

REGISTRATION POLICY FOR CLASSES

- Registration and payment for all classes must be completed **online** prior to the class.
- Drop in classes can not be scheduled in the parent portal. If you would like to sign your dancer up for a drop in class, please email us prior to the class. If there is a spot, we will notify you by email prior to the class along with instructions to set up your account. Drop in classes are \$25 per class and must be scheduled and paid for in advance.
- Once you register for a class your dancer will remain in the class for the entire dance year (August 2022-June 2023).
- Dancers are welcome to switch classes at any time throughout the year as long as there is a spot available. Switches must be approved by our Office Coordinator and can not be done in the parent portal. Contact our office by sending an email to support@capitoldancecompany.com.
- If a class closes due to maximum enrollment, a **wait list** will automatically be generated in our system. If a spot opens up on the wait list, we will reach out by email. If a class closes due to maximum enrollment, we cannot guarantee a spot will open on a wait list. To add your dancer to the waiting list, proceed to enroll them in the class even though it shows as "full/closed" in red in the portal. **Payment is not required to be added to a wait list.**
- **We are paperless!** All schedules and class information will be posted on our website and social media pages. All registration, payments, and scheduling will be processed through our studio portal. Important updates will continue by email and through social media posts.

TUITION POLICY

- **By registering for our classes, you will automatically be enrolled in AutoPay. No cash or check payments are accepted.** Autopay is a requirement and not optional and a credit/debit card is required to stay on the account. Payment for classes will be made through our studio portal, Studio Director.
- Tuition is monthly and is prorated based on the date of registration and our holiday closures.
- Tuition is based on a Family Plan. Therefore, tuition is based on the amount of classes taken by the family.
- Only immediate family members of the same household can be listed in the same account.
- If a credit card is removed from the account and we are not able to charge tuition, a \$25 late fee will be charged to the account.
- We do not accept partial payments or split payments between cards.
- If we receive a declined message when processing tuition due to an expired card an email notification will be sent to you. We will allow a 3 day grace period for you to update the card on file. A late fee of \$25 will be issued if a card on file is not updated within 3 days of notification. If this issue occurs more than once, we will charge a \$25 late fee to the account and not allow a grace period.
- A \$25 late fee will be charged if a card is declined due to "insufficient funds" when we process auto-pay.
- We reserve the right to charge any outstanding balance, including late fees to the credit card on file. **CDC reserves the right to drop a student from classes if account balance is outstanding for more than 10 days.**
- CDC does not disclose account information to any person not listed on the account.

TUITION POLICY (CONTINUED)

All tuition will be collected and billed automatically on the first day of each billing cycle each month.* If the first day of each billing cycle falls on a holiday, you will be billed the following business day. AutoPay tuition processing will fall on the following dates in the table below. *As a reminder, all tuition is prorated based on our holiday/studio closure dates.

Month	Day of Billing	Dates of Instruction
August	Tuition due upon enrollment	Monday, 8/22 - Saturday, 9/3
September	Tuesday, 9/6	Monday, 9/5 - Saturday, 10/1
October	Monday, 10/3	Monday, 10/3 - Saturday, 10/29
November	Tuesday, 11/1	Tuesday, 11/1 - Saturday, 11/26
December	Monday, 11/28	Monday, 11/28 - Saturday, 12/31
January	Monday, 1/2	Monday, 1/2 - Saturday, 1/28
February	Monday, 1/30	Monday, 1/30 - Saturday, 3/4
March	Monday, 3/6	Monday, 3/6 - Saturday, 4/1
April	Monday, 4/3	Monday, 4/3 - Saturday, 4/29
May	Monday, 5/1	Monday, 5/1 - Saturday, 5/27
June	Tuesday, 5/30	Tuesday, 5/30 - Saturday, 6/17

TERMINATION OF ENROLLMENT

- Termination from parent or guardian must be submitted VIA EMAIL, we will not accept termination by phone or verbal consent to office staff. **The official termination date is the day CDC receives written notice of termination, not the last day of student's attendance.**
- A credit or refund will be provided from the day we receive written notification by email to: support@capitoldancecompany.com.
- Accounts will continue to be auto charged tuition unless we receive email notification of withdrawal.
- To drop your dancer from their class, please send an email to: support@capitoldancecompany.com.

ATTENDANCE FOR IN-PERSON CLASSES

- ***There are no refunds or credits if your dancer is absent for a class.***
- Make up and drop-in classes are only allowed in classes that have spots available.
- Make up classes are available in a comparable age/level class within 2 weeks of your dancers absence.
- Make up classes must be scheduled and approved prior to your dancer attending. Please email our Office Coordinator at support@capitoldancecompany.com to schedule your dancer's makeup class.
- PLEASE NOTE: **There are no makeup or drop in classes for any dancers in the month of June.** Any missed classes in May must be made up in May.

