



POLICIES & PROCEDURES

ONLINE REGISTRATION

• ALL dancers need to enroll via our online portal at www.GreenDanceAcademy.com. A one-time \$20.00 registration fee per dancer **MUST** be paid upon completion of registration. Simple and easy!

TUITION - PAYMENTS - REFUNDS/CREDITS

YOU MUST HAVE A CURRENT CREDIT CARD or BANK ACCOUNT ON FILE

- Tuition is posted on the 1st of each month. Tuition is based on a 36wk/9-month dance year and **will not be pro-rated**. Some months will have missing classes and some months will have extra classes, and it all evens out, along with dress rehearsals and extra practices. You can pay by credit card, cash, or check to your account on or before the 5th of the month. If you have not paid your monthly tuition fees by the 5th, then your credit card/bank account will be charged on the 6th of each month for any outstanding Tuition. If you want us to automatically run your credit card/bank account on the 1st of every month, please email us this information at GreenDanceAcademyllc@gmail.com. Once credit cards/bank accounts are charged, there are no refunds. Any credit cards that are declined or are missing from your account will incur a \$20 late fee. All bounced checks receive a \$25 NSF. **Please keep your credit card current and help us run a dance studio not a collections agency.**
- If you have made payments ahead then drop your dancer, we will gladly apply the credit to your account for use in the future with Green Dance Academy. There are neither discounts nor refunds for missed classes! Classes must be dropped **BEFORE** the 1st of each month to not incur that month's tuition fee. Once the tuition fee is applied to your account it cannot be removed nor refunded. If you are requesting a refund for extenuating circumstances, you must email a refund request to GreenDanceAcademyllc@gmail.com once the refund is approved it will be issued no sooner than 60 days after the current year's recital.

YEAR IN FULL

If you want to pay the Year in Full, please email GreenDanceAcademyllc@gmail.com to request a Year in Full quote. Year in Full payment is due in full by October 1st to receive a one-time 10% rebate as account credit. Payment for Year in Full must be made via cash or check only to receive 10% discount.

STUDIO COMMUNICATION

- **EMAIL WILL BE THE MAIN FORM OF COMMUNICATION!** Account statements, inclement weather closings, class cancellations, recital and dress rehearsal information will be sent to you the email you provide in your registration. Email us at GreenDanceAcademyllc@gmail.com, as we check our email many times a day.
- You are more than welcome to call the studio and leave a message if you have questions.

WEBSITE/SOCIAL MEDIA

- **CHECK OUT OUR FANTASTIC WEBSITE www.GreenDanceAcademy.com!!!** Please check the website and/or our Facebook page for monthly information. Our newsletters with the calendar can be found here for your convenience.
- All choreography taught at Green Dance Academy, LLC, is property of Green Dance Academy, LLC, and cannot be posted on social media or used in any other way without written permission from the Owner.

TEACHERS

- If you need to speak with your teacher, please make arrangements with our office staff or with the teacher when they are finished teaching for the day. Do not interrupt any dance classes to talk to any Teachers. Please do not contact teachers or staff personally outside of the studio!!

INCLEMENT WEATHER

Green Dance Academy, LLC, **DOES NOT** follow local School Closings for inclement weather. In the case of inclement weather, please check our website at www.GreenDanceAcademy.com as we will post any closings by 2:00 pm as well as we will send emails along with text messages. It may be necessary to cancel a class for an emergency or other reason after 2:00pm, in which case dancers will be notified via text and/or email as promptly as possible. If we need to cancel any class(es) we will not hold a make-up class instead we will apply a credit to your account for the class(es) that we canceled.

