

# STUDIO POLICIES

Please read these policies carefully as many have changed from last season.



## REGISTRATION

Register Online at: [studiosouthpac.com](http://studiosouthpac.com)

You may also mail or drop off your completed registration form and annual membership fee to:

Studio South Performing Arts Center, 1312 Newcastle St., Ste 100, Brunswick, GA 31520. We will send an email confirmation of your enrollment.

## 2020-2021 CALENDAR (CLASSES BEGIN AUG. 31, 2020)

Sept 7	Labor Day Holiday	January 18	MLK, Jr. Holiday
November 15	Costumes Fees Due	April 5-10	Spring Break
November 23-29	Thanksgiving Break	June 5**	Annual Recitals
December 5**	Christmas Show		
Dec 21-Jan 2	Christmas Break		

\*\*Dates may be subject to change.

## TUITION FEES & PAYMENTS

- Tuition rates are for the full season (including studio holidays) from August 31 through the week after our Spring Recital June 12, 2021, not by the number of classes in the month. A full season of dance includes a minimum of 36 lessons. Tuition fees are paid monthly or annually. June 1<sup>st</sup> will be the last tuition payment of the season.
- After registering, monthly tuition must be paid by automatic EFT, debit, or credit card payment. Tuition will be debited from your account (or charged to your credit card) on the 1st business day of each remaining month. All payments will be non-contact payments and must be paid via automatic draft.
- Tuition not paid by the 15<sup>th</sup> of each month will have a \$25 late fee attached to the account per month. Accounts more than 60 days past due may be submitted to collection services.
- Recital costume fees will be posted to your accounts on November 15th. These fees will not be auto-drafted and must be paid via your customer accounts will debit/credit cards. Checks may be submitted by mail to the above address.

## ROLLOVER REGISTRATION

- For your convenience, and to reserve a space for the following season, annual membership fees will be automatically renewed and applied to your account on May 1, 2021 unless a withdrawal form is completed in the office before that date. These forms can be found on our website in the forms section.

## DISCOUNTS

- Siblings receive a 10% discount on the smaller tuition account for regular school year classes. No sibling discounts are offered for summer classes, special events, guest artists or for Performing Groups, Pre-Pro or Registration Fees.

## NSF PAYMENTS

- Non-sufficient funds on paper checks, auto-debit, or auto-charge payments will incur a \$35 NSF fee which will be paid at the front desk along with the tuition.

## WITHDRAWAL FROM CLASS

- There is a one month minimum for all lessons. A one-month notice from the first of the month is required to discontinue any payments for the following month. To withdraw a parent must complete and sign a withdrawal form. These forms can be found online. Automatic bank debiting or credit card charges will stop after the one-month notice period.

## PRIVATE LESSON CANCELLATION POLICY

- All private lessons canceled with more than 24-hour notice will receive a full refund. No-show lessons or lessons canceled with less than 24-hour notice will be charged the full amount.

## RESCHEDULING, TEACHER AND CLASS SUBSTITUTION

- SSPAC reserves the right to reschedule or combine classes.
- SSPAC reserves the right to provide a substitute or replacement teacher as SSPAC may deem necessary.
- SSPAC reserves the right to deliver class content via an online system in the event that classes are not able to be conducted live for any reason including, but not limited to: weather, teacher absence, or governmental advisory.

## REFUNDS/CREDIT ON ACCOUNT

- Tuition, membership fees, and costume fees are not refundable for any reason. Refunds are only issued when SSPAC cancels a class due to low enrollment.
- Account credit will be issued when the student or parent initiates the schedule change. Credit will be applied to any SSPAC tuition or fees due within one year.
- No refunds will be given if a similar online class is provided in place of an in-studio class.

## 3 WAYS TO LEARN

SSPAC offers a variety of service options including private instruction, traditional classes, and online instruction to meet the needs of students and staff as well as for the ability to maintain service continuity in any situation.

## ATTENDANCE

Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. Students may make up missed classes until April 1. If you miss more than two of the final eight classes before recital you may be dismissed from participating in the recital routine at the discretion of the teacher. Please report all absences via text to (912) 602-8589.

## DRESS CODE

Proper attire and hair etiquette are required for all classes. Special class attire including shoes and hair will be published in the August newsletter. All required items will be available in our online dance store, Curtain Call for Class.

## SAFER STUDIO POLICY

SSPAC requires all staff and students to stay home when they are ill. In order to reduce the community spread of Coronavirus, we follow best practices and recommendations from our local health department and from our industry associations, More Than Just Great Dancing® and National Dance Educators Organization. SSPAC understands that unlike older children and adults, young children cannot always be expected to maintain physical distancing. Therefore, SSPAC focuses on a hierarchy of measures beginning with keeping ill people home, followed by frequent hand cleaning and good hygiene practices, amplified cleaning, and curricular and facility adaptations to minimize contact and mingling where possible. All studio classes are backed up on an online learning platform. In the event a class is unable to be held at the studio classes will convert to an online learning platform until in-studio classes can resume.

