

**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. Instructors 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:** For children's classes ages 3-6. Parents may watch classes on special observation days which are the 1<sup>st</sup> and 4<sup>th</sup> week of the Summer Season. 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:**

- June 12-16:** Multi-style Intensive I & II
- June 19:** Classes Begin
- June 19-24:** Observation Week
- July 4:** 4th of July - No Classes
- July 10:** Balance of Summer Tuition is Due
- July 10-15:** Observation Week
- July 10-14:** Beauty & the Beast Camp I
- July 10-21:** Ballet Intensive
- July 24-28:** Beauty & the Beast Camp II
- August 5:** Last Day of Classes

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

## **HANDBOOK**



## **Rules & Policies** **Summer 2017**

# Rules & Policies Of San Ramon Valley Dance Academy

**TUITION:** 2017 Summer classes run for **7 weeks**, starting June 19th and ending on August 5th. Summer Camps and Intensives are also being offered.

- 3 weeks of tuition, plus the annual registration fee, is due when registering.
- The office must be notified by July 5th if any weeks are to be pro-rated due to vacations, etc. (pro-rating in full weeks only)
- The balance for additional weeks is due July 10th and late as of July 23rd. A \$10 late fee will be applied to all unpaid accounts on July 24th.
- In addition, a billing fee of \$15 will be applied to unpaid accounts on August 7th. A \$25 fee is charged for all returned checks.
- **NO REFUNDS ARE GIVEN ON TUITION.**
- 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.

## SRVDA SUMMER RATES

### 2017 Summer Tuition Rates – 7 Week Summer Session

Registration Fee .....	\$25/student; \$40/family
1 Class Per Week .....	\$115.50
2 Classes Per Week .....	\$213.50
3 Classes Per Week .....	\$285.18
4 Classes Per Week .....	\$360.00
5 Classes Per Week .....	\$399.00
6 Classes Per Week .....	\$433.86
7 Classes Per Week .....	\$491.96

*Please inquire about rates for more than 7 classes/week.*

*Additional fees will be applied to any 1:15 (\$6) or 1:30 (\$12) classes.*

*Please note: Discounts will only apply to individual students taking multiple classes and additional family members who enroll for the same number of weeks. If family members are taking a different number of weeks, they will be charged on an individual pricing basis.*

### Single Class Rate:

\$19 (1 hr), \$20 (1:15 hr), \$21 (1:30 hr)

### SUMMER CAMPS & INTENSIVES RATES

Full amount is due upon registration.

Beauty & the Beast Camp I & II (1 week) .....	\$155
Multi-Style Intensive I & II (1 week).....	\$195
Ballet Intensive (2 weeks) .....	\$475

### 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.

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

**Creative Dance (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**. Make-up classes may not exceed 5, per class. **Students must be currently enrolled to attend a make-up class.** Make-ups are only allowed within one month of the date of an absence. **Make-ups are only allowed for classes that a student is currently enrolled; if a student drops a class, they forfeit any acquired make-ups for the dropped class.** 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.