

2023/24 POLICIES

1410 Cornerstone Court, Beaumont 77706

409-434-1348 Email: jacey@citydancecenter.me

Website: www.citydancecenter.me

OFFICE HOURS: Monday - Thursday, 3:00 to 7:30pm

NOTE - OFFICE IS CLOSED ON FRIDAYS

Office Manager: Romona Barnaby

REGISTRATION FEES

Due Yearly Upon Enrollment

Registration Fees are Non-Refundable

- 1 Dancer - \$125
- Family Fee 2 Dancers - \$185
- Family Fee 3 Dancers - \$225

AUTO PAY

Auto Pay available with Visa or Mastercard

- Auto Pay customer accounts will be charged tuition on the 1st of each month
- Auto Pay may be canceled BEFORE the 1st of each month and must be canceled during office hours
- Customers on Auto Pay will have Costume Payments automatically deducted on November 1st.

COSTUME FEES

- Costumes are ordered in November for our Annual Spring Showcase at Julie Rogers Theater
- Due No Later than **WEDNESDAY NOVEMBER 1st**
- **AUTO PAY CUSTOMERS** will be charged the costume fee along with Nov. Tuition on the 1st
- Costume Payments must be received in full no later than November 1st in order for a Showcase Costume to be ordered.
- **Costume Payments are non-refundable**

TUITION

Tuition Due on the 1st of Each Month

Tuition Fees are Non-Refundable

- Monthly Tuition Rate is calculated based on hours of instruction per week
- **Late Fees** - A late fee of \$15 will be applied after the 10th of the month.
- Non-payment of Tuition by the 20th of each month will result in the student being dropped from class.
- Billing statements WILL NOT be sent. Payments may be made online or during office hours at the studio. Accepted Payments: Mastercard, Visa, Cash, Check
- Sibling Discount - First dancer pays full tuition. A 10% discount will be taken off total tuition per sibling enrolled after first dancer. In order to qualify for the sibling discount, dancers must be living in the same household and be listed under one account.
- **Non-Refundable Tuition** - Tuition payments are non-refundable.
- Returned Check Fee - \$25.00

DROPPING A CLASS

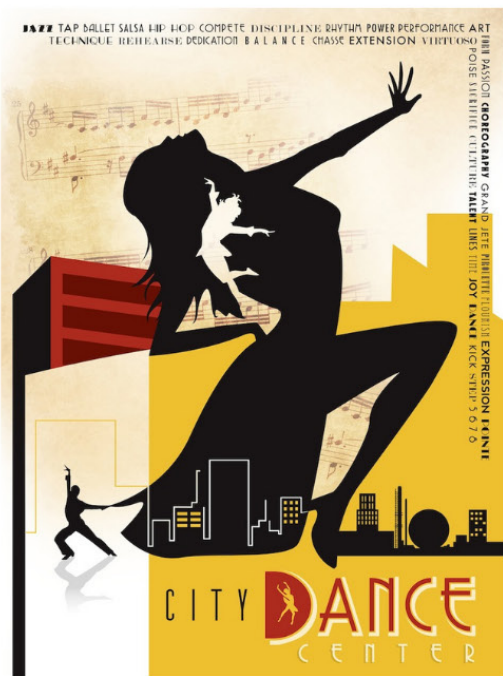
- The office must be notified of a dropped class BEFORE the 1st of the month AND during office hours by phone, email or in person.
- Full tuition will be charged if a class is dropped after the 1st of the month

SPRING SHOWCASE INFO

2024 DATES: April 26th & 27th at Julie Rogers Theater

Participation in the Spring Showcase is not required but is encouraged! This performance provides dancers an opportunity to show off what they've learned throughout the school year in a professional show. Regular class attendance is extremely important in order for dancers to perform their best on stage. The Showcase will involve 2 days of tech rehearsals, 1 dress rehearsal, and 2 Nights of shows at Julie Rogers Theater. A detailed Showcase packet will be distributed after Christmas that will provide all the necessary information regarding the Showcase.

- **Showcase Costumes** - Costume Fees are due no later than November 1st. Detailed pricing for each class/costume will be provided during the 1st month of classes. Costume fees are non-refundable.
- **PLEASE NOTE - ACCOUNT MUST BE IN GOOD STANDING IN ORDER TO RECEIVE COSTUMES.**
- Costumes will be distributed in March
- **IMPORTANT NOTE - All Balances must be paid in full prior to the Spring Showcase in order for dancers to participate.**



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STUDIO ETIQUETTE

Dancers:

- No gum, food, or drinks permitted in the dance studios with the exception of bottled water.
- Proper dance attire must be worn at all times along with the correct dance shoes. (See Dress Code)
- A student that misbehaves during class will be asked to sit out. If misbehavior continues, a parent will be called and the student will be asked to leave the classroom.
- Good attendance is expected

LOBBY ETIQUETTE

Any person waiting in the lobby:

- ABSOLUTELY NO FOOD OR DRINKS IN THE LOBBY OR HALLWAYS (NOTE: there is a dancer's lounge where food is permitted)
- Noise must be kept to a minimum
- Do not block the entrance area in the lobby or block the hallways
- Siblings may not be left unattended and must be quiet and still
- Fowl language and/or negative talk will not be tolerated

PARENT VIEWING

- All classes are closed to viewing so that teachers and students can maintain their focus without distraction.
- Viewing Windows will not be open
- Parent Observation days are held twice during the season (November and March). We encourage parents or guardians to observe their dancers' classes on these days. Details on parent observation will be emailed at a later date.

DROP OFF & PICK UP

We take the safety of our dancers very seriously. Please help us by following the rules for drop off and pick up.

- Dancers should arrive for class between 5 and 10 minutes before start time.
- **DROP OFF** - We use one lane only for dropping off and picking up.
- **ABSOLUTELY NO PARKING ALLOWED IN THE DROP OFF / PICKUP AREA.**
- **PICK UP** - Please pick up your dancer in our drive through area. Remember the drive through pick up is one lane only and NO PARKING is allowed in the drive through. Please pull through and come back around if your dancer is not ready.
- NOTE - Dancers must be picked up after class on time. The studio is not responsible for dancers after class has ended. Please call the office at 409-434-1348 if you are running late so we can notify your child.

PARKING

- City Dance customers are not allowed to park at Fitz & Shipman across the street
- You may park in our parking lot or in the shopping center directly across the street from our front entrance

HOLIDAYS & IMPORTANT DATES

We DO NOT follow the BISD calendar

- All important dates including Holidays will be sent in August in a Welcome Packet
- SPRING SHOWCASE 2024: April 26th & 27th at Julie Rogers Theater

STAYING INFORMED

- **ALL STUDIO INFORMATION IS SENT THROUGH EMAIL**
- We MUST have a valid email address on file
- Please check your email to stay informed and aware of all things studio related
- Reminders are also posted on our social media pages: Facebook and Instagram