## CONTINUOUS PARENT COMMUNICATION SYSTEM

SSPAC uses a "green, yellow, red" system of continuous parent communicating regarding the status of classes which can be found in the top right-hand corner of our website and social media. Green indicates to attend face-to-face classes as usual. Yellow indicates a cautionary change to service delivery, so please check your email. Red indicates clients should stay home and attend class online.

## SPECIAL COMMUNICATIONS

SSPAC works to keep you informed and up to date on regular studio happenings:

- Monthly Email Newsletter, Email, and Lobby Communication Center
- Follow @StudioSouthPAC on Facebook and Instagram for updates
- Join our the SSPAC Parent & Student Community on Facebook to connect with faculty and families

Questions - We are happy to answer any questions you may have regarding your dancer or our programs. Let us know if we can help you in any way!

CONTINUED >

## INCLEMENT WEATHER POLICY

In the event of inclement weather, an email and/or text will be sent, as well as a social media post made by 2:00 pm if classes are canceled (by 8:00 am for morning classes). Please note that we do not necessarily follow school closings as roads are often cleared by the time studio classes begin. Any cancelled classes may be made up on your own time from our regular schedule of in person and on-line classes, based upon availability. In the event there is not a makeup class available, a replacement lesson opportunity will be scheduled.

## LOST AND FOUND AND SECURITY

- A lost and found basket is located in the student/parent lounge room. Please check the lost and found basket regularly as all lost and found items are donated to Goodwill on the 1st and 15th of each month.
- Security cameras are located in public areas for safety and security. SSPAC does not make security or video data available to students or parents.
- SSPAC is not responsible for any lost or stolen items. Please do not leave belongings unattended.
- Dancers are encouraged to take dance bags into classrooms with them.

## CHRISTMAS SHOW

Every year we finish our first semester of classes with a fun and informal holiday show. All of our dancers participate, except for our Baby Ballerinas. Participation in this show is \$55 per dancer and this covers costume rental and 2 tickets per dancer. Additional tickets will be available.

*\*\*All live shows are subject to change due to Covid-19.*

## SPRING RECITAL

- We end our season with our Spring Recital. We encourage but do not require participation.
- The Spring Recital is scheduled to be held on June 5, 2021 depending on local theater availability.

- Spring Recital and mandatory dress rehearsal dates will be tentatively published in February.
- Show assignments and rehearsal assignments will be tentatively published in the March newsletter.
- Tickets will be available for purchase through a ticketing service in May (date TBA). Ticket prices typically \$15-\$20 depending on venue. **Please remember**, this is a live show with a lot of moving parts and live shows are more expensive to put on than others.
- Recital fees are charged to each family's account on April 15. This fee is \$120 for the 1<sup>st</sup> dancer and \$60 for each additional dancer in the family. This fee gets each dancer a recital t-shirt, a yearbook and each family will receive 2 VIP recital tickets and a digital download of all shows.

## SPRING RECITAL COSTUME ORDERS/EXCHANGES

- All classes have a recital costume unless noted on the schedule.
- Spring Recital costumes will be paid via parent portal by debit or credit card payment after November 15 and are not refundable. Costumes are ordered between Christmas break and Valentine's Day. Costumes will not be ordered unless payment is received in full.
- Students are measured for costumes in classes and they will be delivered in April-May. If a costume does not fit, we are able to exchange within one week of receiving it at no cost to you, if it is returned in its original packaging. After that week, there may be additional shipping/handling fees and/or limited availability.
- Students are measured for costumes in classes and they will be delivered in April-May. If a costume does not fit, we are able to exchange within one week of receiving it at no cost to you, if it is returned in its original packaging. After that week, there may be additional shipping/handling fees and/or limited availability.

Signing this policy page informs us that you have read, understand, and agree to abide by these policies.

Parent or Guardian Signature

Date

*"Today was our dance recital. Thank you, Mrs. Heather, for never giving up on giving our dancers a recital this year. You're awesome! Way to go Studio South!"*

*—Dance Mom*

*"Can I just say how great ya'll are? I just love Studio South! You are going above and beyond to help everyone to keep dancing during this crazy time. I can't thank you all enough for everything you are doing!"*

*—Dance Mom*

*"You are amazing!!!  
Thank you for making  
the hard choices!"*

*—Dance Dad*

*"Thank you so much for working so hard through all of this and thinking outside of the box to create all of these amazing experiences for our dancers."*

*—Dance Mom*