

# North Central Ballet

## Studio Policies

Please note the following guidelines regarding all classes:

1. We request that students carefully observe our dress code outlined in this booklet.
2. Any student arriving more than 15 minutes late will not be admitted to class. **This is for the safety of the dancer NOT a punishment**, please arrange for a make-up class if you expect to be very late.
3. All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the waiting room when very young children are in class without informing the office or having another parent responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
5. Please **RESPECT** your teacher and fellow students by giving full attention and co-operation. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time. School age children and teens: *please practice respect*. Students are not to be socializing in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends in the waiting area.
6. During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the office where the parents will be notified if not on the premises.
7. Only students with a pre-existing sickness/injury are allowed to observe class. The parents must notify the office if a student is to observe class.
8. Out of town guests may request to visit at any time throughout the year. **No one** else is allowed to sit and watch during regular class time.

Dance class is education and fun, however, an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at North Central Ballet will be a pleasure for all concerned.

# North Central Ballet



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Leslie M Jordan III, Director

- An enrollment fee of \$30.00 per student is due annually.
- **Tuition is due the first class of each month. A Late Fee of \$25.00 will be added to tuition received after the specified date**
- Notice of withdrawal from the school must be given 30 days prior to dropping classes. The following month's tuition will be due for students not meeting the 30 day notice requirement.
- **THERE ARE NO TUITION ADJUSTMENTS OR DISCOUNTS FOR MISSED CLASSES.** Makeup classes are available for missed classes. **There are no refunds on tuition, costume or recital fees.**

## Schedule of fees, due dates and late dates for the 2013-2014 Season:

Month	Fee	Late
August/Registration/December	Pro-Rated Tuition/Reg	Must be paid at registration
September	Full Month Tuition	September 9
October	Full Month Tuition	October 8
November	Full Month Tuition	November 8
December	Full Month Tuition	December 9
January	Full Month Tuition	January 8
Costume Fee (\$80.00/student)	Due January 14	January 10 (Add \$20 late fee)
February	Full Month Tuition	February 7
Performance Fee (\$80.00/student)	Due February 14	February 14 (Add \$20 late fee)
March	Full Month Tuition	March 7
April	Full Month Tuition	April 8
May	Full Month Tuition	May 8
June	Full Month Tuition	June 6

## School Holidays (Studio Closed/No classes):

Date	Holiday	Classes Resume
August 30-September 2	Labor Day	September 3
October 31	Halloween	November 1
November 25-December 1	Thanksgiving	December 2
December 21-January 5	Christmas	January 6
March 10-16	Spring Break	March 17
April 18-20	Easter	April 21
May 23-26	Memorial Day	May 27

