given to parents and students 1-2 months before event, performance, competition, or convention.

## **PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS.**

**You must SIGN and submit THE "2018-2019 SIGNATURE PAGE", to Captivating Dance by Nona, to document that you have read, understand and will abide by the studio policies above and have shared this information with your dancer.**