

THE DANCE ACADEMY **5721 West Irving Park Road** **Chicago, IL 60634**

THE DANCE ACADEMY POLICIES

These guidelines are to acquaint you with our classroom expectations, as well as our business procedures. They have evolved over 33 years. Their purpose is to create a smooth flow of personal and business procedures between students, parents and teachers. Your cooperation is appreciated.

TEACHER'S INTENT: We do our best to place students in the class that supports their development and enjoyment. Class placement is at the discretion of the teacher and is not based solely on age or number of years of study. If you are not satisfied, please talk with your teacher and together we can explore the options.

TUITION POLICIES: - NO REFUNDS.

REGISTRATION FEE: Each year there is a one-time non-refundable \$12.00 registration fee per family that covers paperwork for the year.
TUITION: Tuition is charged on a four-week basis and is payable in advance. Rates are listed in the schedule of classes. The calendar year is divided into four-week segments so the amount is always the same. **PAYMENT IS DUE THE FIRST CLASS OF EACH FOUR-WEEK PERIOD.** Exact due dates are listed in the monthly newsletter.

LATE TUITION: Unpaid amounts carried after the second class of the month will have a \$6 late charge. In June, there is a \$10 late charge. If your tuition account is more than three weeks overdue, in addition to the late fee, the student will not be allowed to continue in the class until the tuition is fully paid.*

TUITION IS NON REFUNDABLE. Also, tuition cannot be transferred, extended or deducted. You will be billed only if payment is

late. Checks or money orders are made payable to The Dance Academy.

NSF CHECKS: There is a \$30 service charge for returned or NSF checks.

DISCOUNTS: There are several discount options listed in the schedule of classes, only one discount option may be applied. The family discount is for immediate families in the same household, not including cousins, etc.

***PLEASE NOTE:** The Dance Academy has ongoing bills and financial responsibilities- payroll, rent, utilities-that are paid late or go unpaid when we do not receive tuition in a timely manner. We all want the business of The Dance Academy to be solid so there is a place for teaching, learning and growing. We do not want to call students to tell them tuition is late-however, you will receive a call if this is the case. We also do not want to embarrass a student by telling them they cannot attend class after a parent has dropped them off. Students will not be allowed to take class if tuition is not paid. Please, make tuition payments on time. Payment is expected at the time services are rendered.

ABSENCES & MAKE-UP CLASSES: Call the studio if you will miss a class. You have a one-month period to make up. Summer students must do make-up classes during the summer session; make-up classes cannot be carried over into September. Choose a comparable class or ask your teacher what class to make up in. You cannot use a class you are currently enrolled in one month as the make-up class the next month. It is the student or parent's responsibility to keep track of and pursue

make-up classes. During the months of April and May, make-up classes are limited; in June make-up classes are not available as most classes are working on recital dances.

RESCHEDULED CLASSES: When holidays occur on dancing days, or classes are cancelled due to inclement weather, or a teacher's needs, class will be rescheduled for another day and time, or you will be asked to make up in another comparable class.

WINTER WEATHER PLANS: If weather causes a cancellation of your dance class, your teacher will try to call you before class time. If you have not been contacted and are unsure if class is meeting, please call the studio. **CLASSES THAT ARE CANCELLED DUE TO WEATHER WILL BE MADE UP IN THE SPRING. THERE ARE NO TUITION DEDUCTIONS FOR MOTHER NATURES FANCIES.**

ENROLLMENT: Classes progress throughout the year. Students with equivalent training may join during any session. Class sizes may be limited. If a class is cancelled due to small enrollment, classes may be combined or you have the choice of transferring to another time, or getting a credit towards future classes.

Tuition is non-refundable. If you are undecided about a class, you are welcome to observe when we are in session. Please call and make arrangements in advance.

CLASSROOM ATTIRE: Any color leotard & tights, bikeshorts and other form fitting workout attire are appropriate for jazz, tap, modern, hip-hop, body roc, exercise dance and combination classes. Ballet students should

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wear a black leotard and pink tights. Boys & men should wear black dance pants with a white shirt. Students must have appropriate shoes for class: jazz shoes or dance sneakers, tap shoes, ballet slippers. No gum is allowed in the studios or dressing room. No excess jewelry. Pull hair back from face and up off your neck.

CLASSROOM CONDUCT: Be ready to enter the class fully dressed in appropriate dance attire at the time class begins. Students may be required to observe the class if not dressed appropriately or if more than 10 minutes late. Attend class regularly. There is no talking in class; raise your hand to ask a question. Stop what you are doing when the teacher is talking and listen. Do not touch the mirrors. Do not hang on the ballet barres. Respect studio property and the property of others. Put your name in all dance shoes. Do not leave valuables in the dressing room. The Dance Academy is not responsible for lost or stolen property. A note on corrections: It is important to remember that a correction is a gift. A teacher's job is to help you learn and improve, and when they correct a student they do it because they care. Listen and learn from all corrections even if they are not directed specifically at you.

OTHER RULES: Eating is only allowed in the office and garbage should be disposed of properly. Children must not be left unattended anywhere in The Dance Academy. Our receptionist has other duties and cannot serve as a sitter for the dancer's siblings. Children are not allowed to play in an unoccupied dance studio. Please wait for class to begin in the office or dressing room. There is no running or

horseplay allowed anywhere in The Dance Academy. Cell phones must be silenced during class. **Video taping is only allowed with permission from the teacher.**

LEVEL CODES: There are three level codes: **BEGINNING** classes are for students with little or no experience
BEGINNING & LEVEL 1 classes are for beginners and students with 1-2 years experience
LEVEL 1 classes are for dancers with 1-4 years experience
LEVEL 1 & 2 classes are intermediate
LEVEL 2 classes are for high intermediate dancers
LEVEL 2 & 3 classes are for high intermediate and advanced dancers
LEVEL 3 classes are advanced dancers and professionals

+...Means the class progresses at a fast pace. Because there are only three levels, a continuing class may remain at the same level for several years. Even though the level has remained the same, the teacher plans on challenging and advancing the student throughout the year. The levels are only guidelines. Class placement is at the discretion of the teacher and is not based solely on age or number of years of study.

RECITAL INFORMATION: We present a recital each year at the end of June. Participation is encouraged as it gives completion to the year's learning, but is not mandatory. Expenses to expect are: a family recital fee, costume cost, and ticket purchases, also optional photo and video order fees. A commitment is requested in December/January and students may not be allowed to perform in the recital if not committed that early. Any student who has any outstanding bills, such as

costumes fees or tuition will not be allowed to perform in the recital.

ABOUT THE DANCE ACADEMY: We are celebrating our 33rd year in the dance business. Our staff consists of ten professionally trained teachers. We have two large, light, and airy studio spaces for really moving out! Our teaching style accents pleasure and self discipline; our environment supports creative learning experiences for everyone. Our enthusiasm and dedication will inspire the dancer in YOU!

LOCATION: We are located at 5721 W. Irving Park Rd. one & half blocks west of Central. There is parking on Irving Pk. Rd. or on the surrounding side streets. To use public transportation get off the blue line at Irving Park and take the bus heading west.

OFFICE HOURS: The following office hours are for the 2007-2008 dance year and are subject to change.
Monday – Friday 4:00-8:00pm
Saturday 9:00-3:00pm

CONTACT US:
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