

Head to Toe Dance Policies

****SIGNATURE REQUIRED ON BACK****

Attendance:

Students are expected to attend classes regularly and only be absent in case of sickness or a family emergency. If your dancer must miss class, he or she may make it up by attending another class in his or her level. There are no refunds or credits for absences.

Tuition and Payment of Fees:

Tuition for Recreational Students is due on the first of the month at a rate of \$65 per class per month. Payments received after the 8th will be charged a \$15 late fee. All fees, including tuition, are non-refundable. There is no refund on registration, monthly tuition, costume or competition fees if you choose not to complete the year. Company Members are required to pay by auto draft which is drafted from your account on the 25th of every month. Company Tuition is year-round. There is a \$30 charge on all returned checks/payments. **ALL INVOICES OTHER THAN TUITION WILL BE SENT TO THE EMAIL REGISTERED WITH YOUR ACCOUNT – PLEASE BE SURE THIS INFORMATION IS CORRECT.**

Required Credit Card:

EVERY family must have a credit card on-file with Head to Toe Dance.

Fall - Spring Classes: If you are enrolled in "AutoPay" your card on-file will be charged on the invoice due date. If you do NOT enroll in AutoPay your card will only be charged if you do not make payment by 5pm on the 1st day past the due date indicated on the invoice. If your card/payment is declined and account balances are not paid within 15 days, a \$15 Late Fee will accrue, and your student must observe class until their account is paid in full. **ALL INVOICES OTHER THAN TUITION WILL BE SENT TO THE EMAIL REGISTERED WITH YOUR ACCOUNT – PLEASE BE SURE THIS INFORMATION IS CORRECT.**

Withdrawing, Dropping, or Adding Classes:

Should you need to withdraw from any or all classes at any time other than at the end of the session, you must submit the appropriate form as notice to our office no later than the 22nd of the month. To withdraw from all classes and financial obligations, a completed withdrawal form must be turned in to our office. If a withdrawal form is not submitted by the 22nd of the month, you are responsible for tuition and late fees until the form is turned in, regardless of attendance.

Communication:

Head to Toe Dance sends emails to the parents to communicate about performances, invoices, class cancellations/reschedules, etc. Please make sure that your email address provided upon registration is correct and updated as needed.

Behavior:

Head to Toe Dancers are expected to use their best manners and be respectful to their instructors and fellow students at all times. Likewise, family members and guests are also expected to be kind and supportive towards all students, staff, and competitors.

Dress Code and Hair:

Dancers wear specific uniforms for each class which are ordered through the studio. Payment for dancewear items is due upon ordering. Girls must have their hair in a bun for ballet class and in a bun or a neat ponytail for all other classes.

Parent and Guest Waiting Area:

Parents and guests may stay and watch class from the Lobby windows if they wish, or they may run an errand or wait in the parking lot. Please do not enter classrooms during class times.

Parking Lot Safety:

Please park in a parking spot while dropping off or picking up a dancer. You may walk him or her to the door to insure their safety. Please do not block the entrance into other businesses or block other cars from entering or leaving parking spaces or parking lot. Thank you for your cooperation in this matter.

Company:

Head to Toe Dance has a company of dancers ages 5-18 who perform and compete throughout the year. Emphasis is placed on learning and growth as a dancer and performance skills. Please see Ms. Anne for audition information if you are interested in your dancer being a part of this wonderful team.

I acknowledge that I have READ, UNDERSTAND, and AGREE TO ABIDE BY all of the Head to Toe Dance "Studio Policies".

Student Name(s): 1) _____ 2) _____

Date: ____/____/____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____