

- PRIVATE LESSONS:** Please see office for information regarding private lessons.
- CLASS ENROLLMENT:** The Academy cannot permit students to enroll in any class above their recommended level. Teachers have the exclusive right to determine the appropriate level. A 2-week notice prior to the start of the next pay period is required when dropping from a class.
- PARENT OBSERVATION:** Parents may watch classes on special observation days (the 1st class of each 4 week tuition period). Beginning in April, observation days will be cancelled for all classes participating in a June Show. Please be mindful that loud talking, even in waiting areas, can be disruptive to a class. Coaching from the sidelines is not permitted. Siblings must be kept in control by parents and must not be left at the Academy without parental supervision.
- VIDEO/PHOTOGRAPHY:** No video or photography allowed without the permission of the Instructor and the other student's parents, prior to the start of class.
- FOOD:** Food and drinks (other than water bottles) are not allowed in the studios. Popcorn, crackers, or crumbly foods are not allowed in the lobby. Other food and drinks in the lobby will be allowed only if the area is picked up, and wrappers and waste are disposed of in the appropriate containers in front of the Academy.
- COMMUNICATION:** Most classes run back to back, making it difficult to speak with instructors. If you have special concerns or questions, you may talk to personnel in the office; if necessary, messages will be passed on to instructors. If for any reason you will not be in class, please call to let us know. A student missing more than 2 weeks in a row without notifying the Academy is subject to replacement in classes with waiting lists.
- OTHER:** Students and/or parents who fail to adhere to the rules and policies set forth by San Ramon Valley Dance Academy will be subject to dismissal from the Academy. SRVDA reserves the right to refuse service to any student, parent, or legal guardian at any time.
- DATES OF INTEREST:**
- August 14: Classes Begin!**
  - September 1-3:** Nutcracker Meeting & Auditions
  - September 4:** Labor Day - No Classes
  - November 20-26:** Studio Closed
  - December 9-10:** Impressions of the Nutcracker
  - Dec. 18 - Jan. 1:** Studio Closed
  - May 5-6:** Spring Concert (Company Concert)
  - May 28:** Memorial Day - No Classes
  - June 2-3:** Little People's Day (Children's Dance Recital)
  - June 9:** Rising Stars (Lower Division Classes Recital)
  - June 9: Last Day of Classes!**

# *San Ramon Valley* **Dance Academy**

## **HANDBOOK**



## **Rules & Policies** **Fall 2017 –Spring 2018**

# Rules & Policies Of San Ramon Valley Dance Academy

- Tuition is due on the first day of each **4 week pay period**. The Academy accepts cash, checks, Visa, Mastercard, and Discover for payment of tuition.
- For your convenience, online payment and auto payment is available and encouraged. Tuition will be charged on the first day of the pay period for those enrolled in auto pay.

## 2017-2018 Pay Periods

Pay Period			Tuition Due	Tuition Late (add \$10 late fee)
1	<b>August</b>	Aug. 14 - Sep. 10	<b>Aug. 14</b>	Aug. 28
2	<b>September</b>	Sep. 11 - Oct. 8	<b>Sept. 11</b>	Sept. 25
3	<b>October</b>	Oct. 9 - Nov. 5	<b>Oct. 9</b>	Oct. 23
4	<b>November</b>	Nov. 6- Dec. 10	<b>Nov. 6</b>	Nov. 20
Thanksgiving Break Nov. 20 - Nov. 26 (No Classes-No Tuition Charged)				
5	<b>December</b>	Dec. 11 - Jan. 21	<b>Dec. 11</b>	Dec. 25
Winter Break Dec. 18 - Jan. 1, 2018 (No Classes - No Tuition Charged)				
6	<b>January</b>	Jan. 22- Feb. 18	<b>Jan. 22</b>	Feb. 5
7	<b>February</b>	Feb. 19 - Mar. 18	<b>Feb. 19</b>	Mar. 5
8	<b>March</b>	Mar. 19 - Apr. 15	<b>Mar. 20</b>	Apr. 2
9	<b>April</b>	Apr. 16 - May 13	<b>Apr. 16</b>	Apr. 30
10	<b>May</b>	May 14 - June 9	<b>May 14</b>	May 28

- **NO REFUNDS ARE GIVEN ON TUITION.**  
After registering, registration fees and tuition will not be refunded.
- **A 2-week notice, prior to the start of the pay period, is required when dropping from a class.** Students who drop (stop attending class) without notifying the studio office are responsible for all tuition charges incurred; regardless of attendance, until the studio is notified.
- Tuition will not be pro-rated for missed classes, nor will tuition be pro-rated if a class cannot be made up.
- A \$10.00 late fee will be applied if tuition is not paid within 14 days of the due date.
- If past due tuition has not been paid by the start of the next pay period, an additional \$15.00 billing fee will be applied. If an account remains in a past due status, admission to class will be denied.
- A **\$25.00 fee** is charged for all returned checks.
- A **3% surcharge** will be added for any payments made by phone.

**DRESS CODE:** **Students must be properly attired and groomed to participate in class. NO GUM OR JEWELRY IN CLASS.**

•**Ballet:** Solid color leotard, pink tights, and pink ballet shoes. Ballet skirts, ballet sweaters, leg warmers optional. Hair must be securely pulled back in a bun. Adult Ballet Students: Your choice of appropriate dance attire and Ballet shoes.

•**Jazz/Contemporary:** Any style leotard or dance attire. No clothing may be worn that obstructs the view of the body (baggy t-shirts, pants). Jazz shoes. No street clothes or shoes may be worn. Hair must be securely pulled back.

•**Boys Ballet/Jazz:** Sweatpants, dance pants, or shorts. T-shirts. Ballet/Jazz shoes.

•**Tap:** Your choice of appropriate dance attire. Tap shoes.

•**Hip Hop:** Comfortable workout attire. Tennis shoes.

•**Creative Dance** (3-4): Girls: Solid color leotard, pink tights, pink ballet shoes. Ballet skirts optional.

(4-6): Girls: Solid color leotard, pink tights, pink ballet shoes. Ballet skirts optional. Tap shoes.

**Boys:** Sweatpants, dance pants, or shorts, t-shirts. Appropriate shoes.

**MISSED CLASSES:** The Academy will do its best to provide make-up times for classes missed due to illness or other legitimate excuses, however, attendance is your responsibility and make-up classes **are not guaranteed**. Classes **not** in a June show are **allowed 5 make up classes per class per season**. Classes participating in a June show: **5 make ups are allowed per class from August 15, 2016 - Feb. 28, 2017**. Make ups will not be allowed in June Show classes beginning Mar. 1, 2017 - June 10, 2017. Students must be currently enrolled to attend a make-up class. Make-ups must be done within one month of absence. Students must check in at the office and obtain a make-up slip before participating in the class. Students may not make-up a class prior to missing a class.

**PARKING:** Our primary concern is the safety of our students. Parking is available on either side of the Academy or on the street. There is a **drop off zone** in front of the Academy. **No waiting, parking, or double parking is permitted in the drop-off zone at any time.** Faculty Only parking spaces are directly across from the front door; no student parking.

**CLASS CONDUCT:** Students are expected to be quiet in class, pay attention at all times, and show respect for their teachers. Inappropriate behavior will not be tolerated and will result in dismissal from class.

**PUNCTUALITY:** Admission to class will be denied if a student is more than 10 minutes late. Parents must not drop children off earlier than 15 minutes before their class and students must be picked up immediately following their last class. Parents are subject to a \$15 charge, plus \$1 per minute after 15 minutes, if a child is not picked up in a timely manner. The Academy cannot be responsible for overseeing students outside of class.