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912 Central Avenue East Clarion, IA 50525

## **Policies and Procedures**

Our dance season starts September 11, 2017 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.
- All Staff should be addressed Miss Christina, Miss Alecia, Miss Monica 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 child and payment will be collected at that time.
- 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 Clarion Goldfield Dows 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**

- Smile! You should enjoy being here!
- 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.

- 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.
- 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 fee of \$15 is required at time of registration.
- Initial payment is collected at the time of enrollment.
- Registration fees and tuition are nonrefundable.
- A Drop Form will need to be filled out before 15 days before the end of the month if you are dropping the class. If this is not given in the time you are responsible for the next month's tuition.
- No prorating or refunds will be issued due to withdrawing classes.
- Tuition is DUE ON THE FIRST OF THE MONTH. This is different from last year. There will be a \$5.00 late fee if not paid by the 15<sup>th</sup> of the month. There is a \$20 charge for bounced checks.
- Monthly fees are the following:
  - Combo Classes are \$47 month. There is a 5% discount on tuition for multiple student families.
  - There is a \$100 Costume Deposit due November 15.
  - If there is a remaining costume balance that will be due February 15. Tights will be part of this charge. Adult sizes are \$15 and child sizes are \$12. There can be multiple tights needed for different dances.
  - Clog Classes are \$25 month.
  - Hip Hop Classes are \$32 month.
  - Pointe Classes are \$30 month.
  - Pom Classes are \$25 month.
  - Gymnastics Classes are \$30 month.
  - Private Lessons are \$20/30 minutes.
  - Competition- See Comp Class Packet
  - There is a Recital Fee of \$15 that is due in March along with a Media Fee of \$5 that is due in February.
- Parent Portal is on our website at [www.cdtacademy.com](http://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. If you have one student, you will get 4 tickets. If you have 2 or more students, 8 tickets will be given. They are available for purchase to the public and on the day of recital at the door if available.
- 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](mailto:cdtacademy@gmail.com)

Email about Student information: [clariondanceandtumblingacademy@gmail.com](mailto:clariondanceandtumblingacademy@gmail.com)

Website: [www.cdtacademy.com](http://www.cdtacademy.com)

You can also find us on Facebook.com/cdta16