

## Ambition Dance Productions Studio Policies 2019-20

I have received or will obtain a copy of Ambition Dance Productions policies and will take the responsibility to carefully read and follow the rules and policies therein. I understand that Ambition Dance Productions does not give credit and/or refunds for class(es) missed due to holiday, vacation, illness, weather, etc. I further understand that there are specific risks of physical or property damages, losses, or injury that may result from my or my child's participation with Ambition Dance Productions, and I voluntarily assume the risks associated with such participation.

### 2019-20 Season Dates:

The 2019-20 Season 4 will begin on August 12<sup>th</sup> and will continue through mid June 11<sup>th</sup> (tentative). The studio will be closed on the following holidays / school breaks:

- Monday September 2nd – Labor Day
- Monday October 14th – Columbus Day
- Thursday, October 31<sup>st</sup> - Halloween
- Sunday November 24 – Sunday November 30 Thanksgiving Break
- Friday December 20 through Friday January 3, 2020 – classes & rehearsals will resume Saturday January 4<sup>th</sup>
- Monday January 20<sup>th</sup>, 2020 Martin Luther King Jr. Holiday
- Sunday March 8-15, 2020 Spring Break
- Monday May 25<sup>th</sup>, 2020 Memorial Day

### The 2020 Spring Concert will be held on June 12-13, 2020 (tentative date – will be confirmed October 2019)

**Payment Policy:** Ambition Dance Production requires that a credit card be kept on file for processing of monthly tuition and other fees (costume, performance, etc). Tuition is billed within the first 5 business days of each month. Other fees will be billed as they occur (private lessons, studio merchandise, drop in classes etc.). I agree to keep a credit card on file for payment.

- A non refundable registration fee is due at the beginning of each season (Summer & Fall). Enrollment is not considered complete till the registration fee is paid in full. Registration fees are listed with tuition rates for each session.
- If for some reason your card on file cannot be processed you will be notified via email. It is your responsibility to update your new payment information online or call the studio during office hours with updated payment information.
- Tuition is considered late on the 5<sup>th</sup> business day of the month.
- If tuition is not received by the 5<sup>th</sup> business day a late fee of \$30 will be added to your account. Late fees will accrue each month till account is current.
- Certain classes may require an additional monthly tuition fee. This fee is above and beyond any individual or family max fees for dance tuition.
- You may request an alternate payment arrangement with the Executive Director / Owner of the studio. Please send your request to [wendy@ambitiondancepro.com](mailto:wendy@ambitiondancepro.com). We reserve the right to approve or deny any and all alternate payment arrangement requests.
- For any accounts that have agreement to pay by check there is a \$35 check return fee for any checks that cannot be processed by the bank

**Discontinue / Dropping Classes:** If you would like to discontinue/drop classes you must notify Ambition Dance Productions **in writing via email to [wendy@ambitiondancepro.com](mailto:wendy@ambitiondancepro.com) by the 25th of the month prior of the month** you wish to discontinue. We will not accept notice to discontinue/drop verbally in the studio, via phone message or text. No exceptions. This does not apply to Summer classes as tuition is paid for the 6 week session.

**Discontinue due to illness or injury:** if you have an injury or chronic illness that prevents your dancer from taking class you may provide a doctors note to discontinue classes when injury or illness occurs.

**Camps / Workshops / Intensives / Master Classes:** Once you register for any of these there will be no refunds or credits granted unless the camp or workshop is canceled by Ambition Dance Productions. In case of injury or illness a studio credit will be granted once a medical note is provided.

**Class Cards:** There will be no refunds or credits given once a class card is purchased. Class cards are good for summer class and Drill Team Workshops only. They cannot be carried over to fall classes. In case of injury or illness, studio credit will be granted once a doctors note is provided.

**Pro-Rating of Classes:** Ambition Dance Productions does pro-rate monthly tuition. If you join mid month you will only pay for classes taken.

**Trial Classes:** Ambition Dance Productions does offer 1 complimentary class (not per style or per season). After this classes taken must be paid for via tuition or drop in rate.

**Make Up Classes:** If you miss a class for any reason you are allowed to make up the class within the month it was missed. You will need to check in at the front desk and let them know that you are taking a make up class and the date of the one you missed. If you do not check in at the desk you will be charged for a drop in class at the drop in rate. You will not be allowed to carry over make up classes into the next month – no exceptions. There will be no credits, refunds or pro-rated tuition for missed lessons.

**Spring Concert Performance / Costume Fees:** All classes that are not designated as technique only classes will perform in our Spring Concert. All costume and performance fees are non-refundable - NO EXCEPTIONS.

