

STANDARD POLICIES

ENROLLMENT/REGISTRATION: An annual nonrefundable registration fee of \$35 is charged for the first student and \$25 for each additional student in the same household. Once a student is enrolled, tuition will continue to be charged each month through June. Class placement is determined by the instructors and is based on a student's ability and certain age restrictions. Classes can be added at any time with instructor permission until March 15 of each year. Classes can only be dropped effective the first of each month. Classes must be dropped no later than the last day of the month prior to the month the dropped classes are to be effective. Classes can be added or dropped online through the Dance Studio-Pro Parent Portal or via email notification to dance@turningpointdancecentre.com.

TUITION/PAYMENT: Our program is designed as a ten-month session running September through June. Monthly tuition is divided into equal payments for lessons received for the full ten-month session and will remain the same each month regardless of attendance, school closures, holidays, vacations, recital rehearsals and performances, etc. Registration reserves a place in the class for the dancer, even when they are absent. Tuition will not be prorated for any reason. For the September through June session, tuition is due the 25th day of the prior month for the following month's fees. For example, September tuition is due on August 25, December tuition is due on November 25, January tuition is due on December 25, etc. Partial payments will always be applied to the oldest charges included in the account balance. **A late charge of 10% will be added for all fees paid ten (10) or more days after the due date (25th of each month). Accounts that are more than thirty (30) days behind will be suspended and dancer will not be permitted to return to class until both the past due balance and the following month's tuition have been paid in full.** There will be no prorated tuition, deductions, refunds or transfers for missed lessons, regardless of the reason. Accounts that become delinquent face cancellation of classes. **WE DO NOT SEND MONTHLY BILLS OR REMINDERS.** Payments may be made electronically each month through the Dance Studio-Pro parent portal, in-person via credit/debit card or through your bank's bill-pay system. **CASH AND PERSONAL CHECKS ARE NOT ACCEPTED.** If your payment is returned by your bank for any reason, you will be charged a \$25 processing fee. Returned checks processed by the bank must be replaced with a money order or a cashier's check. **NEW! AUTO-PAY OPTION: You can now opt-in to AutoPay through your Parent Portal. AUTOPAY PAYMENTS ARE RUN BETWEEN THE 1ST AND 3RD OF EACH MONTH FOR ALL ACCOUNT CHARGES OWING.**

REFUNDS/RETURNS: NO REFUNDS ARE GIVEN FOR ANY REASON. This applies to class tuition, private lesson fees, costume and retail purchases, etc. Retail items must be returned unused with the original packaging to receive an account credit. Account credits can be used toward any future tuition or retail purchases.

PRIVATE LESSONS: The cost for a private lesson is \$90 per hour for one dancer, \$120 per hour for two dancers sharing a lesson, and \$150 per hour for three dancers sharing a lesson. Private lesson fees must be paid in advance to receiving the lesson. To cancel or reschedule a private lesson, please notify the instructor at least 24 hours prior to the private lesson. If you cancel or reschedule with less than 24-hour notice, there is a \$25 cancellation fee. If you schedule a private lesson and fail to attend, or fail to notify the instructor at least four hours prior to your scheduled time, you will be charged for the private lesson in full because the instructor will not have time to schedule a replacement.

RECITAL: Each regular class session (September through June), we showcase the progress of our students in our professional quality recital performances. Participation is not mandatory, but is strongly encouraged, as dance is a performing art. Families with multiple students or students taking multiple classes/levels should expect to perform in more than one show. Students who opt out of performing in the shows will still learn the recital routine during their class(es) to allow them to experience as much of the show process as possible. Adult students (over age 18), or parents of students choosing not to perform in the shows, must notify our office staff in writing by February 1. Failure to do so results in a costume purchase for the student, which will be billed to their account regardless of participation.

RECITAL FEES: Each student participating in the recital will be charged a recital fee for each routine they perform in. Tiny Tots, Creative Movement, combination classes and beginning level students will be charged \$90 (plus tax) per class. Intermediate and advanced level students will be charged \$110 (plus tax) per class. Intermediate and advanced level students taking both Jazz and Contemporary classes each week will be charged a combined recital fee of \$165 (plus tax) for these classes. All recital fee balances will be available by November 1. Recital fees may be paid in advance or by installments on required due dates below.

- Families with one to three classes must pay one-half by December 1 and one-half by January 1.
- Families with four to six classes must pay one-third by December 1, one-third by January 1 and one-third by February 1.
- Families with seven or more classes must pay one-fourth by November 1, one-fourth by December 1, one-fourth by January 1 and one-fourth by February 1.

Recital costumes will be distributed once June tuition and all fees for the entire session are paid in full. All costumes must be picked up by July 15 or they will be disposed of.

