

"The PAC" STUDIO POLICIES

Fall/Spring 2019-20

Please read the following information carefully. By completing your registration on-line or in the studio, you are stating that you have read, understand, and agree to the policies of The PAC.

NOTE: The PAC will be moving to our permanent new location at 8212 Spring Cypress in October 2019.

REGISTRATION: Fees to register online or in studio are \$40 per child.

Our normal Fall/Spring session starts **Sept. 3** and ends with the Recital in June.

Your registration fee and 1st tuition payment is due at registration. Subsequent payments due on the 1st of each month.

TUITION: 30 minute class \$500 for the year. 10 equal monthly payments of \$50 September thru June
45 minute class \$600 for the year. 10 equal monthly payments of \$60 September thru June
60 minute class \$700 for the year. 10 equal monthly payments of \$70 September thru June
Company classes and classes level 4 and up are each \$5 more per month.
Unlimited classes \$295 per month per child.

Tuition is **generally** \$70 per month, for a 1 hour class a week. Additional classes are at a 20% discount each. This 20% discount also applies to all classes a sibling living in the same household registers for. More advanced classes and longer classes may be a little more.

For example: If Mary takes a Ballet/Tap/Jazz combo class, which is \$70 per month, and sister Susie takes Hip Hop which is \$60 per month, the Hip Hop will be at a 20% discount and will be \$48 per month. Your monthly tuition for the two will be \$70-\$48=\$118 per month. So this family's tuition for the year is \$1,180 broken into 10 equal payments of \$118. **No monthly payment is pro-rated.**

Your tuition is the total for the year divided into 10 equal payments. It is **NOT** based on the number of classes you attend each month. This monthly amount remains the same EVERY month no matter how many classes you attend each month. MOST months will have 4 weeks of classes, some months will have 5 classes, some holiday months will have 3 weeks of classes, June (recital month) may have 1 week, but the tuition remains CONSTANT every month. Holiday months will not be pro-rated. The first payment is your first of your 10 equal payments to have the yearly total paid in full, with your last payment on June 1.

Anyone registering in Oct. will have 9 payments, in Nov., 8 payments, etc., etc. Mid-month registrations are not pro-rated.

Once one student takes enough classes to bring their tuition to \$295 or above, they have reached the tuition CAP. This means, that no matter how many more classes they take they will never be charged more than \$295 per month for their tuition.

During the year, instead of regular classes, there will be a couple of other necessary normal studio activities such as costume measurements, costume distribution meetings, recital pictures, recital rehearsals, etc. These events are part of the normal dance school year schedule and do not affect tuition and will not have make-up classes.

The final tuition payment is June 1. Although you may not attend "normal classes" every week in June, we will be having recital rehearsals, and the recital. The total hours we spend working with your child rehearsing for recital and working with them AT the recital, should be at least about equal to or exceed the amount of hours spent in class during a "normal" month. They are still being educated on dance, performance, and production, even though they are not IN a typical classroom environment the entire month.

PAYMENTS:

We require every family that registers to place a debit or credit card on file in our **SECURE** software system. Your registration fee and 1st tuition payment will be charged the day you register. All subsequent monthly tuition payments will be automatically charged to your card on file on the 1st of each month, with the final charge on May 1. **Once any fees are charged, there will be no refund.** There is no refund for registration fees, even if the child withdraws before classes start. Refunds will only be issued for tuition only when a student withdraws 7 days or more before the 1st day of fall classes (Aug. 27, 2019). Once classes start, there is no refund for tuition, even if the student doesn't attend.

We **do not** accept cash or checks for monthly payments. If you wish to pay for a whole semester at a time, (Sept.-Dec) and (Jan.-June) by cash or check, please speak to someone at the front desk.

In the event of your credit card being declined for any reason on the 1st, our system will send you an e-mail notifying you. Please contact us right away. Any charges not paid by the end of the day on the 7th, will be charged a **\$20 late fee.**

You may log onto your account on-line and make payments, see upcoming charges, and update credit cards.

CLASS TIMES/MISSED CLASSES/MAKE UP CLASSES:

Please make sure your student is there and ready for class when it starts. The students do a very important warm up and stretch the first 15 minutes of class. Per our insurance regulations, any student who misses the first 15 minutes of class will not be allowed to take the class. There will be no make-up class when missing due to tardiness.

If WE "have" to do an unscheduled class cancelation due to a sudden teacher illness or some other unforeseen event, we WILL offer you a make-up class. If your child misses a class due to illness or other reason, if you choose to, you may do a make-up in another class of equal level, *as long as the class is not "full" to the max number of students already.* Just know that it may be a different teacher, which might be hard on the little ones. We will allow this ONLY through the end of December. After January 1, each class will be working on their own recital dances in class each week, so it makes it very hard for a child from another class to come in during this time. Tuition remains constant and will not be pro-rated for absences.

TRIAL CLASSES:

We allow 1 free trial class in classes that are not full. If you make plans to try a class, for example, the next week, and in the mean time, people register and the class fills to capacity, you will not be allowed to do a trial in that class. So it's a good idea to check the day before you come.

WITHDRAWING FROM A CLASS:

In the unfortunate event that your child needs to withdraw from a class for any reason, we **MUST** have a written withdrawal on file **BEFORE** the 1st of the upcoming month to avoid tuition being charged. You can do this by sending an email to office@PACdance.com OR by filling out a withdrawal form at the front desk.

