

# Carter School of Dance

## 2007 – 2008 Policies

### Registration:

- 1) Participation in class without prior registration is not allowed. Please ensure all registration forms and payment has been made to CSD prior to attending any class. No trial classes will be permitted.
- 2) Students may be assigned to a comparable class if class size minimums are not met. Reassignments will be first discussed with the financially responsible party.
- 3) Registration and class placement is limited to those students who are physically and mentally able to receive group instruction. While teachers will make every effort to provide individual attention, it is at the sole discretion of the teacher if a student has the ability to continue in class.
- 4) Hip Hop, Modern and Spanish class participation is limited to those students in 6<sup>th</sup> grade or higher.
- 5) Registration for a Cecchetti Syllabus class or Pointe class is provided on an invitation only basis and is subject to an in-class audition period of not longer than four classes. Classes must be paid in accordance with the applicable tuition rate and refunds are only provided for the unused classes during the audition period.

### Classes:

- 1) Most classes will receive 36 lessons during the regular dance season. If students do not receive the full amount of lessons, as the result of class cancellations, make-up classes will be scheduled and/or a refund will be provided in May, 2008, solely at CSD discretion.
- 2) Carter School of Dance will follow the Anne Arundel County Public School inclement weather policy. Morning classes will be cancelled when AACPS has late arrival and afternoon classes will be canceled when AACPS has early dismissal.
- 3) Carter School of Dance does NOT follow Anne Arundel County Public School holiday schedule. A schedule of holiday closings will be provided to each student's financially responsible party.
- 4) Children should be accompanied to and from class by and adult or other responsible party. **Please do not drop children at the front door.**
- 5) Students must arrive at and be picked up from class on time. If a parent is not present at dismissal, the burden will fall solely to the dance instructor. Please be respectful of their schedules.
- 6) If for any reason a student is asked to, or requests to, not participate in class, an attempt to contact a parent or guardian will be made. If a parent or guardian cannot be reached, the student will be required to remain in class until a parent or guardian arrives.

### Attendance:

- 1) Regular class attendance is required. When a student misses a class it impacts their progress and the progress of the entire class. Chronic absences on the part of a student will be reviewed by Carter School of Dance staff.

### Payment:

- 1) Payments may be made by personal check, bank check or credit card. When paying by check, ensure the student's name(s) appear on the check. CSD cannot be responsible for delay in processing a check without a student name. Credit card auto scheduling may be made by written request.
- 2) Payments are due on the 1<sup>st</sup> of each month. Accounts with unpaid balances on the 10<sup>th</sup> of each month will be assessed a \$10 late fee. Late fees must be settled no later than the 1<sup>st</sup> payment due following the late payment. **The final payment of the year is due on May 1, 2008 and must be received in CSD's offices not later than May 15, 2008.**
- 3) Accounts more than 60 days in arrears will be notified by mail or phone that class participation will not be allowed until the account is brought current. If an interruption of class participation results from non-payment, the financially responsible party will be expected to pay for all classes during the period of interruption.
- 4) Students wishing to drop or add a class or withdraw must notify the CSD Administrative Office in writing prior to the 28<sup>th</sup> of the month prior to the change taking effect. Withdrawals not made in writing will result in continued billing.
- 5) Dance instructors are not authorized to accept payments and will not accept them. Please do not bring tuition payments to class.
- 6) The first payment for Costume purchase is due on November 1, 2007. The second payment for Costume Rental is due on February 1, 2008. Costume Purchase payments are not refundable after costumes are ordered. Costume rental payments are not refundable after March 1, 2008. Student's accounts must be paid in full to receive costumes and participate in the recital.
- 7) Account balances will be audited in June, 2008. Accounts with balances greater than \$5 will be refunded. Accounts with balances less than \$5 will not receive refunds.
- 8) Please contact the CSD Administrative office if the financially responsible party is unable to make a required monthly payment.