Technique only classes that will not participate in the Spring Concert:

- All Leaps & Turns, Stretch & Conditioning, Tumbling, Acro/Flexibility, Pre-Pointe & Drill Team Prep
- Saturday Ballet Classes
- Advanced Contemporary/Jazz Tuesday
- Hip Hop Level 4 Wednesday 5:30
- Ballet 3 Thursday 5:30

#### **Costume & Performance Fees:**

- If you are registered for a performance class, costume fees of \$80 plus tax per class will be automatically drafted from your account on November 15, 2019.
  - Combo classes will only have 1 costume fee although they may perform 2 dances (varies by class and age)
- If you are participating in 3 or more classes that require costumes we will split up payments as follows:
  - First 2 costumes due on 11/15/18
  - Remaining costumes due on 12/15/18
- Performance Fee of \$80 per dancer will be automatically drafted on January 15, 2020
  - This fee is separate from your costume fee and is used to pay for the venue, programs, insurance, props, backdrops, staff, technicians etc.
- Costume and Performance fees are non-refundable – no exceptions

**Communication** - Email is Ambition Dance Productions primary form of communication. I accept these terms and will keep up with communications impacting my dancers enrollment at the studio (payment, performance, studio holidays, weather etc.)

**Class Observation:** We have cameras in each classroom and display all classes in our lobby for parent observation. There will be no photography / filming of the monitors at any time. We will have set observation dates where parents will be asked in the classroom. These dates will be communicated to all classes via email. Observing in the classroom at any other time is not allowed unless you are personally invited by the instructor.

**Bad Weather Policy:** In case of bad weather Ambition Dance reserves the right to cancel or delay classes. Ambition Dance will communicate closures via email or on their voice mail (817-394-2062).

**Class Attendance/ Start Times:** We ask that dancers are prepared for class by the start time of the class (hair, shoes on, warmed up if required). Good attendance is imperative absences and tardiness can hold back an entire class. If a student is late for class the teacher may not allow the student in class due to risk of injury (proper warm up or stretching is missed).

**Dress Code & Hair Guidelines:** We have a dress code outlined for the studio. It is expected that each student adheres to those guidelines. If the student does not meet these requirements they may be asked to leave class and may return when requirements have been met but (Examples: Hair in neat bun for ballet, not having clean shoes for Hip Hop, wearing street clothes instead of required dance clothing for class).

- Dancers must wear cover ups in the studio common areas – this included going to rest rooms and between classes
- Ballet: Hair must be in a neat bun or french twist for all ballet classes – a hair net is recommended. If a student needs help with hair it is expected that they have all supplies for staff member to assist with hair (comb/brush, bobby pins, hair tie, gel etc.)
- Other classes: Hair must be in a pony tail or pulled back

**No Street Shoes allowed in studio classrooms:** Designated dance shoes are required for ballet, jazz, tap, musical theater class. Tennis shoes / sneakers are required for Hip Hop but must be clean and only worn for dance class. No black soled shoes or boots are allowed in the studio classrooms at any time. Students will be asked to remove shoes if they walk in to the studio from the street into the classroom. No exceptions.

**Substitute teachers:** Occasionally Ambition Dance Productions may need to use an alternate teacher for a class. All teachers meet Ambition Dance Productions requirements.

**Class Schedule / Enrollment:** If a class does not have adequate enrollment Ambition Dance reserves the right to cancel the class. An alternate class will be recommended and if that does not work a credit will be given to the student.

**Teacher Assignment:** Due to teacher schedules we may need to revise teachers for a class time throughout the year. These changes will be communicated to classes via email.

**Gum:** No gum or gum chewing is allowed in our studio classrooms or common areas.

**Cell Phones/Tablets:** Dancers cell phones are required to be left in your bag and sound turned off during classes. If dancers are using their phones in class they will be asked to leave the classroom. If a student or family members is using a phone or tablet in common areas we ask that volume is turned off and/or headphones are used so not to disturb other clients in the waiting areas.

**Food & Drinks:** We strive to keep a clean studio environment for our dancers. Please follow these guidelines:

- Water is only allowed in the studio classrooms
- Other food and drink is allowed in common areas and the dressing room but we ask that all trash and food is thrown away and not left in the studio.
- Drink containers containing liquid are asked to be dumped in the bathroom sink before throwing in garbage containers.

**Refusal of Service:** Ambition Dance Productions reserves the right to ask anyone to leave if they are not acting in the best of interest of our students, staff and families at Ambition Dance Productions.

**Private Lessons:** Private lessons are agreed to between the parent and the instructor. Length of lesson is agreed to prior to a lesson being scheduled. We require that a parent sign our book to confirm the lesson has taken place. If a parent cannot be there to sign the book and the lesson takes place they are responsible for payment based on what is logged by the teacher.

All of these policies are accepted at the time of registration. Any questions or concerns should be escalated to Wendy Jenkins at [wendy@ambitiondancepro.com](mailto:wendy@ambitiondancepro.com)