

2019-2020 Policies & Procedures
EVOLVE DANCE COMPLEX

PLEASE READ ALL POLICIES AND PROCEDURES—Print and copy for your records:

Class Procedures: Please have your child arrive five minutes prior to class start time dressed in the proper attire, shoes and hairstyle (ballet). Proper technical warm--ups are done at the beginning of class and are vital to preventing injuries. So that we can teach and students can learn, we operate a safe, orderly environment by following consistent standards and procedures.

We require students show respect for one another and their instructors. We hold students accountable for their behavior/actions during class time. We teach students to be responsible, to make good choices, to respond to each other and to adults in positive and appropriate ways. Teachers and parents also must work together as a team with a clear understanding of consistent standards and procedures.

Hair and Attire: Students MUST come to class with proper shoes and attire. For all dance classes (with exception of Ballet), we recommend that dancers wear comfortable clothes or dance wear that will allow them to move, but is not so baggy that the instructor cannot see proper body lines.

All hair must be pulled back and secured off the face.

Creative Movement	Mini Combo Class	Level Classes	Lyrical/Jazz/Modern/Musical Theater
Ballet Shoes Foot Paws (optional) Any style leotard and tights	Ballet Shoes Foot Paws (optional) Tap shoes Any style leotard and tights	Ballet Shoes Foot Paws (optional) Tap shoes Any style leotard and tights	Dancewear (jazz pants, boy shorts, sports bra, tank tops) Foot paws and/or Jazz shoes as instructed
ALL Company Level Ballet			
Black leotard, pink tights, ballet shoes, *Pointe shoes. *See instructor before purchasing Hair must be secured in a bun and out of the face. <i>Dancers may change after ballet class if they choose to do so.</i>			

Observation Policy: Parents' observations of classes are at the discretion of the instructor. Observation will be allowed only if it is set up with instructor prior to class time. Parents must view through the viewing window and are NOT permitted to sit inside the classroom, unless given the okay from the instructor. Many instructors will invite the parents in at the end of class for parents to observe. NO STUDENTS are allowed in rooms if they are not participating in that class at that time. *Students need as little as distractions as possible during class time.

Absences and Dropped Classes: Tuition is required to hold the spot for your child in that class. Therefore, missed classes are non-refundable. We request that a parent call or email the studio to inform the teacher and staff of any absences, illness, or problem a student might be having. If your child has a contagious illness or is injured please keep them out of class until they are recovered and can participate fully without risk of relapse or re--injury. In the case of serious injury, that would require student to miss a month or more of class, tuition may be waived as determined by the Evolve Dance Complex staff on a case-by-case basis.

There are no refunds of dropped class(es) after the 10th of the month. You are required to pay your tuition for the entire month regardless of the reason for dropping. If you have already paid your monthly tuition and decide to drop the class after the 10th of the month, you will NOT BE refunded your months tuition and no adjustments will be made until the following month. If you drop classes in the middle of the month but have not paid for that month by the appropriate due date, you will be billed at your normal monthly rate for the entire month. For proper billing, you need to fill out a Drop/Add Form (or mail a letter) so that we may remove your dancer from that class list and our billing records.

YOU ARE RESPONSIBLE FOR THE FULL MONTH OF JUNE TUITION. June tuitions go towards rehearsal costs and faculty costs related to our year end performance.

Adding Classes: We welcome enrolled students to try other dance classes at the studio. We offer a free trial class for those students wishing to try another class. The student must inform the instructor that they are trying the class. If after the trial class, your student would like to add the class to their schedule you MUST inform the front desk manager. Any additional tuition associated with the class(es) will be due upon the addition of the class to their schedule. New classes are prorated when added at the end of the month.

Class Cancellation/ Studio Vacations/Holiday Observances: Evolve Dance Complex reserves the right to cancel, combine classes, change times, and provide substitute teachers or replacement teachers at any time. These decisions are made by the Studio Director.

Tuition is not pro-rated, refunded or credited for missed classes due to weather, holidays or studio vacation closures therefore, full monthly tuition. Please refer to the Studio 2019/2020 Calendar for Holidays and Studio Vacations. This also holds true for any classes missed due to weather related cancelations. Cancelled classes due to other reasons than those stated above will try to be rescheduled.

Recital and Recital Costumes: We are proud of our dancers and the work that they have accomplished during the dance year. We hold a Year End Dance Showcase in June to showcase our students and their progress throughout the dance season. Costumes are 85.00 per costume unless otherwise stated ahead of time. A \$50.00 costume deposit per costume is due by February 1st 2020. Measurements will be taken in class prior to that date.

You MUST notify the studio in writing if your student will not be participating in the recital by January 15, 2020. If you fail to notify the studio that you are unable to participate in the Dance Showcase, YOU ARE RESPONSIBLE TO PAY FOR ALL COSTUME FEES PER CLASS THAT YOUR DANCER(S) IS /ARE ENROLLED IN.

Tuition: Tuition payment is DUE ON THE 1st OF THE MONTH. Payment of tuition secures enrollment for your child in a class. A \$30.00 non-refundable registration fee (or \$40.00 per family) is required each year due at enrollment. If you decide to take time off, the re-enrollment fee within the season is \$30. Tuition is late when received after the 10th of the month and a \$35 late fee is assessed. A \$30 return check fee is added to all insufficient funds checks. If you are not available to pay in person, please either call the studio for payment over the phone or mail your tuition to avoid late fees.

EVOLVE Auto-Bill: For your convenience, we offer Auto-Bill (automatic credit card/checking account deductions) for monthly tuition. We accept Visa, Master Card. A Credit Card Authorization Form MUST be completed and signed for Auto-Bill. Auto-Bill is charged on the 10th of the month. (There is a 3% fee per month for this service) All accounts must be paid in full by June 1, 2020 for dancers to be able to participate in the Year End Dance Showcase.

Photo/Video Release: We use pictures/videos of our students on our website, social media outlets and printed materials. We understand and honor any request for privacy of our studio families. Every family is required to approve or deny permission to Evolve to use imaging.

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Acknowledgement Form:

STUDENT NAME: _____

I give permission for photographs and/or video clips of my child in dance class or performances to be used in promotional material for Evolve Dance Complex in print and/or web publications/media.

Approve _____ Deny _____

Policy and Procedures Acknowledgement

By signing below, you acknowledge that you have read and understand ALL Policies & Procedures, tuition requirements, and other associated fees with dancing at Evolve Dance Complex - 20411 Perry Hwy Cranberry Twp, PA 16066.

Parent (Guardian) Name _____

Printed _____ Signature _____

Date: _____

EVOLVE Auto-Bill Credit Card Authorization 2019-2020

Credit Card Info:

Name on card: _____ DATE: _____

Circle Type of card: Visa MasterCard Discover

Card Number _____ Exp: _____ Sec Code: _____

Billing Address: _____ City: _____

State: _____ Zip: _____

Signature of Cardholder: _____

I understand that the full amount due (tuition, competition fees, costume fees, recital fees, etc.) on my account will be charged on the 10th of every month. I understand that there is a 4% processing fee to use Auto Pay.

This payment plan will cease on June 30th 2020.

Signature: _____ Date: _____