



# STUDIO POLICIES

Please read these policies carefully.

## **Attendance**

Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. If you miss more than two of the final eight classes before recital, you may be dismissed from participating in the recital routine at the discretion of the teacher. **Monthly tuition remains constant whether a student is present or not.**

## **Tuition**

A non-refundable, annual Registration Fee of \$25 per student or \$40 per family AND first month's tuition are both due upon registration. Late registration (\$40 individual / \$65 family) begins on 10/16. Dancer (parent or legal guardian) agrees to pay tuition on a monthly basis. We encourage families to take advantage of our hassle free auto-pay system in order to avoid late payments and fees, as well as receive a discount on tuition. Tuition is due by the 1st of each month. Auto Pay customers are charged on the 1<sup>st</sup> of each month. Declined transactions will incur a \$5.00 fee. A \$10 late fee will automatically be charged if payment is not received by the 15<sup>th</sup>. In studio, tuition is accepted in the form of cash, check, and credit card.

## **Discounts**

Siblings and parent/child dancers receive a 10% discount

## **NSF Payment**

NSF on checks will incur a \$35 NSF fee which will be paid at the payment desk along with the tuition and any late fees that may apply. Thereafter, personal checks will no longer be accepted for the student's account for the Season.

## **Delinquent Accounts**

If the account is one month delinquent, an inquiry will be made to expedite payment for services rendered. If the account is two months delinquent, the student will be dropped from the roster and will not be allowed in class until account is current. Once the student has been dropped from the roster, any deposit made for recital costumes will not be refunded or transferred and may be applied to tuition. In the event the student wishes to re-enroll in the program, a \$25 reactivation fee will need to be paid, as well as any outstanding balance. Costumes are the property of MCDF until the full season's tuition is paid. Should a student elect to drop a class, they will not receive a costume for the class unless the financial obligation for the season is met.

## **Withdrawal From Classes**

**There is a two month minimum for all lessons.** To withdraw a parent must: 1) inform the studio in person, and 2) complete and sign a withdrawal form. **If the season is not completed, costume fees, registration fees, and tuition are non-refundable. Students who do not complete the season do not receive costumes, unless full season tuition is paid.**

## **Credit Vouchers / Refunds**

Credit Vouchers and Refunds are only issued when MCDF cancels a class due to low enrollment and there is not a comparable class that is available to the student.

## **Rescheduling and Substitution**

MCDF reserves the right to provide a substitute teacher if the regular teacher is ill or is otherwise unable to teach. MCDF reserves the right to combine or reschedule classes.

## **Lost and Found**

There is a Lost and Found located in the studio. Please check the Lost and Found basket regularly as all lost and found items are donated to local charities every two months. MCDF is not responsible for lost, stolen, or misplaced items. Please label everything!

## **Observation**

For your convenience, MCDF has a closed circuit monitoring system so that you may observe dance classes on the television screen in the lobby.

## **Communications**

At MCDF we go to great lengths to keep you informed and up to date.

- MCDF News – sent by email and available on our website
- Studio Website – [www.motorcitydancefactory.com](http://www.motorcitydancefactory.com)
- Social Media – Facebook Twitter and Instagram
- Text Alerts – You must text @mcd1617 to 81010
- Lobby Displays and Bulletin Boards
- Recital: Invitation to Participate, Costume File, Recital Procedures
- Questions: We are happy to help. Let us know what you need to know!

## **Sign In and Out**

For your dancer's safety, please sign your dancer in and out at the front desk. Dancers 10 and under are not allowed to enter the classroom until the teacher is present. Parents may leave the studio once their child is in class.

## **Dress Code**

Uniforms are required, but vary for different classes. Please see the studio dress code for your dancer's specific class(es). Students should always be in uniform and have their hair pulled securely away from their face. Beads and barrettes must be tied up, and students should not wear jewelry to class.

## **Inclement Weather Policy**

In the event of inclement weather, a message will be left on the studio voicemail after 2pm regarding the status of classes. An email and text will be sent as well. Please note that we do not necessarily follow school closings as roads may be cleared by the time studio classes begin. The safety of our students, families, and teachers are our first concern. We take into consideration newscasts and road conditions before making our final decision.

## **Recital**

Each spring, we present a professional production at the Ford Center for Performing Arts in Dearborn. All students are invited to participate in the production. You will receive an invitation to participate in our show, which outlines the expectations of participation and show details. All students are encouraged to participate.

## **Costume Orders**

All classes have a costume (some combo classes have two costumes) for our annual production. Costume fees are non-refundable. Students are measured in October / November for costumes. A deposit of \$30 **per costume** is due by mid October and the balance for the full amount is due by mid November. A portion of your Pizza Kit fundraiser proceeds will be applied to costume balance fees. Costumes are ordered in December. Only costumes that are paid in full will be ordered. Costumes will not be ordered if a student is inactive and there is past due tuition on the account. Late orders are time consuming and costly. If a late order is placed, there will be an additional \$20 fee **per costume. Reminder: Students who do not complete the season do not receive costumes, unless full season tuition is paid.**

## **Important Dates**

September 4	Open House and Back to Dance Party
September 10	First day of classes
October 15	Costume Deposits Due
October 16	Late Registration Begins
October 29	Pizza Kit Forms / Payments Due
November 3	Pizza Kit Pick up
November 12	Costume Balances Due
November 23 - 26*	Thanksgiving Break
December 23 - January 1*	Christmas Break
January 16*	Dr. Martin Luther King Day of Service
April 14 - April 16*	Easter Weekend Break
May 17 - May 19	Tentative Stage Rehearsal Dates
May 20 - May 21	Tentative Recital Dates
TBA	MCDF Awards Ceremony

\*Holiday - Studio Closed