



## 2023-24 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. First payment is due at Registration, second payment in November and final payment is due in February. A non-refundable \$25 Registration Fee per family is also due at the time of registration. Tuition is non-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](http://www.centerstagedancestamford.com). 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 in May. Costumes and Tickets for the performance are additional charges and not included in your tuition.

Costs for Recital costumes will range in price from \$75 - \$90 per costume. Costume Deposits are due in November and Costume Balances will be due in February. All costume payments will automatically 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 arrive promptly and 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](http://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.

**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 -**

The studio, lobby and bathroom will be fully disinfected and sanitized every day before dancers arrive. Staff will continue to welcome and dismiss our youngest dancers at the door, however **all students** may come into the studio freely, but please wait until the start of the class time.

**Waiver -**

I understand that dance activities have inherent risks of injury and, being fully aware of the risks, I consent to have my child participate in the programs and activities offered by Center Stage Dance Studio LLC. When registering, I declare that my dancer is in good health, and is able to physically participate in dance classes, rehearsals, performances and/or any and all Center Stage Dance Studio LLC activities. Further, I understand and acknowledge that because of the physical nature of dance, there may be physical contact for proper instruction and safety, between instructors and students during class. I hereby release Center Stage Dance Studio LLC from any and all liability and assume the risks of participating in the Center Stage Dance program. I accept my responsibility in paying tuition, registration fee and costume charges. I hereby give Center Stage Dance Studio LLC permission to photograph and/or video my child(ren) and consent to the use of material for advertising, marketing and promotional purposes.