



2020-21 Center Stage Dance LLC Studio Policies and Procedures

Tuition -

Tuition is based on a full dance year, September-May, and will be divided into 3 trimester payments due at Registration, November and February. A non-refundable \$20 Registration Fee per family is due at the time of registration. We will not be accepting discounted payments in full this year. Tuition is the same for both in person and zoom students. Tuition is not refundable.

NEW FOR 2020-2021: All accounts **MUST** have a credit card on file. Your trimester tuition payment, as well as registration and costume fees, will be automatically charged to your card on file the first week of the trimester. If you would like to make alternate arrangements (i.e. pay by check or set up budget payments) please let us know by the first day of class.

There will be a \$25 service fee for any returned checks. Any credit card payments that are declined or rejected will result in a charge automatically applied to your account in the amount of \$25. Please make sure your information, including expiration date, is up to date with us to avoid these charges. Give us a call at 203-329-6676 and we will be happy to assist you.

Communication -

Communication is the key to any successful relationship! Therefore, we must have a **CURRENT EMAIL ADDRESS** on file at all times. This is our primary means of communicating all pertinent information with our dance families. Should your email address change at any time during the dance year, please be sure to let us know.

Registration –

Please register for class on our website, www.centerstagedancestamford.com. When you register for the 2020-2021 year you are registering for a September through May program. We hope that a repeat of last year's closure does not take place again but unfortunately there are no guarantees that we can promise. Your registration at Center Stage will continue if for any reason the studio building must close due to a state closure at which time, we will immediately switch to Online Zoom Classes for everyone. Please register for classes with the intent that you will follow through with whatever extent that classes will be held.

Zoom Options -

We will be offering a live Zoom option directly from the class in progress so that students may continue at home if that is what they prefer. **Availability for Zoom will be limited.** All dancers participating from home should always have their cameras on, show a full view of their dancer so that corrections and interaction can be applied. At home students are expected to be fully engaged in the class and behave as they would if they were in the classroom which includes dressing properly for class.

Performance and Costumes -

We encourage all Center Stage Dancers to participate in our end of the year production. This is an exciting and rewarding part of the dance year that everyone looks forward to. We will move forward with plans to have an auditorium stage performance in May of 2021 but if for any reason that is not possible, we will move our recital to a venue that would work for the current time. During the past few months, we have learned that we must be flexible and resilient, and we will adapt.

Costume Deposits are due in November and Costume Balance will be due in February. All costume payments are NON-REFUNDABLE.

Attendance –

Attendance is very important to a student's progress. Please make every effort to attend each class. There are NO REFUNDS for classes missed due to illness or travel, cancellations due to weather, or mandated COVID-19 closure. Your child is welcome to do a make-up in another class of similar level or type.

Dress Code –

Proper shoes and attire must be worn to participate in class. Hair should be pulled back off face for all classes. Please write name in all shoes, bags, etc. Full Dress Code can be found on our website.

Lost and Found -

We are unable to provide a lost and found bin this year. Clearly mark your child's belongings and only bring what is necessary in a small bag for class. Anything left behind will need to be disposed of, so it is imperative that you leave with what you have arrived with.

No Shoe Swap Box. We are unable to provide the opportunity to swap out shoes that your child outgrows this year. Our swap box has always been popular so it is important that you know if your child outgrows or forgets their shoes, we unfortunately cannot provide a pair.

Withdrawal Policy -

We understand that dance class may not be for every child. If you would like to withdraw your child from class, we MUST BE NOTIFIED IN WRITING PRIOR TO THE END OF THE CURRENT TRIMESTER.