

Policies and Procedures

Registration Policy

- Student registration will be accepted in studio only.
- At the time of registration all forms and waivers must be signed and registration fee plus August tuition must be paid.
- Students will not be placed into any class without the above.

Financial Obligation Policy

- All tuition payments are due the first of every month.
- Sign up for automatic draft and receive \$3 off every month.
- If tuition is paid after the 8th of the month a \$10 late fee will be added per every 1-3 days. (No exceptions for Holiday breaks)
- All costume and performance fees must be received by said due dates. late costume payments will be subject to a \$20 late fee per costume. (See costume and performance policies)
- Payment options: Cash, Check, Visa, or Master Card, Automatic Bank Draft
- Payments can be made monthly or yearly. A 10% discount may be obtained for paying the year in advance (excluding costume and performance fees).
- To receive the 10% discount all payments must be made the week of August 8-12,2011. (NO REFUNDS)

Costume Policy

- All costume payments must be received by said due dates.
- All dates may be found at www.carrolltonacademyofdance.com.
- All costumes will be chosen by the director.
- All costumes will be steamed and on hangers upon pick up. Costume day will be scheduled at a later date.
- The studio seamstress will be available on costume pick up day ONLY. If a student is absent from costume day all alterations will be the responsibility of the parent (no exceptions).
- Neither dancers nor parents will be allowed to see or take home their costumes before costume day.
- CAD is very mindful of age appropriate costuming.
- Costume prices range from \$45-\$85 for recreational students. Please see below.

Creative Movement	\$50 (1 costume)
Ballet/Tap Combo	\$100 (2 costumes)
Ballet/Tap/Jazz Combo	\$150 (3costumes)
Jazz or Tap	\$55 Child \$65 XLChild-Adult
Ballet	\$65 Child \$75 XLChild-Adult
Lyrical	\$55 Child \$65 XLChild-Adult
Hip Hip	\$55 All Sizes
- *Adult XL will have an additional \$6.00 fee.
- *Adult XXL will have an additional \$8.00 fee.

Dress Code

- All class specific dress codes can be found at www.carrolltonacademyofdance.com.
- You can find everything needed for class at Lela Lu's Active wear Boutique, conveniently located just down the sidewalk from CAD.
- Students will not be allowed into classes without proper attire. This includes clothing, shoe, and proper hairstyle.
- All students must have their hair neatly pulled back away from the face. All Level Ballet classes require a Ballet bun.

Attendance Policy

- To ensure that dancers are learning and progressing properly attendance is required. Attendance will be taken in each class.
- Continued absences may result in termination of lessons, formation changes, and/or not being able to perform in performances.
- If a student must be absent please notify the studio by email or phone.
- If only 1 student is in attendance of class the teacher has the right to release the student up to 10 minutes early. However, if you would like the private lesson you may pay an extra \$10 for the full length of class.
- Attendance and tardiness will be limited for Nutcracker participants. (See Nutcracker information)
- Performance Policies
- Dates for performances will be announced as soon as the venues are booked.
- There will be three performances throughout the year. Not every student will participate in all shows. Performances will include a Winter Extravaganza, The Nutcracker, and Year end Recital.
- Performances fees may be required to cover the costs of venue personnel and venue rental.
- Tickets will be sold for all performances presented by CAD.
- NO VIDEO CAMERAS OR FLASH PHOTOGRAPHY WILL BE ALLOWED AT ANY PERFORMANCE PRESENTED BY CAD.
- No person/photographer may sell pictures of CAD dancers from performances without the approval of the director.
- One volunteer parent from each class will be needed backstage at the year end recital.

Studio Closings

- CAD follows the Carroll County and Carrollton City School systems in the case of inclement weather. If either school system is closed the studio will be as well.
- If a students class is cancelled more than once in a month due to weather the class will be rescheduled according to the availability of the teacher.
- No tuition will be pro rated for inclement weather.
- A full calendar of studio closings can be found at www.carrolltonacademyofdance.com.
- No tuition will be pro rated for holidays.

Substitute Instructors

- CAD reserves the right to provide a substitute teacher for any class. This includes our apprentice teachers.
- If a substitute cannot be found the class will be rescheduled according to the availability of the teacher.
- Full bios of all instructors and apprentice teachers can be found at www.carrolltonacademyofdance.com

General Policies

- CAD is not responsible for providing care for students before or after their scheduled class time.
- If a student is left at the studio for an excessive amount of time (up to 10 minutes) without warning a \$10 after care fee will be added to the students account balance.
- All students under the age of 3 are required to have a parent or guardian at the studio at all times.
- All younger students should use the rest room before class begins. Each student is allowed 1 restroom break only. If special circumstances arise please let the teacher know.
- There is to be no running, yelling, or screaming at any time in the studio.
- Parents and siblings of dancers should be mindful of their volume while in the lobby.
- Please do not allow siblings of dancers to enter studio rooms while classes are in session.
- Please do not allow siblings to play on props.
- If any damage is caused to the studio including but not limited to decorations, furniture, props, etc. due to parent, dancer, or sibling disregard of policies a fee equal to the amount of damage will be added to the said account holder's balance.
- It is the responsibility of the parent to know studio information. CAD has many avenues for communication including email, web site, and information board in lobby.
- Parents are not allowed in the studio rooms while classes are in session. Students are more attentive when they can simply concentrate on the instructor.

Withdrawal Policy

- Written notification must be given for withdrawal.
- Notification must be received before the first of the month to avoid charges to accounts.
- All account balances must be paid regardless of circumstances for withdrawal.
- No refunds will be given for ANY monies paid to the studio. This includes tuition, costumes fees, performance fees, etc.
- Not attending class does not constitute withdrawal of the student.
- Account holders will be responsible for all charges to the account until written notification of withdrawal has been received, at such time all charges to the account will cease.