



2018-2019 Group Lesson Policies and Procedures Dance and Tumbling

PLEASE READ THE FOLLOWING CAREFULLY.

The 2018-2019 AMA School year runs from August 13, 2018 thru June 22, 2019. When a student registers, their place is held in class for the entire AMA school year. (Note: Classes are held three weeks past the recital.) If a student needs to withdraw from a class for any reason, a 4-week notice must be given in person by visiting the front desk and filling out a "Class Withdrawal Form." Unless a parent or guardian signs and dates the Class Withdrawal Form, the parent or guardian will be responsible for tuition payments through June 22, 2019. Coming into the studio and signing the Class Withdrawal Form is the only acceptable way to withdraw from a class. Calling or leaving a message, telling a friend, notifying a teacher or e-mail **are not** acceptable forms of withdrawal.

There must be at least six students in a class by October 1, 2018 for that class to continue for the year. If a class falls below six students during the year, it may be cancelled at any time.

Please do not let your child enter the studios until the teacher calls them in for class. Teachers are only responsible for students during class time. Office personnel are not responsible for students or their siblings at any time. Please do not leave any child unattended at any time. If you cannot see your child, they are considered unattended. Please also be considerate of other classes taking place in our facility, especially our music lessons. Do not allow children to run up and down the halls (chasing each other and) screaming. There is a fabulous playground right behind our building (a 30-second walk) that you and your kids will love!!

In the rare instance that an instructor cannot teach a class, a substitute teacher will be scheduled to teach that class.

FEES: All families must have a credit or debit card on file for all fees throughout the year beginning August 1, 2018. The same amount will be charged to your credit card each month through June 1, 2019. On the first of every month, your credit card will be charged your monthly tuition rate. There is no exception to this policy. **If monthly tuition payments fall more than 3 weeks behind, the student may not attend class until a payment is made.** Your signature approving our policies will be kept on file. If registering online, you will be agreeing to our policies on the registration page when the "Register Online" button is clicked. Registration Fees, Participation Fees and Costume Fees will be charged to your credit card on the dates listed on your Automatic Payment Consent Form unless you decide to include them in your tuition for the first half of the school year (see below for more information). You will be given a copy of these dates at the time of registration if you register in person. If you register online, you will be emailed a copy of these dates. A second copy will be included in your welcome email and you should keep this copy for your records.

If you would like to pay by cash or check, you may do so. However, we still require a credit or debit card on file in case a payment is missed. If you do not pay by check or cash before the 1st of each month, we will charge the debit or credit card we have on file. There are no exceptions to this policy. **Please remember, it is your responsibility to ensure we have an active credit card on file. Be sure to report any changes in payment to the front desk to avoid late payment.**

There is an annual \$35 Registration Fee per student. The Registration Fee will be charged to your credit card upon registration. This fee helps offset the cost of insurance, administration fees and multiple events throughout the year.

It is understood that all dance and tumbling students will participate in the June 2019 Recital at Maine East High School in Park Ridge. On February 1, 2019, a program participation fee of \$120 per student is charged (\$90 for each additional student in the same family). This fee includes a personalized show t-shirt (with your/your child's first and last name on the back), a personalized trophy (with your/your child's first and last name on the front), a yearbook containing your/your child's group photo (in color!), one recital DVD, and recital tights. Costumes for the June show are charged separately and bought by each student. Rates per costume are: \$70 (XSC-MC sizes); \$80 (LC-LA sizes); or \$90 (XLA-XXLA sizes). June costumes are yours to keep. All participation and Costume Fees will be charged to your credit card unless AMA is notified before the due dates that you will not be participating. **Participation and costume fees are not refundable.**