

Studio Code of Behavior

- Students are asked to arrive on time for class. This will ensure that class is not disrupted by a late arrival and also will ensure students a proper warm up for their scheduled class.
- Students should be respectful of their teacher and fellow students and realize that they are there to learn. Understand that corrections made by the teacher are constructive and are meant to be helpful. If someone is being corrected students are asked to listen and watch.
- Students are asked to come to class in proper attire as made clear in the "Dress Code" portion of this website. Correct attire allows the teacher to view a student's body alignment accurately. For this reason, loose fitting clothing such as pants and baggy t-shirts are not allowed.
- Students are asked to wear their hair pulled back in a ponytail for all classes excluding ballet. Hair for ballet is to be worn in a secure bun; no exceptions.
- Please no food or gum in the studios. Only water is allowed in the studios.
- No cell phones are allowed in the studio. If you leave your cell phone in the lobby area; please silence it.
- Please do not drop your dancers at the studio more than 15 minutes before class and please return promptly for pick up at the end of class. We do not have staff to watch children that are dropped off early or picked up late.

Dress Code

Dress code guidelines are available online. Please be advised that any student not dressed in proper attire will be emailed by our office with correct dress code for class.

Registration & Tuition

A \$50.00 fee for each student or \$60.00 per family is required with the registration form in order to reserve a space in a given class. All registration fees must be paid in full at the time of registration and are non-refundable. Registration is not considered complete and class space is not reserved until the registration fee and first month's tuition are paid in full. Tuition is paid in ten installments that are due the 1st day of each month from September-June. Tuition is based on an approximated 35 lessons per season wherein the overall rate is divided into 10 equal monthly payments. Please note that some months have three classes while other months have five classes; however monthly payment installments remain the same throughout the year. We do not prorate tuition for any reason. Holidays and closures are already calculated into your ten payments. Cancellations for weather are not included. You may sign up for a makeup class for any weather related closures. You can find out about makeup classes by contacting the office.

Please Note:

- All payments are non-refundable and non-transferable. These payments are due on the first of each month.
- In order to secure your place in class, tuition and registration (if applicable) is charged to everyone on the 1st day of the month in which the classes are held. Fees are automatically charged to both "Self Pay" and "Auto Charge" clients. For example, if you register for a class in June but the class does not start until September, tuition and registration will be charged on September 1st.
- There is a returned check fee of \$25.00.
- All late tuition payments receive a \$5.00 late fee for each week tuition surpasses 7 days past due. If tuition payments exceed 21 days past due, your child will not be permitted to attend class until payments are brought up to date.

Autopay

- To ensure payments are received on time, we require that all accounts leave a credit card on file with us. If a balance is not paid by the set due date, the card on file will be charged for that amount.
- Reoccurring payments can also be made via ACH payment. (automated clearing house (ACH).
- By agreeing to reoccurring billing you authorize regularly scheduled charges to your Visa, Discover, MasterCard or checking or savings account. You will be charged each billing period for the total amount due for that period; the charge will appear on your credit card statement. You agree that prior-notification will be provided on the 15th of each month; via email.

If you do not wish to do autopay:

- Pay by cash, check or credit card by the 1st of each month; if payment is not received by 1st your card will be charged. Please note: If the 1st falls on a holiday or weekend, payments may be submitted prior to the 1st. Please date checks for the 1st.
- If you choose "Self Pay" you will be given a 3 day grace period. If payments are not made by this time, your card or bank account on file will be processed.

Recital & Costumes

PLEASE NOTE: IF YOU HAVE MULTIPLE CHILDREN OR IF YOUR CHILD IS IN MULTIPLE CLASSES- YOUR CHILD OR CHILDREN WILL NOT PERFORM IN THE SAME RECITAL SHOW AND YOU WILL HAVE TO PURCHASE TICKETS AND ATTEND MULTIPLE RECITAL SHOWS.

Our recitals are held typically in June and our rehearsals are held in class, the weeks prior to the recital. Recital updates will be emailed to the account on file and posted to our social media pages in the Fall. Participation is encouraged but not mandatory. You must notify the office by November 1st if you will *not* be participating in the recital. There is a \$55.00 per family production fee – you will receive a FREE digital download of the entire show as well! This fee is due by January 1st and is non refundable after February 1st.

Costume payments are completed in two payments: costume deposit due November 1st and costume balance due December 1st. We cannot order a costume for your child until the first payment is received. Costume payments are non-refundable. In the case of a withdrawal from class the costume can be picked up within 2 weeks of arrival; after which point the costume becomes property of Encore Dance Academy. Alterations are not the studio responsibility. Anyone on automatic payment of credit card for monthly tuition will also have their card debited for costumes when applicable.

Baby Dance - Kinder Combo - \$85.00
(\$50.00 deposit/\$35.00 balance)

Primary Combo, Intermediate Combo, Teen Combo, Hip Hop - \$95.00
(\$50.00 deposit/\$45.00 balance)

- Primary, Intermediate and Teen Combo will have 2 Recital Costumes and Routines
- Acro classes DO NOT perform in the Recital
- The price of your costume also includes packaging and a pair of tights for the recital.
- We only order the highest quality costumes that never disappoint

Closings & Attendance

Attendance

Please call the studio if you are going to be late or absent from class. Coming in to watch class is encouraged if you are feeling well enough to attend. Ask for available make up class list.

Snow/ Other Inclement Weather

Typically, the studio will close if Reading Schools cancel due to snow or any other type of inclement weather. Emails will be sent the day of or day prior with instructions. No refunds will be given in the event of snow or other inclement weather as makeups are an option.

Other Closings

Sometimes it is inevitable that the studio will close due to scheduling conflicts with competitions or conventions. Also sometimes due to student illness one cannot attend class. To make up your missed classes due to these circumstances you will be given another time to attend a similar class during the week.

Make Up Classes

Make up classes are available in the event of a class cancellation or sick day. They are not mandatory, but are made available for your convenience. All make-ups must be made within two weeks of a missed class. Please notify the office if you will be attending a makeup class.

Right to Cancel

Encore Dance Academy reserves the right to cancel a class due to low enrollment. In this event, another class will be suggested. If you are unable to continue in the new class and withdraw, any unused tuition will be refunded.

Cancellation of Enrollment Policies/Refunds Due to Unforeseen Circumstances

Due to the uncertain nature of pandemic scenarios reoccurring, we have put policies in place to protect ourselves should we need to close our in-studio doors and assume classes virtually.

- Should we need to close in studio classes for long periods of time: Should the studio need to close its in-person classes, classes will automatically begin via Zoom. Should you not wish to continue classes virtually, no refunds or discounts will be given for tuition for the time period involved.
- Child Is Sick/Quarantining: Should your child need to stay home if they are sick, experiencing symptoms, or quarantining - they may schedule a makeup class within two weeks of their absence. Should you not wish to do a makeup class, no refunds or discounts will be given for tuition for the time period involved.

Sick Protocols – When to Stay Home

- Fever of 100 degrees or higher. A child with a fever should not return until they have been fever-free without a fever reducer such as Tylenol or Ibuprofen for 24 hours.
- Infectious illness such as strep throat for which they have been treated with antibiotics for less than 12 hours.
- Vomiting or diarrhea - symptoms must be resolved for 24 hours.