



2022-23 Center Stage Dance Studio LLC 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 also 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 are 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. All classes for the 2022-23 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, 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 highly anticipated event, we strongly encourage all Center Stage Dancers to perform in our exciting end of the year production. We will move forward with plans to have a theater stage performance in May 2023 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 recent years, 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 and every 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. Emergency studio closings due to inclement weather can be heard on our answering machine after 2:00pm weekdays and will be posted on our website.

Lost and Found -

Anything left behind at the studio will be held in the Lost and Found cubby in the lobby. This cubby will be cleaned out once per month so be sure to check back promptly if your child is missing anything.

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 -

Thank you for your understanding as we continue to put the safety and health of our dancers and staff first. Here is the current safety plan we have in place...

1. The studio will be fully disinfected and sanitized every day before dancers arrive.
2. 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.
3. 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.
4. We have 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. Dancers are **strongly encouraged** to use the bathroom at home before heading to the studio. Restroom will be open, but it is difficult for the teacher to help with bathroom runs at this time.