



Motor City Dance Factory 2017 - 2018 Studio Policies

Attendance

Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. 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 10/10. Dancer (parent or legal guardian) agrees to pay tuition in full on a monthly basis and remain in good financial standing with MCDF. We encourage families to take advantage of our hassle free auto-pay system in order to avoid late payments and fees. Tuition is due by the 1st of each month. Auto Pay customers are charged on the 1st of each month. A \$10 late fee will automatically be charged to the account when tuition payment is not received by the 10th of the month. In studio, tuition is accepted in the form of cash, check, and credit card.

Discounts

There is a 10% household discount for siblings / parent dancers under the same account. This discount is exclusively for households who are registered under the same account, with one person responsible for payment.

Insufficient Fund Fees

Checks returned for insufficient funds 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. Costume payments 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.

Withdrawal From Classes

There is a one 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.

Costumes

All classes have a costume (some combo classes have two costumes) for our annual production. Costume fees are non-refundable / non-transferrable. Students are measured in October / November for costumes. All Costume Fees are due in full by November 10th. The charge for costumes will be added to the account once classes begin in September. Although parents pay for recital costumes, no student shall receive costumes for the recital until the financial obligation for the season is met (including all tuition, late fees, and other outstanding debt).

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! Please leave valuables and large amounts of cash at home.

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. Parents may not sit in the classroom, as it is a distraction to the learning process.

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
- Social Media – Please follow and interact with us on Facebook and Instagram
- 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.

Parent Conduct

Parents are asked to wait in the lobby during classes. Interrupting classes is not permitted. We ask that cell phone / lobby conversation is appropriate in volume and language. Supervise children while they are not in class, as well as siblings who are not participating. Please eat in designated areas, and smoking is prohibited in and in front of the building.

Inclement Weather Policy

In the event of inclement weather, a message will be left on the studio voicemail by 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. When classes are missed due to weather, the student is welcome to make up their class within a month in any comparable level class.

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.

Important Dates

August 27, 2017	Open House and Back to Dance Party
September 9, 2017	First day of classes
October 10, 2017	Late Registration Begins
October 28, 2017	Pizza Kit Forms / Payments Due
November 2, 2017	Pizza Kit Pick up
November 10, 2017	Costume Balances Due
November 22 - 25, 2017*	Thanksgiving Break
December 23 - January 5, 2018*	Christmas Break
January 15, 2018 *	Dr. Martin Luther King Day of Service
March 30 - April 1*	Easter Weekend Break
TBA	Stage Rehearsal Dates
TBA	Recital Dates

*Holiday - Studio Closed