



## 2021-22 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. Tuition is not refundable.

### **Auto Payments:**

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 1 week prior.

Any credit card payments that are declined, or any checks that are returned, 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 important information, billing details and studio happenings 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](http://www.centerstagedancestamford.com). All classes for the 2021-22 dance year will be in person in the studio. When you register, you are registering for a September through May program. If for any reason the studio building must close due to a state closure, we will seamlessly transition to online Zoom Classes for everyone. No refunds will be given. Please register for classes with the intent that you will follow through with whatever extent that classes will be held.

### **Performance and Costumes -**

Although it is not mandatory to participate in this exciting event, we highly encourage all Center Stage Dancers to perform in our fun and very rewarding end of the year production. We will move forward with plans to have a theater stage performance in May of 2022 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 months, we have learned that we must be flexible and resilient, and we will adapt.

Costume Deposits are due in November and Costume Balances will be due in February. All costume payments will be charged to credit cards on file and 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 state closures. 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.

### **Studio Calendar and Closings –**

Studio Calendar is posted on our website, [www.centerstagedancestamford.com](http://www.centerstagedancestamford.com). Emergency studio closings due to inclement weather can be heard on our answering machine after 2:00pm and will be posted 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.

### **Safety Guidelines -**

Center Stage Dance will be taking a tiered approach to our return to a "normal" dance year. Thank you for your understanding as we continue to put the safety and health of our dancers and staff first. The guidelines are constantly changing so please be watching for updates as we approach the fall. Here's our current plan...

1. All classes will be in person at the studio and all enrolled dancers are expected to fully participate in class. A Zoom option will be available only when needed due to COVID-19.
2. The studio will be disinfected and sanitized every day before dancers arrive.
3. All dancers will hand sanitize on their way into and out of the studio.
4. We have really missed being able to welcome parents and siblings, but in order to not overcrowd our lobby, this area will be open to DANCERS ONLY. Staff will continue to meet our youngest dancers at the door, however dancers 8 and up may come into the studio freely, but please wait until the start of the class time.
5. Smaller class sizes will remain in place and all classes will be dismissed 5 minutes early to allow one group of dancers to leave before the next group arrives.
6. Restrooms will be open for emergencies only.
7. Masks/Face Coverings TBD