ATTENDANCE: Attending class on a regular basis ensures progress for all students and the completion of recital choreography in a timely fashion. Once recital choreography starts, please avoid missing classes as much as possible. **If it is necessary to miss class, please enter the expected absence in your Parent Portal with the reason for the absence. Students may make up classes within 30 days of the class missed in the same session. To request a make-up class, please email us at dance@turningpointdancecentre.com so that we can log the make-up in our system and notify the instructors.** Missed classes must be made up by the student who missed the class and cannot be used by friends, family, etc., and must be made up in comparable level of class that was missed. Instructors may remove a student out of a portion or all of a recital routine if the student misses too many classes.

ARRIVAL AND DISMISSAL TIMES: Dancers should arrive in full dance attire a minimum of 5 minutes prior to their scheduled class time. Missing 'warm-ups' due to tardiness may cause injury and is disruptive to the rest of the class. Classes may be dismissed by instructor 5 minutes prior to scheduled class end time to allow students time to prepare for their next class.

OBSERVATION: In the interest of minimizing lobby traffic, we ask guardians of Beginning 3, Intermediate and Advanced students to drop their dancer(s) off 5-10 minutes prior to class, dressed and ready to dance. Guardian may return for the last 10-minutes of dancer's final class to observe on the lobby TVs, if desired. Guardians of Tiny Tots, Creative Movement, combination classes and Beginning 1 & 2 dancers may stay in the lobby for the duration of the class and observe class on the lobby TVs.

CLASS CANCELLATION: If it is necessary for us to cancel classes due to unforeseen circumstances, we will recommend appropriate make-up classes for the canceled classes. Closures due to weather will correspond with local school closures. **We will update our studio voicemail message to reflect changes/cancellations as needed. Notification of cancelled classes due to weather and/or faculty illness will be sent via email correspondence. TPDC does not send text messages.**

DRESS CODE: Our Dress Code is mandatory and will be strongly enforced. The Dress Code can be found on our website, www.turningpointdancecentre.com and on the back side of our printed schedule.

INFORMATION: Please be sure that your contact information, including emergency contacts, is current in the Dance Studio-Pro parent portal so TPDC can keep you informed of important information and reach/ you in case of emergency.

POLICY CHANGES: We reserve the right to change policies at any time and for any reason (07/18/2023).

COVID-19 POLICIES: EFFECTIVE 07/18/23

FACE COVERINGS/MASKS: Masks are not required at this time unless recent illness as occurred (see last paragraph regarding COVID-19 illness for details), but TPDC reserves the right to change that policy in the case of a national pandemic and will follow all state guidelines and requirements. An instructor may request masks in their classes as a safety precaution for themselves and/or their family members with high risk health conditions.

DANCER AND STAFF GUIDELINES: Everyone must demonstrate good hygiene habits and proper Covid-19 preventative etiquette, including washing their hands before and after class, especially when participating in multiple classes in a row. Everyone must attend class wearing appropriate dance shoes. For Hip Hop, dancers must wear clean sneakers, free of debris. Everyone must bring their own water bottle to class and place it in designated area. No food sharing is permitted under any circumstance. Students and staff are only permitted to bring a limited amount of belongings. These belongings are to be brought into the classroom, placed in the designated area during class and must be taken home or placed in their assigned locker when leaving for the day. We recommend you only bring what you need for class and come ready to attend. (For example: extra attire, dance shoes, water, snack and phone in a very small bag).

FACILITY CLEANING/DISINFECTING PROCEDURES: Classroom tools such as ballet Barres, placement dots, cones, etc. will be continuously sanitized and disinfected with products that eliminate coronavirus and other germs. Classroom floors will also be steam mopped weekly, at minimum, and will receive additional cleaning as needed. Hand sanitizer will be provided in each classroom and in the common areas. We recommend dancers bring their own hand sanitizer as well.

Airscrubber Advanced equipment has been installed on the HVAC systems. This equipment has been tested by an FDA compliant certified laboratory to kill germs, including Covid-19, viruses, the flu and mold as the air passes through the system.

HEALTH + WELLNESS: Temperature checks are available upon request. As a precaution, we also recommend you perform your own temperature check before coming to the dance studio.

Students, guardians and staff must notify TPDC immediately and stay home if they have any of the following symptoms: Fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, runny nose, nausea, vomiting or diarrhea.

Students, guardians and staff must notify us immediately if they or a member of their household have a confirmed case of COVID-19. If you have tested positive for COVID-19, you will not be permitted to enter the studio for five full days after testing positive. Upon day 6, if all symptoms have subsided, you may return to class, but will be required to wear a mask until day 11 after testing positive. If someone in your household has tested positive, but you are symptom free and testing negative, you may attend class but, will be required to wear a mask for 10 full days after family member has tested positive.

TPDC will continue to follow CDC recommendations regarding COVID-19 exposure and encourages all clientele to visit the cdc.gov for more information on testing and isolation.