Center Stage Performing Arts Academy
Studio Policies

The Dance Year

Center Stage offers 2 Dance Seasons;

1. Fall/Spring Session (September-May) - 32-week class schedule, classes meet weekly.
2. Summer Session (June-August) - 6-week class schedule, classes meet weekly. Week long camps offered during the daytime.

Tuition

- Registration Fee - $35.00 per Student or $50.00 per Family (annual).
- Center Stage's 2023-2024 Season tuition is based off of a 32-week class schedule over a nine-month period, September 5, 2023-May 18, 2024. Nine equal payments will be due via automatic bank account debit or automatic credit card payment with two installments due by September 1st (no cash or checks accepted). There is a two-month minimal financial commitment.
- December 1 is costume payment only, there will be no tuition installment due.
- Tuition will be automatically debited from your bank account on the 1st business day of each month.
- Payments will continue to be taken out monthly unless a 'Class Withdrawal Form' is filled out. Please reference Class Withdrawal Policy.
- If payment is insufficient a $20 fee will be added to your account. If payment is not settled within one week from the due date, a $20 fee will be added for each week until the account has been settled.
- No tuition adjustments or credits are given for missed classes or camps. Tuition is non-refundable and non-transferable.
- Accounts more than 60 days' delinquent will cause the Student(s) to be dismissed from the studio, unless acceptable arrangements are made with the Director.
- There are no refunds on Registration Fee, tuition payments or costumes.
- We have ongoing enrollment throughout the season. There is a two-month minimal financial commitment.
- Each Student registered in our Fall/Spring Session will receive a free Center Stage tee shirt!

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The yearly tuition is divided into 9-equal installments and is broken down as follows;

Installment 1 – Due at registration. Covers the month of December.

Installment 2 – Due September 1

Installment 3 – Due October 1

Installment 4 – Due November 1

Recital Costume Payment – Due December 1

Installment 5 – Due January 1

Installment 6 – Due February 1

Installment 7 – Due March 1

Installment 8 – Due April 1

Installment 9 – Due May 1

Fall 2023- Spring 2024 Class Tuition	
Weekly Hours of Instruction (up to)	Tuition Installment
0.5	$66
0.75	$78
1	$93
1.25	$110
1.5	$126
1.75	$146
2	$159
2.5	$187
3	$218
3.5	$249
4	$272
4.5	$304
5	$334
5.5	$358
6	$373
6.5	$390
7	$408
7.5	$426
8	$440
8.5	$458
9+	$470

Discounts (Fall/Spring Session)

- An 8% Family Discount will be applied to those Families with two or more actively registered Students.
- An 8% Military Discount will be extended to all active military Families.
- An 5% Pay-In-Full discount will be applied to Families who choose to pay for the entire season in full by August 31, 2023 (cash, check, credit or debit card). Year-In-Full discount is *non-refundable and non-transferable. No exceptions.* Registration fee not included in discount.
- All discounts are only applicable to immediate Family members (Parents/Siblings).
- Only one discount can be applied per Family.

Summer Tuition
Full tuition is due at time of registration. No discounts apply.

Class Withdrawal Policy
Once enrolled, our hope is for the Student to complete the entire dance year. Please note that official 'Class Withdrawal' forms are available at the reception desk or via email for all changes to your schedule. Withdrawals must be done with the reception desk and not by notifying the Teacher. No changes will be made to a schedule unless a signed form is received and documented. Withdrawals must occur by the 15th day of the month to be effective for the following month. Forms that are received after the 15th of the month will be billed for the following month. There is a two-month minimal financial commitment.

Recital Costume Payment

End-of-year Dance Recital costumes are to be paid in full by December 1. Costumes prices will be $80 - $100 per class based on the class age and level. Costumes will not be ordered without full payment. Costumes are non-refundable. Costumes will only be distributed to those whose accounts are up to date with no due balance.

If the Student will not be participating in the recital, a 'Recital Withdrawal' form must be completed and returned by November 20, 2023. Forms are available at the reception desk. If you have not submitted a 'Recital Withdrawal' form by the Recital Withdrawal Date, you may be financially responsible for recital costs. A costume late fee of at least $20 will be incurred on all costumes ordered after December 1.

The Recital participation cutoff date is January 1, 2024. Students may still register for classes after this date but will not be able to participate in Recital. We cannot guarantee that costumes will be available after December 1.

Photo Release
I hereby irrevocably consent to and authorize the reproduction, publication, and/any other use by Center Stage Performing Arts Academy and grant permission to the rights of my image, likeness, and sound of my voice as recorded on audio- or videotape without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published, or distributed and I waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising from or related to the use of my image or recording. I also understand that this material may be used for any lawful purpose, including illustration, promotion, advertising, web content, and television.

Privacy Policy
All personal and financial information relating to Students and their Families will be kept confidential and will not be discussed with anyone other than studio Faculty and Staff. Any decisions made by studio Faculty and Staff concerning the needs and best interests of an individual Student will not be shared, discussed or debated with any other Student, Parent or Family.

