



POLICY & PROCEDURES

1. Tuition is due by the 10th of the month and considered late after that. A \$10.00 late fee will be charged on all late payments received after the 10th of the month. If payment has not been received in full by the 15th of the month, an additional \$20 late fee will be charged. If monthly fees have not been received by the 30th of that particular month, the instructor will ask the dancer to sit out of class until payment has been received.
2. All tuition is based on four lessons per month. Fifth lessons are considered a bonus and are used to offset any missed classes throughout the year when the studio is closed due to holidays, weather etc.
3. Upstage Dance Centre does not send monthly bills. It is the parent's responsibility to make sure your payments are current. To participate in any studio function, all tuition must be current.
4. Checks returned to the studio for insufficient funds will be charged a \$30.00 service fee.
5. Sorry, there are NO REFUNDS OR ADJUSTMENTS made for missed classes. Tuition is based on enrollment, not attendance. Because most of our classes meet only once a week and all are different levels; we are unable to schedule make-up classes for absences.
6. Class enrollment is limited, although some classes may be smaller or larger based on the instructor's preference, once those classes are full we must put interested students on a waiting list. It is the parent's responsibility to fill out a withdraw from at the studio with a receptionist if their child wishes to drop out of their classes, so that students on the waiting list can be added.
7. When dropping a class, you will still be responsible for paying for the current months tuition and **any other invoices on your account**. For example, if you notify Upstage on September 6th your son/daughter will be dropping their hour class, you will still owe \$45 for the month of September.
8. Students are required to pay a yearly registration fee of \$35.00 for one child or \$60.00 per family before their first class. **New** students registering after January 1st will have their registration pro-rated to \$20.00 for one child or \$40 per family.
9. A \$25.00 re-enrollment fee will be charged to any student who drops out of dance for 2 months or longer.
10. We kindly ask that you email or call in notifying the studio if your child is going to miss class due to illness, school events, vacation, change in schedule or any other factors interfering with the established and hereby agreed upon.



11. Each year Upstage Dance Centre has a Christmas Show (December) and a Spring Recital (June) which allows all our students the opportunity to showcase their dance skills in a choreographed routine. **Location:** Our Christmas Show is held at Valley High School's Auditorium and the Spring Recital is held at The Brown Theater downtown. **Admission:** The Christmas Show is free to any family members or friends. Our Spring Recital will have a Brown Theater Fee to cover the cost of the facility, stage hands, awards, security, etc. The fee for one child is \$80 and \$110 per family usually due in March. Admission for any family or friends however is covered by this fee.
12. Our show and recital requires students to purchase a costume(s) for each class in which he/she is enrolled in. Costumes will not be handed out unless your account is current.
13. It is also the parent's responsibility to check their email for information on class changes, closings, upcoming events, etc. We will also post information on the television in the front lobby.
14. Important: Upstage Dance Centre is not able to provide childcare. It is the responsibility of each parent to pick-up their child immediately following their classes. We advise parents of younger dancers (6 years and younger) to stay at the studio while their child is in class. Parents must supervise younger siblings while in the waiting area. Absolutely no loud or disruptive behavior will be tolerated. Siblings must stay in the waiting areas with their parents where they can be supervised while their sibling is in class.
15. ABSOLUTELY NO FOOD OR DRINK ALLOWED INSIDE THE DANCE STUDIOS, EXCEPT WATER in a Closed Container. Students will be asked to leave any food or unacceptable drinks in the lobby or with a parent.
16. For liability purposes, ABSOLUTELY NO ONE OTHER THAN REGISTERED STUDENTS AND THE INSTRUCTOR are allowed inside the classroom even when classes are not going on. This means that parents and siblings must wait in the waiting area while class is in session. This policy is strictly enforced. Parents can watch their students class on the televisions located in the front and back lobby.
17. **Dress Code:** Students who are trying a class do not need to purchase new dance shoes or clothes for a trial class, once the student registers, they will then be required to obtain the appropriate dance shoes and attire before their next class. Please see our dress code policy for more details regarding specific classes. **Shoes:** Shoes worn in the studio MUST be shoes worn for Dance only. Wearing outside shoes in class is not allowed. Rocks and dirt from shoes are not good for the dance floors. All shoes will be purchased through Upstage Dance Centre except for Team students.