

Studio Handbook 2019-2020

Registration Fees

Registration fees are \$30.00 per family, per year and are non-refundable. This fee is payable upon registration to hold your child's spot in the class.

Tuition

Tuition must be paid by check, cash or online through the Portal due on the 1st week of each month from August to May. Tuition will not be pro-rated, refunded or credited for missed classes or snow days. Tuition stays the same regardless whether there are 3, 4, or 5 weeks of class in a month. Tuition is determined by 37 total dance weeks plus recital and rehearsals equaling 40 total lessons, then divided by 4. This gives us 10 equal payments due the first week of each month.

All Checks are to be made out to: Evolve Dance Company

Tuition that has not been paid by the 10th of the month will be given a late fee of \$10.00.

Students will not be permitted to dance if accounts are not current.

10% discount for tuition being paid in full for the year.

Costume Fees

Recreational costume fees are \$65.00 each inclusive of tights and head pieces, \$120.00 for combo classes. Fees are due by December 1st.

Costume fees are Non-Refundable.

Checks Returned

All returned checks will be subjected to a \$30.00 fee which will be added to the student's balance on the web portal.

Class Withdrawal

If a student must withdraw from classes, please notify the Studio in writing immediately and withdraw from the online portal. Class withdrawals will not be accepted after April 1st. Financial responsibility is required after April 1st –May 31st. No refunds for current month withdrawals.

Extreme Weather Cancellations

All weather cancellations will be determined by 2:30 pm on the day in question. Closures will be communicated through email and the Remind App. If Lucas County is under a level 2 snow emergency or more, the studio will close.

Observations

Parents and guests will occasionally be invited into the dance studio to view what the children have been working on, which will normally happen the last 5-10 minutes of the class. Absolutely no parent viewing within the classrooms are permitted unless approved. Classes can be viewed through viewing windows in the lobby.

Care of the Students

Evolve Dance Company is not responsible for providing before or after class care for students. When one class ends, another starts; staff are not responsible for watching the students once the class is dismissed. Students are NOT permitted to wait outside for rides.

Class Cancellations

Evolve Dance Company has the right to combine, change times, and provide substitutes or replace, and cancel or combine any classes with 5 or less students. All decisions are made by the Director.

Recital Performance

Students will only be able to perform in the Winter/Spring recital if account balances are current.

Attendance

Attendance is highly recommended to stay up to date with the class. Four weeks prior to the winter and spring show attendance is mandatory. Exceptions will be made for school related functions. There are NO REFUNDS for missed classes or early departures. Students can make up their missed class with a comparable class.

Behavior

Negative behavior will not be tolerated. The studio is designed to create a positive environment for student, parents, and instructors.

Injuries

Parents, legal guardians of minor students and adult students waive the right to any legal action of any injury sustained at an Evolve Dance Company event and Evolve Dance Company property resulting from normal dance activity or any other activity conducted by students before, during, or after class times.

Parent Questions or Concerns

Please feel free to email the studio director at any time with any questions or concerns at erica@evolvedanceco.com. All concerns will be validated and together, a resolution will take place. All emails will be returned within 24 hrs. We ask that you please contact us with any issues that you may have before concerns escalate.

Studio News

All studio news will be posted on social media and emailed. Our main goal is to strive to keep you up to date with any studio news and events. Emails will also be sent out on a regular basis.

Class Placement

Students will be placed in a class that is most suited for him/her in reference to their skill and past training. We want to make the learning environment conducive for each child.