

## STUDIO RULES

1. NO food or GUM allowed in the dance studio or lobby. Only bottled water is allowed.
2. NO CELL PHONES will be permitted in the classroom.
3. CSDA is not responsible for any items left, lost or stolen at the studio. Please mark student's shoes, leotards, tights, etc., with full name. Putting all items into a dance bag will help decrease the chance of items getting misplaced.
4. All dancers should be picked up and dropped off in the lobby. Dancers are to arrive no earlier than 10 minutes prior to class time and should not be left without CSDA staff supervision. CSDA is not responsible for students left unattended. No dancer should leave the studio without supervision.
5. CSDA Director and Staff determine class placement.
6. Disorderly conduct or disrespectful attitudes will not be tolerated.
7. All classes are closed to observers.
8. Rules can be amended during the year and will be posted in the studio.

## ATTENDANCE POLICY

Class attendance is essential and determines the success of a dancer's progress, sense of accomplishment, technical development, and confidence. **Absences become critical leading up to the recital, not only for the student but also for fellow dancers.** Please partner with us at CSDA by remaining committed throughout the full ten month school year. If your child will be absent for any reason, please notify the studio by phone, Facebook or email. One recital rehearsal will be held for each studio at Coughlin-Saunders Performing Arts Center in Alexandria the week before recital and attendance is MANDATORY to dance in recital.

## DRESS CODE

Students are required to attend class in proper dance attire specified by CSDA. This is a black leotard with CSDA logo, pink tights and appropriate shoes. You may wear a skirt or CSDA logo shorts for ballet, black CSDA logo jazz pants or logo shorts for jazz and tap. Hair is to be pulled up out of the face. No jewelry, except small earrings may be worn to class.

## QUESTIONS AND CONCERNS

Contact Cindy with any questions or concerns you may have. She can be reached by phone, email, and Facebook messaging. Cindy is in class teaching most afternoons and nights and will get back to you as soon as she can. We ask that you please don't interrupt valuable class time for questions and concerns.

## INCLEMENT WEATHER POLICY

CSDA will follow the Parish School District's inclement weather policy. In extreme weather conditions it may be necessary to cancel classes for the safety of students and staff. Please check the website, Facebook, and your email for the most up to date information.

## REGISTRATION

A yearly non-refundable registration fee of \$45 per individual, \$55 per family is due along with the registration form. Early registration discounts are offered.

## TUITION

Tuition is due by the 1st of each month. We offer monthly or annual payment plans. There are NO refunds for missed or dropped classes. Tuition is based on enrollment, not attendance. Tuition is based on the number of weeks in the dance year and not the number of weeks in each month. WRITTEN NOTICE must be given by the 1st of the month if dropping a class or tuition will be billed. A \$25.00 NSF fee will be charged on all checks returned for non-payment. Payments need to be mailed to 227 Forest Heights, Pineville, LA 71360.

## LATE PAYMENT

A \$15 late fee will be applied on the 10th of each month if tuition has not been received.

## COSTUMES & RECITAL FEES

Costume fees are broken down into 3 payments and billed in the months of September to November and are ordered in December. The average cost of 1 costume is \$108, 2 costumes average \$150 - \$180 for both, and 3 costumes average \$180 - \$255 for all. Your tights and costume accessories are included in this price. Failure to have your fees paid when costumes are ordered could result in additional cost to order or the costume not being shipped in time for recital. Once costumes are ordered in December, no refunds will be issued.

The recital fee will be billed in February and is usually around \$65.

## CHRISTMAS PROGRAM

CSDA has a small Christmas Show that is normally scheduled the week school lets out for Christmas break. This event is very low key and is let you see your dancer. We ask that you bring one item of canned food per person for admission to the show. The canned food will be donated to a local food bank. The Christmas show fee is around \$30 and is billed in December.

## REFUNDS

There are NO refunds for missed or dropped classes. Tuition is based on enrollment not attendance. Refunds will not be issued on special orders that are not accepted back by the Company. Once costumes are ordered, no refund will be given.

## PHOTO RELEASE

I understand by initialing and signing the registration form that I or my guardian grant CSDA and its staff the right to photograph or video me or my dependent and use the these items for publication processes, whether electronic, print, digital, or electron publishing via the Internet.