Attendance Policy
At Center Stage we aim to teach our Students commitment and reliability, therefore, consistent attendance is expected. We understand that Students may need to miss class from time to time. If you have an anticipated absence, please inform the office ahead of time. If you have an unexpected absence, please call to inform the office as soon as possible.

No more than four unexcused classes can be missed during the Fall and Spring season. If more than the allotted missed classes occur during a season you may not be eligible to participate in the Spring Recital and/or Examinations. All decisions are based on the discretion of the Director.

There are no refunds or credits for missed classes or camps.

Refund Policy
No tuition adjustments or credits are given for missed classes or camps. All tuition including, but not limited to Fall-Spring Session, Summer Session and Camp Tuition is non-refundable and non-transferable.

Weather Closure Policy
In the event of inclement weather, Center Stage Performing Arts Academy does not necessarily follow the public-school system delays and closings. This decision will be made by 8:00am for all

morning/early afternoon classes and 2:00pm for all late afternoon/evening classes. Studio closings will be sent out via email and updated on the studio Facebook and Instagram pages. Center Stage Performing Arts Academy will hold classes except under exceptionally dangerous driving conditions. We understand conditions of roads vary from various surrounding towns so please use your best discretion on whether it's safe to travel from your home to the studio.
For your convenience, classes canceled due to inclement weather may be made up in any class of similar leveling within one month of the canceled class. Please reference the Make-up Policy.

Closure Policy
In the event of a mandated state or pandemic closure, classes will remain in effect virtually. Closings will be sent out via email and updated on the studio Facebook and Instagram pages.

Class Make-up Policy
Students are more than welcome to make-up any missed classes or cancellations by 'dropping in' on any class of similar leveling within one month of the missed class, as long as there is space in the class. This can also be a great opportunity for Students to try a class of a different style or with a different Teacher. If you have any questions about what may be appropriate for your child, feel free to ask the office. Please speak with the office to confirm an appropriate class and to let them know what day you'll be coming.

Dress Code Policy
At Center Stage we aim to teach our Students the importance of being prepared for dance classes including proper attire and presentation. All hair that is shoulder length or longer must be pulled back into a ponytail. For ballet, contemporary/lyrical, jazz and leaps and turns classes, hair is required to be in a bun. No loose jewelry and no street shoes are to be worn in the studios. Please refer to Center Stage's Attire Form for specific class attire requirements.

Visitor Policy
Parents are welcomed to sit in the waiting room while their child is taking class and observe classes from our tv monitors. Parents are not allowed in the classroom during class unless the teacher requests that parents to come in and watch.

Lobby
We aim to provide a lobby space that is comfortable for all. With that in mind, we ask that all families be respectful of other in our lobby by; keeping conversations at a low volume, taking phone calls outside or in a secluded space and encouraging siblings to play quietly or engage

in low-volume activities. We recognize that fostering a positive community relies on the collective efforts of all members. Your cooperation and understanding are greatly appreciated as we work together to create a comfortable and inclusive environment for everyone.

Keeping your child safe is of utmost importance to us, both in the studio and upon arrival/dismissal. We encourage you to walk into the studio with children 12 and under for drop off and pick up and children 7 and under should have a parent in the building or parking lot at all times.

Please call the studio if you are going to be late for pickup. Center Stage does not provide before and after class care. We know things may happen from time to time but if this policy is abused it could result in dismissal from the studio.

Center Stage is not responsible for any lost or misplaced items. Please label everything that you bring into the studio and leave expensive items at home.

Liability Release
I understand that there are risks of physical injury associated with, arising out of and inherent to the activity of physical fitness and dance. In recognition of this acknowledged risk of injury, I knowingly and voluntarily waive all right and/or causes of action of any kind, including any and all claims of negligence arising as a result of such activity from which liability could accrue to Center Stage Performing Arts Academy it's officers, agents, employees, instructors, subsidiaries, parent corporations, and all affiliated entities (hereinafter collectively referred to as "Center Stage Performing Arts Academy").

I hereby agree to release Center Stage Performing Arts Academy and hold Center Stage Performing Arts Academy harmless of all liability, and hereby acknowledge that I knowingly and voluntarily assume full responsibility for all risks of physical injury arising out of active participation in physical fitness and dance on behalf of the participant.

Studio Etiquette

- A positive attitude is expected by all Students.
- Be on time for class. Students who are more than 10 minutes late to class may be asked to observe class for their own safety due to missing warm-up.
- If a Student is going to be late or needs to leave class early, please inform the office.
- Be prepared and properly dressed for class before entering the classroom. Please bring water bottles into the studio before class starts.
- No food, beverage or chewing gum are allowed in the studios aside from water.
- No street shoes are to be worn in the studios.
- No cell phones or other electronic devices may be used during class.
- Always show respect to the Teachers and Classmates. Displays of disrespect or bullying will not be tolerated.
- Be appreciative of any and all feedback from the Teachers.
- Please use the restroom before class.
- Use the cubbies for dance bags and belongings.
- Do not leave behind any personal belongings in the studio.
- Please label all dance shoes with the Students name on the inside of the shoe.