

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 observe classes during the following dates:
Sept 10 - 15 Jan 21 - 26
October 8 - 13 Feb 18 - 26
Nov 5 - 10 March 18 - 23
Dec 10 - 15

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 13: Classes Begin!**
August 24-26: Nutcracker Meeting & Auditions
September 3: Labor Day - No Classes
Nov. 18 - Nov. 24: Thanksgiving Break (No Classes)
December 8-9: Impressions of the Nutcracker
Dec. 23 - Jan. 6: Winter Break 2019 (No Classes)
May 5-6: Spring Concert (Company Concert)
May 27: Memorial Day - No Classes
June 2: Little Dancers Day (Children's Dance Recital)
June 8: Varieties (Upper Division Classes Recital)
June 8: Last Day of Classes!

San Ramon Valley **Dance Academy**

HANDBOOK



Rules & Policies **Fall 2018 –Spring 2019**

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.

2018-2019 Pay Periods

Pay Period				Tuition Due	Tuition Late (+ \$10 late fee)
#	Month	Starts	Ends		
1	August	Aug 13	Sep 9	Upon Enrollment	Aug 27
2	September	Sept 10	Oct 7	Sept 10	Sep 24
3	October	Oct 8	Nov 4	Oct 8	Oct 22
4	November	Nov 5	Dec 9	Nov 5	Nov 19
Thanksgiving Break Nov. 18 - Nov. 24 (No Classes/No Charges)					
5	December	Dec 10	Jan 20	Dec 10	Dec 24
Winter Break Dec. 23, 2018 - Jan. 6, 2019 (No Classes/No Charges)					
6	January	Jan 21	Feb 17	Jan 21	Feb 4
7	February	Feb 18	Mar 17	Feb 18	Mar 4
8	March	Mar 18	Apr 14	Mar 18	Apr 1
9	April	Apr 15	May 12	Apr 15	Apr 29
10	May	May 13	Jun 8	May 13	May 27

• 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.

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 13, 2018 - February 17, 2019**. Make ups will not be allowed in June Show classes beginning February 18, 2019 - June 9, 2019. 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.