When emailing a withdrawal, please include the date, the child's name, class, teacher, and reason for withdrawal. Withdrawal's given to us on or after the 1st, after tuition has been charged for that month, will go into effect on the 1st of the upcoming month. Any tuition, costume fees, or recital fee's that have been paid will be non-refundable. If you paid for costumes, you will get the costumes.

HOLIDAYS/CLOSINGS:

We "typically" follow KLEIN ISD calendar for school closures for Holidays. However, there are exceptions. So please always read our newsletters and bulletin board postings to be aware of any closings or non-closings. There are no make-up classes for Holiday closures. Classes canceled due to inclement weather will not have a make-up class. Tuition remains constant.

RECITAL:

We have one big recital at the end of our season, probably early June.. We require all students to participate in recital. Please contact the office with conflicts. Recital fees are \$90 for 1 child, \$60 for 1st sibling, and \$40 for each additional sibling. Recital fees will be charged to your card on file on **February 1st**. Once recital fees are paid, there is no refund even if your child withdraws. We hold studio rehearsals and dress rehearsals during the 2 weeks before recital. These rehearsals are mandatory for participation in recital. Recital fees include a trophy, 4 tickets for 1 dancer or 6 tickets for 2 or more dancers. Fee also goes toward the venue rental, security, insurance, backdrops, props, techs to run sound and lighting, staff, etc. Additional tickets can be purchased for \$10 each.

RECITAL COSTUMES:

We take measurements for costumes in October. (We DO add extra room to allow for growth! ☺) You pay for them on. Nov. 15. We order them in December, they arrive in Feb. or March, and are distributed in April and Recital Pictures are done in April or May. Costumes are \$70 for each costume for child sizes and \$80 for adult. This cost covers the cost of the costume, the many hours spent selecting costumes, making the class costume book, measuring, ordering, taking inventory when they come in, assigning the proper sizes, and holding the costume distribution meetings. Any alternations that need to be done, are your responsibility. Note: Anyone who registers AFTER Dec. 15 (after order has been placed) will have an extra \$20 late rush fee added to the total cost. Once recital costumes are paid for, there will be no refund, even if your child later withdraws, but you will still get the costume.

COMMUNICATION:

We do 95% of our information and communication by e-mail. It is crucial that we have at least one good email on file for a responsible person who will check it frequently. We will send newsletters and emails notifying you of upcoming important events, charges, closings, etc. We will also post all our important information on our bulletin boards at the studio. Please check them every time you come in. We suggest you also "like" and follow us on Facebook, The PAC Dance Studio, for even more studio news!

CANCELATION OF WEEKLY CLASSES:

We require at least 4 students to permanently keep a class open. If after about 8 weeks of the start of classes a class has less than 4 students in it, we may possibly ask you to pick another class that works for you. If no other class works for you, you will be withdrawn at the end of the month. No refunds will be given for registration or past tuition. It is highly unlikely this will happen.

DRESS CODE : Please follow dress code:

Baby Ballerina's (2yrs):

They can wear ANY style or color of leotard/tutu that makes them happy! They must wear pink footed tights and have pink leather ballet shoes. Hair should be out of face in bun or ponytail if it's long enough. ☺

All Combination Classes age 3-11.

A Black leotard, with NO skirt. We need to see their hips and legs.

Pink footed tights and pink ballet shoes, and black tap shoes. Please remove ribbon laces in and replace with elastic or clips, or buy the ones made without ribbons. Combo classes ages 9-11 will also need to buy Tan Jazz Shoes. Hair up and out of face, in bun or ponytail.

Ballet Levels 1- 5 and Teen Levels:

Black leotards, no skirt, pink tights, pink leather or canvas ballet shoes. Hair **MUST** be in a BUN.

Jazz/Tap/Contemporary Levels 1-5 and Teen Levels:

Any color Leo's, tights, leggings, tanks, 2 piece sets, etc. are acceptable. Attire must be form fitting so we can see body movement. You will need tan Jazz shoes for Jazz and black tap shoes for Tap. Those students who will be coming directly from or going to ballet will want to bring a pair of boy shorts to slip on over black leo. There may not be time to completely change. Hair out of face in bun or ponytail.

Hip Hop:

Any type of athletic wear, shorts, t's, sweats, etc. are acceptable. Any type of sneaker, high tops, or combat boots, are fine. Hair up out of face.

Student Waiver/Release Statement

RELEASE STATEMENT:

I understand that there are risks of physical injury associated with, arising out of and inherent to the activity of dance. In recognition of this acknowledged risk of injury,

I knowingly and voluntarily waive all right and/ or causes of action of any kind, including any and all claims of negligence arising as a result of such activity from which liability could accrue to "The Performing Arts Center", its officers, agents, employees, instructors, subsidiaries, parent corporations, and all affiliated entities. (hereinafter collectively referred to as "The PAC".)

I hereby agree to release The PAC and hold The PAC harmless of all liability, and hereby acknowledge that I knowingly and voluntarily assume full responsibility for all risks of physical injury arising out of active participation in dance on behalf of the participant.

I am aware that this is a release of liability and an acknowledgement of my voluntary and knowing assumption of the risk of injury. I have signed this document voluntarily and of my own free will in exchange for the privilege of participation.

I also give The PAC permission to use my child's picture in or on any form of advertisement for The PAC or a PAC affiliated event.

The participant has my permission to participate in The PAC Events. I warrant the below information is complete and correct. I further release The PAC of all liabilities associated with my child's attendance at The PAC.

I have received and or read a copy of the policies and procedures of The PAC and by signing I am stating that I understand and agree to ALL policies regarding registration, charges, payments, withdrawals, etc.

By clicking accept and paying through online registration, you are accepting terms of this statement and all policies.