



## **HCDC 2023 -2024** **Policies/Guidelines**

**REGISTRATION** – Classes start on October 2nd and end with an annual recital in early/mid June. Registration for all classes is on a first-come first-served basis and once a class is full, we will not expand our class maximum capacities. This ensures all students receive the individualized attention in class they need to grow and be successful. If you are interested in a class that is currently full, we are happy to place your child on a waitlist and if a spot becomes available in the class you will be notified. The easiest way to register is through the “register now” link on our website.

**PAYMENT** – The default payment method is set to auto-pay and the card on file will be charged on the 1st of every month (unless the 1st is on a Sunday in which case it will be charged on the 2nd) for the tuition fees due. If you would like to update your payment method, the studio must be notified before the 25th of the month to change the payment method for the upcoming billing cycle. If dues are not received by the 10th of the month a \$25 Late fee will be applied. Your student will not be allowed to attend class after the 15th of the month until your payment has been received. Student’s will not be allowed to participate in the annual dance recital or other events if there is any outstanding balance at the time of the performance. All balances must be paid in full (including any additional late/NSF fees incurred throughout the year) before students will receive their recital costume(s) or be allowed to participate in the recital.

With the exception of adult classes, the tuition is set on an annual class rate, not a per class basis. We offer 3 convenient payment options for this rate:

- 1) Annual Payment - Pay for the full season (October-June) up front
- 2) Semi-Annual Payment - Annual rate is split into two payments, due on October 1st, 2023 and February 1st, 2024.
- 3) Monthly Auto-Pay - All tuition and fees are bundled into one monthly rate due on the 1st of each month from October 1st - June 1st.

**RETURNED PAYMENTS** - There will be a \$35 fee for any returned checks or NSF payments.



**TUITION INCLUSIONS** - For regular, recital level classes the monthly tuition covers the cost of the following: all classes, costume, recital fee, equipment fee, registration fee, one pair of recital tights, and recital tee-shirt. Tuition is due on the first of the month from October-June. **Tuition is calculated on a flat-fee basis, meaning that there is no discount for months with holidays/closures. Some months may have 5 classes, some may have 2. The all-inclusive pricing structure accounts for class pricing along with the additional inclusions of costumes/tights/fees etc.**

**PAYMENT METHODS** – Parents can pay online by accessing the “Parent Portal” tab on the website and logging in to their portal. We accept credit card and debit card payments through the portal.

All checks should be written to “Holy City Dance Center”.

**Please note: all accounts are default set to auto-pay via the card linked to your parent portal. Please contact our office if you would like to arrange to pay by check or other method each month.**

**STUDIO CLOSINGS** - Please see the 2023-2024 studio holiday schedule below. In the event of inclement weather, studio directors will make the decision regarding if it is safe to hold classes or not. This information will be communicated via your parent portal, HCDC mobile app, and email for your convenience. If applicable, a makeup class schedule will be provided at a later date.

**MAKE-UP CLASSES** – **We are not responsible for any classes missed due to weather.** If we need to cancel a class due to any other reason, we will offer a make-up if the schedule allows (please note, these classes will be held outside of the assigned class day/time). Dancers are always welcome to attend another class in their age level if they would like to make up any missed classes. Please email us if you need a class suggestion.

**COSTUME ORDERING** – We will measure your dancer in November and size them for their recital costume. If a costume comes in and does not fit, we will do our best to exchange for a better size. If this is no longer an option, you are responsible for any alterations that need to be made to the costume.



**PICTURE DAY** – Each spring the studio holds a picture day in which your child may come in and get their picture taken in their recital costumes. We offer a class picture as well as individual poses. Cost is set by the photographer and information on cost and how to order photos will be released closer to the photography date. Picture day is also a great opportunity for parents to practice how to style hair, apply make-up, and adjust costumes and hairpieces.

**CLASS PLACEMENT** – Students are placed in classes based upon age, ability, and level. If we feel your child could benefit from moving into a different class we will contact you to make changes. Our well trained faculty are the best people to decide which level is appropriate for your child. Placing a child in a class far beyond their ability only hinders their progress and usually leads to the student becoming frustrated and dropping out. We ask you to please trust our staff to make the best decision for your child and their progress.

**TEAMS** – Any student interested in joining our competitive or performance teams may inquire about details at the front desk. We hold an informational meeting towards the end of each year for any students that are interested in joining our competitive or performance teams the following year.

