



# POLICIES & PROCEDURES

## TUITION

CDC offers monthly tuition and is prorated based on the date of registration. ALL MONTHLY TUITION IS DUE ON THE 1<sup>ST</sup> OF EACH MONTH. Tuition payments are deemed late if not received by the 10th of the month and a \$25 late fee will be strictly enforced. We reserve the right to charge any outstanding balance, including late fees, if there is a credit card on file. There is a \$25 fee on all returned checks. **Registration fee** of \$40.00 per family/dancer is due upon registration. This non-refundable fee covers our calendar year, which runs from August through June. **Please note this fee is non-refundable and will not be refunded if you drop a class.** **Drop-in classes** are available to all incoming and existing dancers, given there is space available in a class. New account payers must pay the registration fee of \$40 after the 4th drop-in class within the dance year. **CDC reserves the right to drop a student from classes if account balance is outstanding.** CDC does not disclose account information to any person not listed on the account.

## TERMINATION OF ENROLLMENT

Termination from parent or guardian must be submitted VIA EMAIL. **The official termination date is the day CDC receives written notice of termination, not the last day of student's attendance.** An email may be sent to: [admin@capitoldancecompany.com](mailto:admin@capitoldancecompany.com)

## ATTENDANCE

**Missed Classes/Make Up Classes:** Students may make-up missed lessons in any class within 30 days of the missed class after enrollment. Dancers can attend a make up class in any class within the same age range and level; it does not need to be within the same style. When you come in for a make up class, please inform the front desk upon arrival. **There are no refunds or discounts on tuition for classes missed.** No siblings or other family members on the account may attend a make up class on behalf of another dancer. Dancers may not enroll in one class, but regularly attend a closed class as a make up.

## CLASS SPECIFICATIONS & INFORMATION

**Sizing:** Some classes become so popular that we will close the class after it reaches a certain enrollment level. Students will be put on a waiting list until a spot opens in the class. In the event a class has low enrollment, we reserve the right to cancel the class.

**Class Placement:** CDC classes are based on age and ability. In the event that a dancer is registered for a class that is not their age bracket or level, CDC will require that your dancer is placed in the appropriate class.

**Trial Classes:** For a free trial class, bring your dancer to the class they are interested in and that is appropriate for their age and level. Please create an account online or submit a registration form the day of the trial class.

**Marketing:** By enrolling in classes at CDC, you are giving permission for CDC to take and or use photographs and video photography of its dancers performing in company programs, competitions, classes, or other sponsored events for CDC marketing purposes, including social media, and without any monetary reimbursement to the dancer or dancer's family.

**Teachers:** CDC reserves the right to substitute a teacher in any class when the original teacher is not available.

## STUDIO CONDUCT

**Safety:** Safety is our concern for your young dancers. We insist that all parents/guardians deliver and pick up their children from inside our studio and not the parking lot. CDC is not responsible for dancers' activities when they are on a break between classes. In the event that a dancer is loud and/or disruptive in the office, they will be asked to wait outside between classes.

**No food or drinks:** Beverages, gum, candy, and food are strictly prohibited inside our studios. CDC reserves the right to ask any dancer to eat their meal/snack outside and not in our office.

**No dogs:** Dogs are not permitted in our studio lobby or dance studios unless they are a service animal with documentation.

**Discipline:** CDC expects good behavior, respect and discipline from all of our students and parents/guardians before, during or after classes as well as during competitions and performances. Physical or verbal abuse (including use of social media), uncalled-for disregard of CDC teachers' or administrators' directives or anything else that could be construed as a discipline-related problem involving students or their parents/guardians will not be tolerated. CDC has the right to remove a student from class for inappropriate conduct. CDC reserves the right to refuse service.

**Bullying/Harassment:** If any students experience bullying or harassment, administration and staff must be notified. CDC takes any form of harassment very seriously. If there is any issue that you feel needs to be brought to the staff attention, please do so immediately.

## WAIVER OF LIABILITY

Please be advised that there is a risk of physical injury associated with, arising out of, and inherent to, the activity of dance. You therefore agree to release CDC and its staff and hold them harmless of all liability and hereby acknowledge that you are knowing and voluntarily assuming full responsibility for all risks of physical injury arising out of active or in-active participation in a dance class, dance performance, dance competition or other dance related activities supported by, involved with, or approved by CDC.

**Emergencies:** In the event of a medical emergency CDC will make every attempt to reach the emergency contact provided. If we cannot reach the emergency contact, we will use our discretion as to what further action must be taken for medical services.