Registration Agreement and Studio Policies

All parents - please read this agreement, fill in the Registration Form and sign the Credit Card Authorization when registering and before student(s) may enter class. Check website and Facebook for class cancellation, calendar, or information of interest to students – www.dottymcgilldance.com.

**Tuition:** Lessons are offered on a yearly basis broken into monthly payments, regardless of how many weeks are in a month. Tuition is based on the year - September through June - not on the individual class. Tuition is due the first lesson of each month. Tuition is due whether a student is in class or not. If a *teacher* feels a make-up lesson is necessary, she will let you know.

### 2019 - 2020 Rates

<table>
<thead>
<tr>
<th>Classes per week per family</th>
<th>Monthly Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$45.00</td>
</tr>
<tr>
<td>2</td>
<td>$75.00</td>
</tr>
<tr>
<td>3</td>
<td>$105.00</td>
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<tr>
<td>4</td>
<td>$130.00</td>
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<tr>
<td>5</td>
<td>$150.00</td>
</tr>
<tr>
<td>6</td>
<td>$160.00</td>
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</tbody>
</table>

After the 6th classes go up $5.00 for each class/student.

There is a $25.00 registration fee for individual students, and $45 per family. Tuition and fees are non-refundable.

Please make checks payable to: **Dotty McGill School of Dance or DMD.** When paying for dancewear or costumes please make separate checks. *There will be a $50.00 service charge on all checks returned to us from the bank for any reason.*

Tuition is due no later than the 10th of each month. A late fee of $10 will be charged if tuition is not received by the 10th of the month. A Credit Card authorization form must be filled out for each student/family. Late tuition and fees will be automatically charged to that card, in addition to any late end of the year fees (costumes, solo/duo/trio). Students, who do not have a Credit Card on file, may not attend any class. In order to withdraw from a class, a withdrawal form must be submitted to the office prior to the 1st of the month to cancel/change tuition. Tuition will be charged unless the form is received.

**Performances:** The date for our 2020 Recital is June 20th. In addition to our recital in June some students may have the opportunity to perform at various civic and social functions. A

Member - DANCE MASTERS OF AMERICA - certified by test to teach.
Member - Cecchetti Council of America - tested and graded ballet system
costume deposit of $25.00 per student per class will be required by January 30th. You will receive more information about this later.

**Arrival Time:** Students should arrive promptly, *but no sooner than 10 minutes before their class begins* - *this is especially true for younger students* - they should be picked up promptly after class.

**Visitation:** Parents are invited to watch the first lesson of September and March, along with the Christmas Program. All other classes are to be closed. On visitor’s day, please follow these common courtesies; *no talking, be seated, limit to 2 per family, toddlers should be held and not allowed to run around*, videotaping with prior approval only.

Cover-ups should be worn over leotards outside the studio. *Cover-ups are not permitted in class.* Dance apparel and shoes are purchased through order forms at the studio. Please have proper dancewear as soon as possible but no later than November 1, 2019. **Black leotards, pink footed tights and pink ballet shoes must be worn in all Cecchetti or non-combination ballet classes.** Proper dance attire for all female students in all other classes; red leotard, pink or tan tights, white or tan tap shoes (depending on age) **and pink ballet shoes.** Pink wrap sweaters and pink legwarmers (available on the order form) are permissible. In all dance classes, boys should wear black shorts or dance pants and plain, fitted T-shirts.

Hair must be tied back from the face in class. Hair must be in a bun for Cecchetti or non-combination ballet class.

No gum chewing or eating in classrooms. Food consumption only in the snack room. Please do not leave garbage on the tables, floor or chairs. Please put litter in its place.

No smoking in the studio at any time.

Students - turn cell phones off when entering the classrooms, or they may be confiscated.

**General Information:** The classes are arranged for the student according to ages and abilities. During the year, students may be transferred to other classes, if it is necessary and in the best interests of the student.

Notification should be given to the office if a student will be absent.

Please check the bulletin board in the office frequently for special notices of interest to parents and students.