**Millpond Dance Policies**

**2023-2024**

**General**

• Millpond Dance and its instructors are not liable for injuries sustained on the premises.

• Millpond Dance classes are subject to cancellation due to inclement weather. Closings will be posted on our website, Instagram, Facebook page, and emailed.

• Millpond Dance will follow the Wake County Public School System traditional calendar for major holidays.

**Etiquette**

• Food/gum are not permitted in the studio. Bottled water is acceptable.

• Drop off- students may wait outside the front door or quietly wait in the lobby. Please do **NOT** crowd the lobby.

• Any inappropriate, slanderous or gossiping remarks about Millpond Dance or its staff members on any social media sites or between students/families will be cause for immediate dismissal from the studio.

**Makeup Policies**

• Millpond Dance offers a makeup option for adult and youth enrollment classes. Students have the opportunity to make up a missed class if multiple classes are offered.

• No refunds are granted for missed classes.

**Tuition and Payment Policies**

• **Tuition is due on the 1st of every month**, either by direct debit, cash, check, ApplePay or Venmo. A credit card is still required to go on file if an alternate payment method is used. You may request a special date only if needed.

• A non-refundable registration fee of $40/person, $50/family, is due at time of registration for fall.

• Payment for classes must be made prior to entering the dance class.

• All sales are final and are not refundable or transferable.

• There is a $25.00 fee for returned checks.

• Millpond Dance requires a minimum of 4 paying students for youth and adult dance classes to run.

• A trial class may be purchased for $20 (per) class.

• Payments made after the 10th will incur a $20 late charge per person.

* Tuition is based on 37 weeks (end of August- June) broken down/paid for monthly. Holidays/spring break are all accounted for within the season's cost. Make up classes will be announced in the event classes are canceled due to inclement weather.

**Recital Information**

• Tuition for June (recital month) is still required to be paid in **full.**

• A $50 production expense fee per student, or $75 per family (multiple dancers) will be due October 15th.

• A $75 costume fee per student will be due December 15th.

• Balance of costume fee will be in March (Date TBA).

• Tickets for the June recital can be purchased about a month prior to the show.

• Production fee and costume fees can be made using:

-ApplePay

-Venmo

-Cash

-Check

**NO credit cards are used for costume fees.**

A service fee and late fee of $20 will be added if a credit card is used due to non payment (does not include tuition).

**PLEASE REVIEW ALL END OF DANCE SEASON/RECITAL EXPENSES**

Production Fee $50 single/$75 family (due in Oct)

Costume deposit $75 per student (due in Dec)

Costume balance (based on cost and number of classes due in March)

Recital in June at The Clayton Center (date TBA) will have two shows (same day). Many classes will perform in both recitals. If you wish for your child to only perform in one show, you **MUST** let Ms. Kim know at time of registration.

Recital tickets $20 (subject to change)

Recital ticket for one parent (any one person) attending second show $10

Dance photos (May date TBA) based on photographers costs OPTIONAL

Recital Flowers $23 (subject to change) OPTIONAL

Recital t shirt $25 (subject to change) OPTIONAL

Recital video $30/$45 (subject to change) OPTIONAL

**Class Attire Guidelines**

**••• MPD will implement and reinforce a more formal dance attire to ensure the safety and comfort of the dancers.**

•Hair **MUST** be pulled back at all times(bun, pony tails).

•Jazz Class- leggings and a t shirt/tank.

•Hip Hop Class- leggings and a t shirt/tank.

•Tap Class (teen)- leggings and a t shirt/tank.

•Ballet (all ages)- any color leotard with a skirt, leggings or shorts with tights. **•Ballet/Contemporary/Jazz/Hip Hop (all ages)- NO baggy clothes. NO jeans. NO distracting accessories.**

**•••NO inappropriate attire!**

• Appropriate shoes for each class.

-Black tap shoes

-Pink ballet slippers

-Jazz (your choice for dance season)

-CLEAN sneakers for hip hop.

• HIGH TOP sneakers (no low tops) MUST be purchased for all hip hop classes for the recital. (Color will be determined after costumes are ordered).

• Jazz shoes are required to be purchased before the June recital. Color will be determined after costumes are ordered.

• Dance shoes are NOT to be worn on any surface other than the hardwood dance floor.

• Please do not wear tap shoes on concrete or garage floors. Do NOT wear dance shoes from car to studio.

**• NO GLITTER!**

**Cancellation Policy**

• You may withdraw from dance classes with a notice.

• You will be responsible for tuition for the month you are canceling, as well as the following month.

• If canceling after February 1st, the remainder of the season (through June) is still due as well as costume

balance. At this time we are preparing for our recital and have already placed costume orders and spacing for performances.

**• No refunds will be given on any payments.**

• If unforeseen occurrences happen and the studio doors are required to close by law, zoom lessons will take the place of in studio class.

• If you decide to withdraw due to zoom classes you will still be responsible for the following two

months of tuition. NO EXCEPTION!

**Private lessons and studio rental**

• You may purchase a private lesson package or single class lesson.

• The studio may be rented at a cost of $45 per hour. (Negotiable for multiple hours)

• Parties are offered (prices will vary).

\*Restrictions may apply to all stated above at Millpond Dance Studios discretion.