Registration Information and Studio Policies

Thank you for registering at The Heart of Dance!

Registration and Class Fees

There is a non-refundable registration fee of $15 per dancer or $20 per family. This fee will be waived if registration along with payment is received by June 30, 2017.

Tuition can be paid in 3 ways:

1) Pay for the entire year by September 12 and receive a 5% discount

2) Pay in 2 instalments – September to December – post-dated for Sept. 15, 2017, and January to the first week of May – post-dated for January 15, 2018

3) 8 monthly post-dated cheques – post-dated for the 1st or 15th of each month - September 2017–April 2018

Class fees for 2017-2018 are as follows:

Tuesday classes: $304.50 for the year or $38.06 per month

Wednesday and **Thursday classes**: $315 for the year or $39.38 per month

Please note, there is a $25 fee for NSF cheques.

Class tuition is based on a set fee of $10.50 per class, with one free week in case of bad weather or teacher illness when class may need to be cancelled. Tuesday classes will have one less class, due to cancelling classes on Halloween. If more than one class is cancelled in the year, make-up classes will be offered.

There are no refunds for missed classes.

If your dancer is taking more than one class, they will receive a discount on their total tuition as follows:

2 classes – save 5%
3 classes – save 7%
4 or more classes – save 9%

Other costs to expect throughout the year:

1) Costume fee – a $50/class post-dated cheque for November 1, 2017 is required at the time of registration. The costumes will be ordered by November 20, and the costume fees are non-refundable past this date. The balance of the costume price will be due when the costumes arrive, and costumes will be distributed **only** once this balance is paid.

There will be a cost cap for each level as follows:

Dancing Darlings – 3 and 4 year olds - $50

Dancing Dukes and Divas - 5 year olds - $60

Levels 1 and 2 - $75

Level 3 – $90

2) Recital/Festival Tights - A brand new pair of tights will be distributed with each class costume. We can purchase these at a discounted price, compared to everyone purchasing them individually, so the cost of the tights will be collected at the same time as the costume balance. $11/pair

3) Recital tickets

4) Dance pictures – It is important to attend our picture day, as each dancer is a special member of their group, and we want every dancer to be in their group pictures! Individual pictures will be taken as well. However, you are not obligated to purchase any pictures.

5) Festival fees – These will only be applicable to those classes or students who choose to take part in festivals. They usually range between $20 - $30 per dancer per dance per festival. [ie. Dancer is taking part in 3 group dances in 2 festivals: ($20-$30) x 3 x 2 = ($120–$180)] . The cheque for this can be post-dated for no later than December 1, 2017. There is no refund on these fees once deposited. At the festivals, there will be entrance fees for audience members.

6) Optional Solos or Duets – If your dancer would like to have a solo or duet choreographed, please speak with Miss Deb. Your dancer must be registered for and attending the class of the discipline in which they would like to do their solo/duet. The fees will be as follows:

Solo – receives five 45 minute rehearsals - $200
Duet – receives six 45 minute rehearsals - $125 per dancer

If extra rehearsals are required, they will be $30 for each 45 minute rehearsal.

If your dancer wishes to perform their piece in festival, there will be an additional festival entrance fee for each festival in which he/she chooses to participate.

Withdrawal Policy

If your child withdraws from a class, 30 days written notice is required. The amount remaining after the 30 days will be refunded to you. Please note that the registration fee, costume fees after November 1, and festival fees after December 1 will NOT be refunded.

Dismissal

Your dancer's safety is of the utmost importance. Therefore, your dancer will not be dismissed to anyone other than the parent or legal guardian, unless we have been previously informed. As well, parents/guardians are **required to come in to pick up their dancer** so the teacher can ensure each dancer is accounted for upon dismissal. If you are late picking up your dancer, your child will be waiting inside the dance class area. Please come into the class so the teacher can see you to safely dismiss your child.

If you would like to authorize another individual to pick up your dancer on a more regular basis, you will need to complete an Authorization of Student Dismissal Form.

For dancers 12 and older, if parents/guardians choose to allow their dancer to be dismissed without a parent/guardian present in the studio, you will need to complete an Authorization of Student Dismissal Form.

Expectations

The goal of The Heart of Dance is to create a dance school where everyone involved - dancers, their families, and staff - feels welcomed, safe, happy, and respected. In keeping with this, there are some guidelines we would like to have everyone follow:

a) Please treat all dancers, parents, and staff with respect, just as all dancers and their families should expect to be treated with respect as well.

b) If you have a concern, please call or text Miss Deb, so we can discuss the issue outside of class time. We will gladly accept feedback in a professional and respectful manner; however, no rude or abusive behaviour or language will be tolerated. In the same respect, any issues we may have will be dealt with in a respectful and professional manner as well.

c) Please treat our facility with respect. If a mess is made, please clean it up. Please put all garbage into the garbage cans.

d) In the waiting area, please keep volume to a minimum so as not to be disruptive to our dancers. Also, please ensure any little ones are not playing on or near the stairs!!!

Attendance

a) Please have your dancer use the washroom before class!

b) All parents of students up to and including 5 year olds are asked to remain in the studio during their child's dance class. If you must leave, it is your responsibility to have someone else be responsible for your child. This is so someone is there to help our youngest dancers with bathroom trips or if they need reassurance that someone they trust is just outside!

b) Please check your email and texts regularly as important information will be sent out this way. As well, please check your texts before class in case of cancellation due to bad weather/teacher illness or emergency. A test email and text will go out to everyone to make sure that email and text information is working! If any of your contact information changes, please let Miss Deb know ASAP so it can be updated.

c) If your child is going to be absent or late, please contact Miss Deb with a quick text. This is a courtesy that is truly appreciated by staff and the dancer's peers.

d) We understand that although it is important to be at your dance class as regularly as possible, sometimes other things do come up. If your child misses a class, please have them try to find out what they may have missed, especially once choreography for performances has started. If your dancer is falling behind in choreography due to several absences, we may need to book a private catch-up session so as not to hold the whole group back. If this is becoming an issue, this will be discussed far in advance of us having to book a private session. A half hour private session will be $20.

e) If your dancer is ill, please keep them at home, and just let us know. We understand no one wants to dance if they feel yucky! Also, others will appreciate not being exposed to germs! If your child is hurt, but not sick, they are encouraged to attend so they can still see what is happening in class and learn by watching.

I, _____, have read all of the above policies. I understand that my

dancers, _____ and I are expected to adhere

to these policies to the best of our abilities.

Signed: _____ Dated: _____