

# 2025/26 POLICIES

1410 Cornerstone Court, Beaumont 77706

409-434-1348 Email: [jacey@citydancecenter.me](mailto:jacey@citydancecenter.me)

Website: [www.citydancecenter.me](http://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 and distributed in March.
- Due No Later than **SATURDAY 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.
- PLEASE NOTE - ACCOUNT MUST BE IN GOOD STANDING IN ORDER TO RECEIVE COSTUMES.
- **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

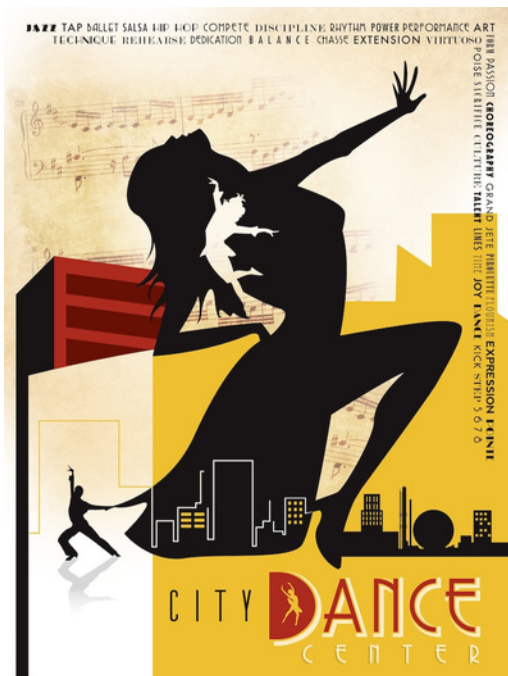
- The office must be notified of a dropped class BEFORE the 1st of the month AND during office hours by phone, email or in person.
- Full tuition will be charged if a class is dropped after the 1st of the month

## SPRING SHOWCASE INFO + FEES

**2026 DATES: April 21st - 25th 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 Performance Fee** - In order to offset theater costs, a performance fee of \$50 per dancer or \$80 per family will be added to all accounts. This charge will be split up between 2 months. The first half is due Feb. 1st. The second half is due March 1st. **Performance Fee is non-refundable.**
- **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 be open at the beginning of the season and during Parent Observation Weeks.
- Scheduled Parent Observation Days will be emailed out.

## ATTENDANCE

- **Regular and consistent attendance is required.**
- Dancers that miss classes on a regular basis may be removed from the class or placed in a lower level.
- Excess absences from January through the end of April may require private lessons or removal from the Showcase routine.
- Please contact the studio for any special circumstances regarding attendance.

## 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 permitted 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

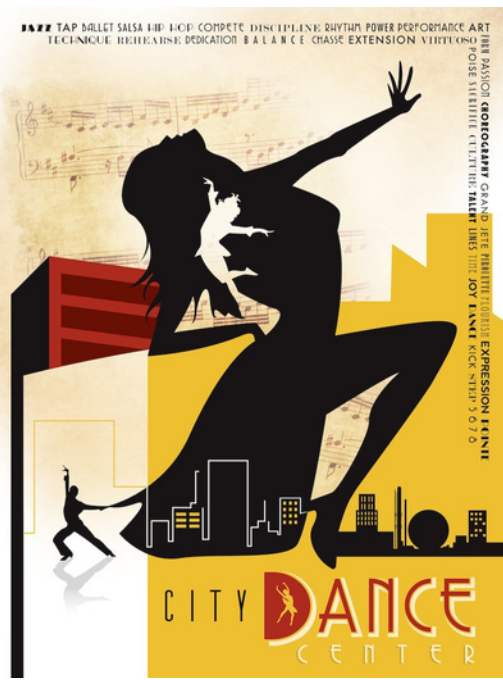
## HOLIDAYS & IMPORTANT DATES

### We DO NOT follow the BISD calendar

- All important dates including Holidays are listed in the CDC Welcome Packet
- SPRING SHOWCASE 2026: April 21st - 25th 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



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## LIABILITY & LEGAL

### 1. LIABILITY WAIVER & ASSUMPTION OF RISK

- Dance and physical activities carry an inherent risk of injury. By enrolling, participants (or their guardians) acknowledge and accept these risks.
- Students and parents must sign a waiver stating that the studio is not responsible for injuries that occur during classes, rehearsals, performances, or related activities.

### 2. AGREEMENT TO STUDIO POLICIES

- Enrollment in the studio signifies agreement to all policies, including safety protocols, dress code, conduct, tuition, and attendance rules.
- Policies are clearly outlined on the website, registration forms, and studio signage.

### 3. PARENTAL/GUARDIAN RESPONSIBILITY FOR MINORS

- Parents/guardians of minors must acknowledge responsibility for their child's safety before, during, and after class.
- The studio is not responsible for students outside of scheduled class times.

### 4. PROPER ATTIRE & SAFETY MEASURES

- Students must wear appropriate attire and footwear to minimize the risk of injury.
- Instructors will provide guidance on safe dance practices, but students are responsible for following these guidelines.

### 5. HEALTH & MEDICAL CONSIDERATIONS

- Students should inform the studio of any medical conditions that may affect participation.
- The studio is not responsible for medical emergencies but will follow appropriate emergency procedures.

### 6. NO LIABILITY FOR PERSONAL BELONGINGS

- The studio is not responsible for lost, stolen, or damaged personal items.