**ATTENDANCE/MAKEUP CLASSES** – We encourage all dancers to be on time and attend all classes. A phone call or an email is appreciated if you will not be attending class. There will be no refunds if your child misses a class. If a child shows up more than 10-15 minutes late for class, they may be asked to sit and observe. This is to ensure the dancers safety as they have missed the warmup and risk injuring themselves by just jumping into class.

All students are invited to attend makeup classes for any absences. Please consult an instructor to find out what your child's options are for make-up classes.

**ADDING A CLASS** – You may add as many classes as you want before January 1st. Adding a class after this date will result in the student not participating in the recital with that specific class/classes.

**WITHDRAWING FROM A CLASS** – If your child wishes to withdraw from a class you will be charged for the class until we are notified by a parent of the withdrawal. We must be notified



in writing (email to [info@holycitydance.com](mailto:info@holycitydance.com)) before the 25th of the month in order to not process payment for the upcoming month. You must withdraw from class/classes before December 1st. If the dancer withdraws after this date, you will be responsible for the cost of the costume.

Recital costumes can only be refunded IF the costume has not yet been ordered. If you decide not to participate in the recital after costumes have been ordered, you are welcome to still come pick up the costume when it arrives.

**PARENT/TEACHER MEETINGS** – Please let us know if there are any issues with your dancer. We cannot address them if we do not know about them! Communication is key! Please let the office know if you would like to speak to an instructor. During class time (and between classes) we cannot speak with parents because we feel that it's important to start classes on time. But, set up a time that is most convenient with you and we are always happy to schedule a meeting.

We also will be holding quarterly parent feedback sessions which we encourage you to attend. Be on the lookout for additional details regarding these dates/times.

**BRING A FRIEND TO DANCE WEEK** – We invite our students to bring a friend to class for the entire week of October 16-20. No limit to the number of classes they can bring a friend to, but we ask that you bring a friend that is close in age!

**PEEK WEEK** – Our Peek Week is held every December. Parents are invited into the classroom to view their child's progress. Most parents bring cameras, video cameras, friends, and family to watch. Children under 18 may not be allowed in the dance rooms during Peek Week because the students are often distracted easily. We also encourage our parents to participate in classes to really get a sense of how hard our dancers are working! This year peek week will be held the week of December 4-8.

**STUDIO SPIRIT WEEK** - Studio spirit week is held in the spring each year. Our staff puts together fun themes for each week of the month of April (sports week, studio colors week, crazy hair week etc.). We encourage students to have fun and participate but ask that all attire still allows students to move freely and is appropriate for class.

**LOST AND FOUND** – The studio is not responsible for any lost or stolen property. We have placed a lost and found in the locker room and dancers are free to look through it at any time to retrieve lost items.



**FOOD AND DRINK** – Dancers may bring a water bottle into class. Please do not give your child soda or anything fizzy. No food, candy, gum, coffee, or soda allowed in the dance rooms. The studio has a microwave and fridge in the lobby that students are welcome to use. We kindly ask that you have a conversation with your child about cleaning up after themselves and the importance of helping us to keep our studio a clean environment for all to enjoy. If any food items are left in the fridge for more than 7 days, they will be disposed of, including any container they are in.

**CELLPHONES** – We do not allow students to have cell phones in the classrooms. You are paying for your dancer(s) to learn. Checking messages can be a distraction during class. We provide a locker room and cubby space in the lobby for dancers' belongings. If you need your child to have their cell phone on for a particular day due to a family emergency, please have a parent talk to the instructor/studio director.

**POSITIVE ATTITUDE** - Please refrain from negative comments regarding instructors, other students, and parents in HCDC's space. We take pride in creating a positive environment in which everyone feels welcome. If you have any issues please contact the studio so we can arrange a meeting to discuss your concerns.

**SUBSTITUTE TEACHERS** - The studio reserves the right to provide a substitute teacher in the event a teacher is absent for any reason. In the event that a substitution cannot be arranged, class may be canceled or rescheduled.

**STREET SHOES** - Under absolutely no circumstances are street shoes permitted in dance studios 1,2 or 3. We take pride in our studio appearance and have worked hard to create the environment we have today. Street shoes can cause irreversible damage to our floors so we kindly ask you to remove your shoes before entering the studio rooms.