OFFICE HOURS

After September 11th 1:00pm – 8:00pm – Monday – Thursday – Dowagiac
5:00pm – 8:00pm – Monday – Thursday – Decatur
5:00pm – 8:00pm – Monday – Thursday – Niles

CLASS ATTIRE

- Please make sure you have the appropriate dance wear (see "What Should My Dancer Wear" for color of shoes and tights required). Dancers will be given the first two weeks of classes to get their dance attire together. The 3rd week of classes and after, if any dancer is not in the proper attire, they will be asked to sit and watch class - this includes shoes!! All hair must be pulled back and pinned off the face. Please help our dancers look professional and have class unity.
- Please make sure your dancer arrives at class 5 minutes early and is ready to dance at the start of their class. Dancers arriving 10 minutes late may be asked to sit and watch class as they will have missed the important warm-up and late arrival is disruptive to the class.
- Please also make sure that you pick your dancers up on time. Teachers need to get to their other commitments, so please be respectful. Parents will be charged a \$40 babysitting fee if your teacher must wait more than 10 minutes with your dancer after class.

ATTENDANCE/DROP CLASSES

- Attendance is taken in every class, and you may make-up any absences throughout the year.
- Please make sure your dancer is enrolled in the correct classes by October 1st. We use the class attendance to purchase Costumes and need to verify your dancer is enrolled correctly.

MAKE-UP CLASSES

- To attend a make-up class please fill out the make-up class form and present it to the Teacher of the class you are participating in. Please attend a make-up class in a similar style of class that the absence was recorded in (i.e., ballet class for a ballet class).

DROPPING CLASS

- If you miss more than 2 weeks of classes, we will not assume you are dropping, and the monthly tuition fee will still be applied to your account. Please email the studio if you are dropping any classes.

You must drop your dancer prior to the 1st of the month to not incur that month's tuition fees. If you drop your dancer on or after December 1st you will still incur the Costume Fee(s) and it must be paid.

FOOD/DRINK

- Make sure all food and drinks are kept in the lobby area. No food or drinks are allowed in the dance classes/studios. You can bring water bottles into the studios if it has a tight lid. Please throw away your trash and clean up any mess you make.

FLOORS

- Please do not wear street shoes on the dance floor. Parents going into the studio to watch please wipe shoes off or slip them off prior to entering the studio.

LOST AND FOUND

- **PLEASE PUT YOUR NAME ON EVERYTHING!** Then we can get it back to you when they are left. Please check the lost and found bins often, as it is so hard to take expensive shoes and clothing to the goodwill. All lost and found bins are emptied monthly. Please use the cubbies to put your bags and additional clothing in as we have limited lobby space.

PRIVATE LESSONS

- Please go to our website at www.GreenDanceAcademy.com to fill out the Private Lessons form. Once the form is submitted the Teacher you requested or a Teacher that is available will contact you to set up private lessons with your dancer.

RECITAL INFORMATION

- Dates and times will be announced via email

RECITAL FEE

- The Recital Fee is \$85.00 for your 1st dancer and \$75.00 for every additional dancer in your immediate family. This includes; 2-recital tickets, 1- recital t-shirt, 1-pair of tights/style, recital music download, Digital Recital Video, minor costume alterations. A total value of \$150 for only \$85!!
- Recital Fee will be posted to your account on October 1st and **payment is due in full by February 1st.**
- Your account **MUST** be paid in full prior to release of Costumes and prior to the code being given to you to claim your included Recital tickets. Information to purchase additional recital tickets will be emailed to you.
- Recital Fee and Costume Fees are NOT charged to your credit card/bank account. You MUST notify us if you want us to charge your credit card/bank account for these fees.
- **If you drop your dancer on or after December 1st you will still incur the Costume Fee(s) and must be paid.**

COSTUMES

- We pride ourselves in making sure our dancers look professional as well as offer age-appropriate costumes when they take the stage. Parents are welcome to view their dancers Costumes images on their parent portal after Christmas Break. Costume Fees will be applied to your account October 1st and MUST be paid in full by **February 1st** or your dancers Costumes will not be ordered. Any costume/recital fee not paid in full by **February 1st** will incur a \$20 per item late fee and will repeat monthly until paid in full.
- Recital Fee and Costume Fees are NOT charged to your credit card/bank account. You MUST notify us if you want us to charge your credit card/bank account for these fees.
- **If you drop your dancer on or after December 1st you will still incur the Costume Fee(s) and must be paid.**