

STUDIO POLICIES

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

REGISTRATION

Register online at: www.rcdancearts.com

You may also call us at 605-342-4426 or 605-719-5678 or visit us at either location to complete or change your registration. Waivers are required to participate.

CALENDAR (CLASSES BEGIN SEPT. 5)

Please save our enclosed calendar for important dates and holiday closures.

TUITION INSTALLMENTS & 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 monthly (9 installments, with payments 1 & 9 up front).
- After sign-up, all remaining monthly and quarterly installments must be paid by touchless automatic credit card payments (auto-pay). Tuition will be charged upon enrollment or by the 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 accruing 2% interest charge every 30 days until paid. (18% APR)
- Recital costumes may be paid for in advance or by automatic credit card 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, one discounted costume 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

- There is a two month minimum for all lessons. One-month notice from the first of the month is required to discontinue any payments. To withdraw, a parent must inform the studio in person or with written notice. Automatic credit card charges will stop after the one-month notice is given.

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. Account credit will be issued when the student initiates the schedule change. Credit may be applied to any ADA tuition or fees within one year.

LOST & FOUND

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

PARENT OBSERVATION

Our studios are now fully open for parent observation from our lobbies at any time. Parents are also welcome to join classes during specified weeks throughout the season!



COMMUNICATIONS: use this for VIP assistance by our team: 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 & Students Closed Facebook group and Lobby Communication Centers.
- Our Annual Performance Website and Parent Performance 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 dance or any of our programs. Let us know if we can help you in any way! Your priority email above as an enrolled student gets answered before any others in our offices.

DRESS CODE - THE RIGHT GEAR

Ballet shoes purchased from Target, Walmart or the equivalent may not be worn, as they are hazards for your dancer. The Dance Shoppe has many affordable, reputable dancewear supplies. Dress code items and packages are available for every class. Choose to shop online for free 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 you will pay by shopping 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 performance you may be released from participating, at the discretion of the teacher. Please report all absences via email (info@rcdancearts.com) or by phone (605-719-5678).

INCLEMENT WEATHER POLICY

In the event of inclement weather, in which we have power and internet service, classes will be held online. Please know that while we typically follow the school closure schedules, often the roads are cleared by the time our studio classes begin. We will post notices on our Academy Families Facebook page and DSPro Parent Portal first!

SPRING COSTUME ORDERS/EXCHANGES

- All classes will 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. Costume orders are placed over the Thanksgiving Break. Costumes are custom-made and 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. We professionally fit all costumes and handle any minor alterations that may be needed. Your costume will go home ready to wear for our year end productions!

SPRING PERFORMANCE: May 4, 2024!

- In May, we celebrate the season with professional stage performances! We highly encourage, but do not require participation.
- Spring Performance dates and mandatory dress rehearsal dates are published in the Performance Handbook, posted on the Performance Website and on the studio communication centers. Specific Show and rehearsal assignments are published on the Performance Website.
- **Attendance at Dress and Technical Rehearsals is required for participation in the performances.** Our top priority is to prepare your children for the performance experience of a lifetime!