

## 2017-2018 Policies

### **Fees**

All fees (registration, tuition, holiday show, recital costume) must be paid by pre-authorized debit or pre-authorized credit card. PCDC accepts Visa, MasterCard, Discover, and American Express. Monthly tuition will be charged to your debit card or credit card on the 25<sup>th</sup> of each month for the following month. Please update your debit card or credit card via the PCDC customer portal. If an account is delinquent for 30 days, the appropriate collections agency will be contacted and a 35% collection fee will be applied.

2017-2018 Fees:

### **Annual Registration Fee**

An annual registration fee of \$35 per family is due at the time of registration. This fee is non-refundable.

### **Tuition**

Number of classes per week/Monthly family rate

45 min class	\$65
1 hour+ class	\$75
2 classes	\$140
3 classes	\$200

More than 3 classes= add \$55/month per additional class

Tuition is a yearly fee divided into 11 monthly payments (Season runs August-June). Monthly tuition is always the same regardless of the number of classes in the month. Holiday closures have already been taken into account when calculating tuition. The monthly tuition rates are for the total number of classes attended per week by all members of a single family.

### **NSF Fee**

Non-sufficient funds on auto-debit or auto-credit will incur a \$20 NSF fee.

### **Holiday Show**

PCDC's holiday show will be held in December. There is a \$35 performance fee per dancer which includes a cast t-shirt and two tickets. Participation is optional. Your account must be current in order to participate.

### **Recital**

PCDC's annual recital is held in June. Participation is optional. Below are recital expenses:

Recital Costume Fees= \$75/class Pre-K/Kinder\*  
\$85/class Level 1-3\*  
\$95/class Level 4-6\*

Your account must be current in order to receive your costume(s) and participate in the recital. Costume fees are non-refundable and exchanges are extremely limited as costumes are made to order. Fee does not include shoes. \*\$10 off per costume if enrolled in our S.T.A.R. program.

Recital Tickets= \$15-\$17 per ticket

Recital DVD= (optional)

Recital Picture Package= (optional)

### **Withdrawal/Refunds/Makeups**

Withdrawal can occur at any time before the 24<sup>th</sup> of the month to avoid billing for the next month. We encourage dancers to try a different style or teacher before deciding to withdraw. Withdrawal must be done through the Front Desk and not with the teacher. To withdraw from classes a parent must complete a withdrawal form by the 24<sup>th</sup> of the month. PCDC reserves the right to cancel any class with insufficient registration and a refund or credit of unused classes will be given. Due to limited classroom space, there are no makeups, credits, or refunds for missed classes. PCDC reserves the right to combine classes, use substitute teachers, teacher assistants, or virtual master classes when the regular teacher is ill or otherwise unable to teach.

### **Closures**

PCDC will be closed on the following days:

- Labor Day, September 4<sup>th</sup>, 2017
- Halloween, October 31<sup>st</sup>, 2017
- Thanksgiving Break, November 20<sup>th</sup> -26<sup>th</sup>, 2017
- Winter Break, December 18<sup>th</sup>, 2017-January 1<sup>st</sup>, 2018
- Spring Break, March 26<sup>th</sup> -April 1<sup>st</sup>, 2018
- Memorial Day, May 28<sup>th</sup>, 2018

### **Inclement Weather:**

PCDC may close in the event of inclement weather. The studio will notify families by email and will post to social media. We encourage all parents to check their email and social media before driving to the studio on snow days. In the event of a cancellation, dancers may schedule a makeup class within 30 days, where space is available.

### **Dress Code**

Proper dancewear and dance shoes are required for participation. Students are not permitted to wear jeans or shoes worn outdoors, to any dance class. For safety reasons dancers are not permitted to wear jewelry. Please see our website or contact the front desk regarding PCDC dress code. Please be advised that your child's teacher may require a certain style or color dance shoe to compliment their recital costume.

### **Student Care and Illness**

PCDC is not responsible for student care before or after class. Students are not to be left at the studio for excessive time periods. We ask that parents of young children stay at the studio while class is in session. A student, who is ill, must stay home if they are contagious, have a fever, excessive cough, or are vomiting.

### **Release of Liability**

As the legal parent or guardian, I release and hold harmless Production Company Dance Centre, its owners and staff from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the participant and/or the undersigned, while in or upon the premises or any premises under the control and supervision of Production Company Dance Centre, its owners and operators or in route to or from any of said premises. Production Company Dance Centre is not responsible for lost, stolen, or damaged items.

### **Medical Emergency**

The undersigned gives permission to Production Company Dance Centre, its owners and staff to seek medical treatment for the participant in the event they are not able to reach a parent or guardian. I hereby declare the participant to be in good physical and mental health.

### **Photo/Video Release**

Production Company Dance Centre is hereby granted permission to take photographs and video of the students for promotional purposes. Permission is also hereby granted to Production Company Dance Centre to copyright such photographs and video in its name.

### **Communication**

PCDC uses email as a primary form of communication. Please add info@productioncompanydance.com to your email contacts. Please inform the studio of any address, email, or telephone number change. It is the responsibility of the parent to be aware of all studio policies, events, and closures. The studio will post such notices in the lobby and on our website. Please regularly check these boards and the website to ensure you are informed. Your family agrees to receive communication, in all forms, from PCDC.

**I have fully read, understand, and agree to abide by all of the above policies.**

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_