

STUDIO POLICIES

Please read these carefully, as many have changed from last season.

as of 7.1.22



REGISTRATION

Register Online at: www.rcdancearts.com

You may also visit us to bring your membership choice and first tuition installments to: 4251 Canyon Lake Drive, Rapid City, SD 57702. Three documents (waivers and service agreements) are required to be signed by a parent, guardian or self (adult) prior to the first day of class participation.

CALENDAR (FALL CLASSES BEGIN SEPT. 6)

Please see our 2022-23 Calendar for important dates and Holiday closures.

TUITION FEES & PAYMENTS

- Tuition rates are calculated for a full School-year season, Sept. through early May performances, not by the number of classes in a month. A full season of dance service includes a minimum number of 30 lessons. Tuition is paid annually (1 payment), or in installments due quarterly (8/1,11/1, 2/1) or as of 7/1, by monthly (9 installments, with payments 1 & 9 up front).
- After sign-up, all remaining quarterly or monthly installments must be paid by touchless automatic credit card payments (auto-pay) with a card on file. Tuition will be charged upon enrollment or on the 1st-5th of each quarter or month to the credit card provided. There is a 3.5% convenience fee on monthly credit payments.
- Accounts not paid within the terms are subject to an \$8 late fee and an accruing 2% interest charge every 30 days until paid. (18% APR)
- Recital costumes may be paid in advance or by credit card auto-payment.

DISCOUNTS

- Families receive a combined Registration Fee, \$40 per family or \$80 for our full Leap Membership that gives you discounts to shop at The Dance Shoppe, discounted private coaching lessons and early access to your reserved Spring performance seating!
- Dancers are encouraged to take advantage of our Multi-Class Discounts for maximum progress and value. Please refer to the class tuition schedule for details.

NSF PAYMENTS (NON-SUFFICIENT FUNDS)

- If you opt to write a check for a Year-in-Full tuition or Costume payment which returns to us with NSF status, such payments will incur a \$30 NSF fee which will be paid at the front desk or over the phone with the complete tuition installment.

WITHDRAWAL FROM CLASS

- One-month notice from the first of the month is required to discontinue any auto-payment agreements. To withdraw, a parent must 1) inform the studio in person or with written notice to help@rcdancearts.com and 2) complete and sign a withdrawal form. Automatic credit card charges will then stop after the one-month notice is given. There is a two month minimum charge for all lessons, as we hold a place for your student, whether you attend or not.

RESCHEDULING AND SUBSTITUTION

- ADA reserves the right to provide a substitute teacher if the regular teacher is ill or is otherwise unable to teach. ADA reserves the right to reschedule or combine classes, and move online entirely in the case of community-wide closure due to pandemic, storms or other disasters.

REFUNDS/CREDIT ON ACCOUNT

- Refunds are ONLY issued when ADA cancels a class due to enrollment being lower than required to run the class. There are no other refund exceptions. Account credit will be issued when the student initiates the schedule change. Credit will be applied to any ADA tuition or fees and must be used within one year. Credits may be transferred to another family member and must be used within one year.

LOST & FOUND

- A lost and found basket is located in each of the Rapid City studios. Please ask your dancer to check the lost and found regularly, as all unclaimed items are donated to Goodwill at the end of each month.

PARENT OBSERVATION

We believe parents should see the magic, so we provide full access with boundaries that support teacher-student relationships! Our Canyon Lake studio has a large, mirrored viewing window for full and distraction-free viewing of our dancers. In the Fall and Spring we invite parents into the classroom for Parent Observation Week to see the progress up close. We respectfully ask that you observe quietly, that cell phones be turned off, and that siblings are tended and quiet during observations. Parents may join classes via our live-stream solutions and we ask that you name yourself by floating your cursor in the top corner of your window to find {...} three dots, which allow you to rename yourself, so that you are not blocked by our safety crew. :)

COMMUNICATIONS: help@rcdancearts.com

At the Academy of Dance Arts we go to great lengths to keep you informed and up to date via the info you provide us on Day 1 by:

- Monthly E-Newsletters, E-mails, Texts, our Academy Families Closed Facebook group and Lobby Communication Centers.
- Our Annual Recital Website and Parent Recital Handbook, designed just for your success in mind.
- Conferences, available by appointment to students in our Company, Apprentice or Graded Ballet Technique programs.
- Questions - we are happy to answer any questions you may have regarding your dancer or any of our programs. Let us know if we can help you in any way! Your priority email as an enrolled student gets answered before any others in our offices. **Use: help@rcdancearts.com**

DRESS CODE - THE RIGHT GEAR

Ballet shoes purchased from Target, Walmart or the equivalent may NOT be worn, as they are more of play gear and hazards for your dancer. The local Dance Shoppe has many convenient, affordable dancewear supplies, with tax included and no shipping fees. Dress code items and packages are available for every class. Choose to shop online for delivery to your class, or call for personal fittings in our Dance Shoppe, located at 230 Main Street in Rapid City. Items may also be ordered through Discount Dance Supply, using our code **TP34882** for more discounting which offsets the additional shipping fees and taxes that you will pay online.

ATTENDANCE

Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. If you miss more than two of the final 8 classes before the performances you may be released from participating, at the discretion of the teacher. Please report all absences via email (help@rcdancearts.com) or by phone (605-342-4426).

INCLEMENT WEATHER POLICY

In the event of inclement weather, we may cancel or move select classes online. An email will be sent to the address you provided at registration, posted on your parent portal and our Academy Families Facebook page by no later than 2pm for afternoon classes (8:30am for morning classes). Please know that while we typically follow the school closure schedules, often the roads are cleared by the time our studio classes begin. Any cancelled classes may be made-up when you choose from our regular class schedule. In the event an equivalent make-up is not offered, we will schedule a replacement class offering.

SPRING COSTUME ORDERS/EXCHANGES

- All classes have a non-returnable custom-made costume, unless noted.
- Spring Recital Costumes not paid in full with performance registration via cash, check or credit card must be paid by credit card through our Auto Payment Program, and are non-refundable after November 15. Academy Costume orders are placed over the Thanksgiving Break to meet delivery deadlines. Costumes are custom-made and yours will be ordered when payment is received in full.
- Students are measured for costumes in classes which will be delivered to our studios January-March, fit, altered, steamed and prepared to go home shortly before portrait photography sessions and dress rehearsals. Please keep them pristine prior to the performances, as we will not have replacements available.

SPRING PRODUCTIONS

- In May, we celebrate the growth of the season with reserved-seating in professional performances, ticketed through the largest venue in the area: The Monument Theatre! We highly encourage, but do not require participation.
- Spring Recital dates and mandatory dress rehearsal dates are published in the Recital Handbook, posted on our custom Recital Website and via the studio communication centers. Specific Show and rehearsal assignments are published on the Recital Website!

• Attendance at Theatre Dress and Technical Rehearsals is required for participation in the performances. Our top priority is to prepare your children for successful, confidence-building, nurtured performance experiences of a lifetime! Our mentorship team from teens through A-Team staff and trusted volunteers are the ambassadors of our family values and extreme care provided for EVERY performer. We believe in compassionate excellence in all we do! We look forward to growing together, one step at a time!