

Stageworkz Studio Policies

ATTENDANCE

Attendance at Stageworkz is taken very seriously. Please arrive early enough for your child's class - at least 10 minutes before the start time. Students must wait in the lobby until class is called. Late arrival is a distraction to the class and teacher. If tardiness is a recurring situation, we may need to discuss a change of class time and day.

If a student has other obligations that arise after the start of the New Year (i.e.: dance company, sports, theater) their first commitment should be to their classes at Stageworkz. The teachers and the other dancers expect a certain level of commitment from everyone. Also, if you are enrolled in technique classes, attendance is imperative in your progression as a dancer. Please be respectful to all other students and teachers by having timely and regular attendance.

INVITE ONLY CLASSES

All jazz and ballet invite classes are required to take a minimum of one ballet class per week to remain in their invite level class. Tap invite students are required to take one tap technique class.

Students that are invited are asked and required to maintain their attendance for these classes. Three excused absences and one unexcused absence are allowed for the year. No unexcused absences over that will be accepted and could result in having the student removed from class. Any known conflicts must be submitted in writing prior to the first week of classes.

MISSED OR CANCELED CLASSES

If you are going to be absent, this must be communicated to the studio office via email so we know not to expect you. Text messages to teachers are not an appropriate way to communicate an absence. There is no tuition reduction or reimbursement due to student illness or absence. All closings due to inclement weather will be made up at a specific rescheduled time.

FOOD AND DRINK

No gum, snacks or drinks other than water are permitted in the studios. Any food is to be consumed in the lobby area only. All trash MUST be disposed of appropriately.

CLASS PLACEMENT

Full authority is given to the instructors to determine the level of each dancer. Dances are placed based on age, ability, technique, and where the instructor feels they are best suited. Our instructors are highly trained and make placement decisions in the best interest of the individual student. If you have

questions regarding placement, you may contact the studio office and the teacher will get back to you regarding any questions or concerns.

WITHDRAWAL FROM CLASSES

If a student decides to stop training at StageWork, notice must be submitted in writing to the office. The following fees will apply:

Before October 1st - No Fee

October 1-January 1 - \$150

After January 1st - All remaining tuition will still be owed for the 2024-2025 season.

Any exception to this policy is at the sole discretion of the studio owner and must be provided in writing.

DROP-IN CLASSES:

A student may request to drop-in and participate in a class that they are not enrolled in for the following fees:

\$20 for 45 minutes

\$30 for 60-75 minutes

\$40 for 90 minutes

Requests must be made through the office and payment must be made prior to class. Drop-in students are not eligible to participate in the recital. Any students wanting to perform in the recital must be fully registered by December 1st.

CLASS CANCELLATIONS DUE TO LOW ENROLLMENT:

A class must have 3-4 actively enrolled students to run. If enrollment falls below 3 students, the class may be canceled, and students will be given the option of either receiving a refund or changing to another class time.

HOLIDAY AND INCLEMENT WEATHER POLICY

Our studio follows Anne Arundel County Public Schools for inclement weather closures. If there is a delay, classes will be held at the regularly scheduled time. If schools close early due to the weather, evening classes will be canceled. Holiday closures will be posted on the calendar of events located in the lobby as well as on our Facebook page and website.

TEACHER CONTACT

Parents are not permitted in the dance rooms while classes are in session. If you need to speak with a teacher, please speak with the office personnel or leave a note. Instructors will be more than happy to address any concerns or questions you may have. Be sure to include your home phone number and an e-mail address.

BATHROOM USE

Please try to use the restrooms before or after, not during class as it is a distraction for the other students and teachers.

CLASSROOM ETIQUETTE

Please be respectful of your fellow students as well as your instructors. Excessive, rude, or inappropriate behavior will NOT be tolerated. If a student disrespects a teacher, they will be asked to leave the class immediately and their parents/guardians will be promptly notified. It is at the teacher's discretion to judge what acceptable behavior is for each class.

PHOTO RELEASE

The studio is granted permission to take photographs of the students to use in brochures, websites, posters, advertisements, and other promotional materials the studio creates. Permission is also hereby granted for the studio to copyright such photographs in its name.

Stageworkz Tuition & Fees

ALL CLASSES

There is an annual, non-refundable registration fee of \$60 per student or \$80 per family along with your first month's tuition fee, due at the time of registration.

For year-long classes, the first month's tuition payment is due at the time of registration. For shorter sessions and workshops, class payment is due in full at the time of registration.

YEAR-LONG CLASSES (September-June)

Tuition is calculated as the annual cost of instruction and is divided into 10 monthly payments due on the 28th of each month September-June. (Full payment is required for the month of June and will not be credited, refunded, or pro-rated for the partial month.)

A \$15.00 late fee will be assessed on the 5th of the month for all delinquent accounts.

Monthly tuition payments must be made by automatic withdrawal from a debit or credit card.

StageWorkz does not mail monthly invoices for tuition payments. We utilize The Studio Director as our billing service. At registration, you provide credit or debit information for payment and be entered into our system. You will be given log-in information so you may monitor your account.

Tuition payments are non-refundable and non-transferable.

Students will not be permitted to take classes if their account is delinquent for more than 30 days.

We reserve the right to cancel any classes due to low enrollment with a full refund on tuition for those already registered.

TUITION DISCOUNTS AND PACKAGES

Annual Payment Discount

10% off tuition for paying annual tuition in full at the time of registration

Family/Sibling Discount

Second student - 10% off tuition only Additional students - 5% off tuition only

RECITAL INFORMATION & FEES (Year-Long Classes)

Our annual showcase is tentatively scheduled for Saturday, June 14 at Indian Creek School.

A non-refundable participation fee of \$90. This fee will include two complimentary tickets. Additional tickets for the showcase will be available closer to the show and typically range from \$20.00

A non-refundable costume fee of \$85.00 is due with your November tuition for each regular recital class.

All regular classes will perform one routine each in our year-end recital. Combo classes will perform a dance in each style learned that year.

If your dancer is registered in a recital performance class and will not attend, all recital fees will still be owed.

Costume fees are non-refundable. Costumes will only be ordered for those who are up to date on fees and tuition and will become yours after the performance. Families are also responsible for purchasing any additional items the teacher has specified, this typically includes shoes, tights/socks, performance earrings, and gloves.

WITHDRAWAL FROM CLASSES:

A 30-days written notice submitted to the office is required to withdraw from any class.

If written notice is not received within the 30 days, your account will be charged the following month's tuition

The following fees will apply:

Before October 1st - No Fee

October 1-January 1 - \$150

After January 1st - All remaining tuition will still be owed for the 2022-23 season.

Any exception to this policy is at the sole discretion of the studio owner and must be provided in writing.

SESSION-BASED CLASSES (Musical Theatre Workshops, Vocal Workshops, Camps)

Tuition must be paid in full upon registration to secure your child's place in the class.

Class placement is on a first-paid basis. Deposits do not hold your child's spot in the class.

If a student withdraws, there are NO REFUNDS.

These classes do not perform in the end-of-year showcase.

MUSICAL THEATRE WORKSHOP PRODUCTION FEE

A non-refundable costume/production fee of \$25.00 is due at the time of registration.

Stageworkz Studio Agreement

I have read and agree to adhere the policies outlined in the following studio documents

() Stageworkz Studio Policies

() Stageworkz Tuition & Fees

Student Name(s):

Parent/Guardian Signature

Date