



Policies and Procedures
(Parents and Student will need to sign this on the last page)

Our dance season starts September 9, 2019 and ends at the annual recital, which will be announced as soon as possible. It is very important that attendance be consistent. The staff at CDTA is very excited for the students to learn and excel at their talents! Like us on Facebook @CDTA16 to keep up with the latest happenings at the studio. Below are the policies and procedures for our studio. Please read this carefully since some have changed since last year.

Studio Policies

- Students need to be at the studio and ready for class at the start time. This means please have them there early enough so they can stretch and get dressed and are ready to go.
- If students are unable to attend class, please let the teacher know as soon as possible. A text is acceptable.
- Children under 10 need to be accompanied by a parent or responsible party unless they are in class.
- Students should also be picked up promptly after their class.
- Students are responsible for picking up after themselves. We do allow food and drink in the lobby of the studio. No food is allowed in the dance area. Please let the students know we do have trash cans and they are allowed to use them.
- All Staff should be addressed Miss Christina, Miss Alecia and so on.
- Students need to make sure they have the appropriate shoes for class and recital time.
- Parents are responsible for filling out a shoe order form for ordering shoes for their student, one per student payment will be collected at that time. There will be no billing for shoes. Any shoes ordered later than shoe fitting will be charged \$5 for shipping.
- We are not responsible for student's properties. If you allow them to bring something valuable, they are responsible for it.
- Weather related announcements are done on Facebook and an email will be sent out so please make sure we have a reliable email on file. If local school gets released due to weather, there will NOT be class. It is at the discretion of the teacher to decide if a makeup class will be needed.



Student Policies

- Students should be properly dressed. This includes leotards, tutus, dance skirts, tights, spanx, tank tops, sport bras, etc. Fitted clothing is best so the teacher can see the correct form.
- Hair should be properly secured and dance shoes on when class starts.
- No food or gum is allowed in the dance area.
- Students need to keep talking to a minimum. They need to be paying attention.
- Students must show everyone RESPECT. This includes teachers, students and other parents and the property.
- Please make sure your child is wearing the proper under garments. This can be embarrassing when doing flips, cart wheels, splits, etc.
- Make sure practice is being done outside the class as well. Some moves are not recommended without the aid of a teacher.
- Please let the teacher know of any conflicts as soon as you can. Three or more unexcused absences are grounds for being dropped from the class.
- Students must ask to leave class even for bathroom breaks. We have too many little ones running in and out for fun.
- You may bring a water bottle and a drinking fountain is available.
- Absolutely no cell phone use during class.
- Pictures are done in March. They are professionally done and will be taken of both individual and group. Any costume alterations should be done by then. You are not required to purchase pictures but it is offered to everyone so they can capture their memories.

Registration and Tuition

- Registration is accepted on a first come first serve basis if the students meets the requirements for the class. A registration form must be filled out completely with all information including an email for the parent portal log on. If forms are not filled out completely your account will not be entered until done.
- A registration fee of \$15 is required at time of registration. This will not be billed.
- All payments are nonrefundable.
- If you are dropping a class you will be responsible for the month tuition if the month has already started.
- No prorating or refunds will be issued due to withdrawing classes or over payment. It can be applied to other charges. Please talk to Monica about that.
- Tuition is DUE ON THE FIRST OF THE MONTH. There will be a \$15.00 late fee if not paid by the 15th of the month. There is a \$40 charge for bounced checks.



- Monthly fees are the following:
 - Combo Class is \$47/ month
 - Pointe Class is \$30/month
 - Clog Class is \$25/month
 - Pom Class is \$30/month
 - Hip Hop Class is \$32/month
 - Gymnastics Class is \$30/month

All Classes will have a Costume Deposit that will be due October 15th. Late charges will apply if not paid by then. Combo is \$100. Pointe is \$50. Clog is \$50. Pom is \$75. Hip Hop is \$50. Gymnastics is \$50. Any remaining costume balance will be posted and Due on Feb 15th. Tights will be \$12, Pointe Tights are \$15.

Media Fees which is \$5 per class.

Recital Fees is \$15 per student.

All fees will show on the account within the first few months except costume balance fees which will show in January. Please budget accordingly.

Shoes are not included in the postings charged on the account, and parents will be responsible for paying for them at the time of order.

If ordering at a different time after the initial order there could be a charge for shipping.

Private Lessons are \$20/30 minutes. Talk to Christina.

Competition Classes- See Comp Class Packet and all competition fees are due before the competitions.

If there is a remaining balance on the costumes you will be responsible for that amount. It will be due Feb 15th.

If accounts fall into the 90+ days the studio reserves the right to drop the student from the class and the parent/guardian will be responsible for paying the amount.

Family accounts that more than one child in a Combo Class will receive \$5 credit to each Combo Class each month for each student.

Parent Portal is on our website at www.cdtacademy.com and you can log on to view your statements and make payments and change personal information.



Recital Information

- Recital is usually at the end of April or beginning of May. We will let you know as soon as we have the date.
- Complimentary tickets are given to each family. Each family will receive 4 complimentary tickets. If you sign up to volunteer at recital time you can receive additional complimentary tickets. Tickets will be for sale at \$5 per ticket and the proceeds from ticket sales go to the school's fine art program.
- Volunteers are needed for recital. If we don't get enough, parents will be responsible for sitting with their students and getting them ready. You are able to watch when your child is on stage if you volunteer.
- More information will be given closer to the date.

Contact Information

Miss Christina Johnson (Owner,Choreographer)- (641) 444-1644

Miss Alecia Runia (Co Director, Choreographer)- (602) 376- 1615

Miss Monica Hamm (Office Manager)- (641) 494-9337

Email about billing questions: cdtacademy@gmail.com

Email about Student information: clariondanceandtumblingacademy@gmail.com

Website: www.cdtacademy.com

You can also find us on Facebook.com/cdta16

I understand the above policies and procedures and agree to them.

Student _____ Date _____

Parent _____ Date _____