2022 - 2023 CLASS PRICING	
Classes per week	Monthly Family Rate
1	\$85
2	\$160
3	\$225
4	\$265
5	\$300
6	\$335
7	\$365
Unlimited 1 Student	\$390
Unlimited 2+ Students	\$440
Drop-In Rate	\$25 per dancer

2022 - 2023 STUDIO CALENDAR & CLOSURE DATES

2022 - 2023 CALENDAR	
2022-23 Season Begins	Monday, 8/22
Closed for Labor Day	Monday, 9/5
Closed for Thanksgiving	Thursday, 11/24 - Sunday, 11/27
Closed for Winter Break	Monday, 12/19/2022 - Sunday, 1/2/2023
Closed for MLK Jr. Day	Monday, 1/16
Closed for Presidents' Week Break	Monday, 2/20 - Sunday, 2/26
Closed for Easter Weekend	Saturday, 4/8-Sunday 4/9
Closed for Memorial Day	Monday, 5/29
Final Day of Classes	Saturday, June 17th
Show Rehearsal Week @ CDC	Monday, 6/19- Thursday, 6/22
Dress Rehearsal at Campbell Heritage Theater	Friday, 6/23
Show Day! (Campbell Heritage Theater)	Saturday, 6/24

CLASS SPECIFICATIONS & INFORMATION

- **Sizing:** Class sizes vary depending on size of room, style of dance and age of dancers. If a class closes due to maximum enrollment, students will be put on a waiting list. 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. CDC Teachers and Management will make the final decision in regards to a dancers' level and capability.
- **Drop In Classes:** Dancers are welcome to register for a drop in class to see if they like the class prior to registering for the entire month. Drop in classes are \$25 per class and must be scheduled with our Office Coordinator, support@capitoldancecompany.com before the class. Drop in Classes are only available in classes that have open spots.
- **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.

Communication: All studio related information is communicated through email.

Teachers: CDC reserves the right to substitute a teacher in any class for any reason.

SUMMER PERFORMANCE POLICY

- **Our yearly Summer Performance is OPTIONAL for all dancers. Dancers must sign up to participate.**
- Dancers that want to participate in their class dance AND/OR want to try out for a lead role will need to register by email submission or in person at our front desk once details are provided.
- All show related fees will be auto charged to the card on file after participation forms are submitted.
- All show related fees are non-refundable.
- If a dancer signs up for the Summer Performance they are expected to maintain good attendance in their classes to ensure they learn their show dance. In the event that a dancer has attendance issues and does not know their show dance, they may be asked to withdraw from the performance. No refunds will be provided by the studio in this situation.

STUDIO CLOSURE POLICY: PANDEMIC

- In the event that we encounter another resurgence of COVID cases or experience another pandemic and the county or state requires us to close; dance classes will be held on ZOOM or outdoors in our courtyard. Dancers will automatically be enrolled in zoom classes and will not need to re-register for classes.
- All accounts will receive a tuition credit if we are required to close our studio and decide not to offer zoom or courtyard outdoor classes. No refunds will be issued.

ASSUMPTION OF THE RISK & WAIVER OF LIABILITY RELATING TO COVID-19

- Capitol Dance Company (“CDC”) cannot guarantee that you or your children will not become infected with COVID-19. Further, attending classes at CDC could increase your risk and your children’s risk of contracting COVID-19. By registering for class, you acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that your children may be exposed to or infected by COVID-19 by attending classes.

COVID MASK POLICY (Subject to Change)

- Effective 7/1/2022: CDC no longer requires dancers, staff members or parents to wear face masks in our studios or lobby.

GENERAL 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 the whereabouts for dancers that voluntarily leave our studio and go wait for their ride out in the parking lot per their parent or guardians request. Please do not advise your child to leave the studio when you are not present.
- CDC is not responsible for dancers’ activities when they are on a break between classes or once they leave the classroom. 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 student or parent experiences bullying or harassment by another dancer or parent of CDC, administration staff must be notified ASAP. This includes in the classroom and ALL social media platforms, 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 by email, support@capitoldancecompany.com. CDC reserves the right to refuse service to any dancer/ parent that is found to be out of compliance with our Bullying/Harassment policy and no refunds will be provided.

WAIVER OF LIABILITY FOR ALL CLASSES

- 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:** I grant permission to the staff of Capitol Dance Company to take first aid or emergency measures as judged necessary for the care and protection of my child while under the supervision of the studio. In case of a medical emergency, I understand that my child will be transported to an appropriate medical facility by the local emergency unit for treatment if the emergency unit deems it necessary. I understand that in some medical situations the staff will need to contact the emergency resource before the child's parent, physician, and or other person acting on the parent's behalf. I also understand and agree that the child's parents or legal guardians shall be responsible for any expenses incurred.