

JDF Elite Dance Academy

RULES AND REGULATIONS

REGISTRATION

JDF EDA registration is for the full 9 month session (September - May).

***Dropping a class** must be done in writing and received in the office within **30 days notice** of the month you wish to drop. For example, we receive a drop form on December 1st, the student will be charged for the month of December and their effective drop date will be January 1st.*

1ST and LAST MONTHS TUITION: will be due upon registering students in classes at JDF Elite Dance Academy.

REGISTRATION FEE: \$30.00 due upon registering students in classes at JDF Elite Dance Academy. There is a \$20 registration fee for each family member after. **Registration fees are due seasonly in September, regardless of initial enrollment date with JDF Elite Dance Academy.**

Registration and tuition fees are **NON-REFUNDABLE and NON-TRANSFERABLE.**

RECITAL DEPOSIT: \$50.00 due upon registering students in classes at JDF Elite Dance Academy.

Recital fees are **NON-REFUNDABLE and NON-TRANSFERABLE.**
REMAINING RECITAL FEE: \$100.00 per family (Due in October)

The Recital Fee covers the facility rental, sound and lighting and a FREE Tshirt per dancer.

RECITAL COSTUME FEES (Due in November)

Creative and Advance Creative Movement - \$85 per student

Dance I - \$95 per student

Dance II-V - \$110 per student

Costume fees are **NON-REFUNDABLE and NON-TRANSFERABLE.**

- Any costume fees paid after November 30th will need to include a \$25 late fee to cover rush shipping.
- Costume fees will not be accepted after December.

JDF EDA reserves the right to combine or cancel classes or change instructors without notice. JDF EDA reserves the right to refuse service. JDF Elite Dance Academy is not responsible for items left unattended. JDF Elite Dance Academy assumes no responsibility for injuries or resultant expense arising out of either the facilities or participation in the activities.

TUITION

Tuition is due on the **1st** of each month and will be auto pay only.

A late fee of 10% of the total monthly tuition will be charged after the 4th of each month in addition to a \$10 per day late fee until the balance is paid in full.

Tuition must be **paid by the 4th** regardless of attendance or holidays. Tuition will remain the same from month to month regardless of the number of weeks.

There are **NO** deductions or prorating assessed for missed classes or holidays for any reason.

******There will be a **\$50 fee** charged per class, per drop time, for **any classes dropped between September 1st and June 1st**. *This fee is the cost of 1 Subject per month and to cover the tuition lost that was initially committed to at enrollment for the 9 month session.*

******There will be **\$20 fee** charged per class, per change time, for **any class changes made between September 1st and June 1st**. This fee is an administrative fee.

Tuition is **NON-REFUNDABLE** Tuition may be dropped off at the studio or paid on the website.

Bank and credit card information must be kept current. It is the customer's responsibility to provide JDF EDA with new or changed information. There is a \$25 fee for declined bank drafts and declined credit cards.

30-day written notice cancellation must be given before canceling classes; otherwise tuition is due for the following month until written notice is received.

ATTENDANCE

Students must arrive on time for class.

Students must be picked up promptly after class.

Students are encouraged to attend class regularly.

Instruct your child to remain in the reception area until picked up. Any student arriving more than 15 minutes late will not be admitted to class.

For your safety and to receive full benefit from your class, please arrange for a make- up class by calling the JDF EDA office if you expect to be more than 10 minutes late or absent.

A "make-up" for a missed class due to illness/injury must be scheduled in advance thru the office. Make-ups are permitted only in classes that have not reached capacity and will be on a limited basis per person.

Holidays do NOT count as a missed class and NO make-up class is permitted.

WAITING ROOM GUIDELINES

All class viewing is in the waiting room via the viewing windows. Visitors are **NOT** permitted in classrooms to watch. It is the instructor's choice to invite visitors into the classroom at the end of a class.

NO FOOD (including toddler snacks) and **NO GUM**.

The waiting room is not a playroom. Do not bring large toys, balls, etc. and please supervise your children. **No child is to be left unattended at any time.**

Strollers are not permitted inside the building during peak hours.

Please DO NOT allow your children to run in the hallway.

It is never permitted to leave non registered children at the studio.

CLASSROOM RULES

NO gum is allowed in dance rooms. NO food or drink, besides water, is allowed in the dance rooms.

Students are not permitted in the classroom without the presence of an instructor or permission from a JDF EDA staff member.

Students should go to the bathroom or get a drink of water prior to the start of class.

It is not required that a parent of school aged children stay during class. It is suggested that a parent of Creative Movement or Advanced Creative Movement stay during class whether to assist with the restroom, changing shoes or to provide a secure feeling. Very young children will be treated sensitively as the need arises.

School age children and teens: *please practice respect*. Students are not to be socializing in a disruptive manner during the class with other students. Appropriate behavior is expected at all times. Should a child not correct his/her behavior, the parent will be notified and appropriate action taken to provide maximum learning/enjoyment for everyone. There is no refund, credit or transfer of funds for a student who is not permitted to continue class.

During class if a student complains of being ill, or sustains an injury

and cannot participate, the instructor will send them to the office were the parents will be notified if not on the premises.

Only students with a pre-existing sickness/injury are allowed to observe class. The parents must notify the office if a student is to observe class.

All instructors have the right to discipline or dismiss students from the classroom who are misbehaving or disturbing other students in the class.

Parents are not allowed in the classroom during class time. If a student is crying the instructor will bring your child to you, do not enter the class room.

All students must be picked up from class on time! **There will be a \$15 charge for students left 10 minutes or later after class time is over.**