

Burlington Academy of Dance & Arts 2019-2020

Policies & Procedures

Class Registration/Dropped Classes:

Due at Registration:

Non-refundable registration fee
August tuition
Non-refundable May 2020 tuition (**refundable only if class cancellation is received in writing prior to August 15**)

Dropped Classes: All dropped classes **MUST be submitted in writing BEFORE** the first class of the month or you will be responsible for the entire month's tuition.

Summer Refunds: All tuitions and fees are non-refundable.

Billing:

Tuition: Due on the 1st of each month

Costumes: November 1, 2019: Non-refundable costume deposit of \$55.00 per costume is due. (This amount is an initial deposit, with the balance of the cost for the costume due February 1.). KinderDance and Ballet/Tap classes will have 2 costumes.

December 15, 2019: Anyone dropping a class after this date will still be responsible for the **costume balance** (amount owed after the \$55.00 costume deposit). Costumes for dropped classes may be picked up **after performance during summer business hours**.

February 1, 2020: Costume Balance is due. Bills will be e-mailed at the end of January.

Performance: April 1, 2020 — Performance Fee Due: \$32.00 per dancer or \$42.00 per dancer participating in both the Spring Performance and the Spring Ballet.

Monthly Statements: Statements will be e-mailed the last week of each month.

Payment Options: Utilize our automatic draft option. **preferred** Access online account and enter credit/debit card information.

Leave credit/debit card information on file in the office.
Call in credit/debit card information over the phone.
Make payment in the office during business hours.
Drop check into the payment box near the front entrance.

Mail to BADA: 3382 S. Church Street, Burlington, NC 27215.

Late Fee: We strongly suggest that credit/debit card be left on file so that you will not receive a late fee. If your monthly account balance (which may include: tuition, costume fees and performance fees) is not paid in full by the 10th of the month, we will run your card on file for any remaining balance. If you have opted not to leave a card on file, your account will receive a \$25 late fee added on the 11th of the month. This late fee will not be waived for any reason.

Returned Check Fee: \$30.00 fee will be added for any returned checks.

All accounts must be paid in full by May 15th, 2020.

All fees are non-refundable.

2020 Performance Week Dates — May 26 - 31, 2020

Dress Rehearsal attendance is mandatory in order to perform.

Communication:

Studio Voicemail: 336-584-6727

E-mail: office@badadance.com

Facebook: "Like" us at BADA-Burlington Academy of Dance & Arts

Website: www.badadance.com

In an effort to be "green," we utilize electronic mailings to disburse information. Please be sure to join our mailing list and add office@badadance.com to your contacts to ensure you will receive our messages.

Please take time to carefully review e-mails from BADA as important information is communicated in that fashion. If you believe you are not receiving our e-mails, please contact the office at office@badadance.com.

Student Mailboxes: (located in lobby, please check weekly)

BADA Calendar: (on website; hard copy in student mailbox)

Parent Meetings: *Performance Information Meeting is held in March (see calendar). As a "thank you" for attending a full Performance Information Meeting, you will receive 2 complimentary tickets to the Spring Performance OR Spring Ballet (if your dancer is a student of our Ballet Program only.)

Attendance:

Faithful attendance is strongly encouraged for all dancers and is imperative to a dancer's progress. Please notify the office in advance of necessary absences. If dancer is not contagious we encourage class observation. Students will be allowed make-up classes below their level. Students with inconsistent attendance may be dismissed from their classes and/or moved to another class. Students having 4 or more absences after February 1 will only be allowed to dance in the performance with instructor approval.

Dress Rehearsal attendance is mandatory in order to perform.

Punctuality:

The slow warm-up of muscles is crucial to the prevention of injury. Students more than 10-15 minutes late may be asked by their teacher to sit and observe the class.

Class cancellation due to weather:

Inclement Weather:

Call the studio two hours prior to class time.

Check for an e-mail from office@badadance.com.

Check the BADA Facebook page.

Check the BADA website — www.badadance.com.

Make-up classes for weather: up to four classes per class will be rescheduled.

Class Placement:

Placement is dependent on emotional maturity, development, strength, comprehension of skills and competency of execution. This policy is important to ensure dancer safety and the best possible instruction at any given level. Faculty will observe each student for the first six weeks of class and will re-evaluate placement at that time. You will be contacted should a faculty member feel your dancer would be better served in a different class.

Trial Classes:

Burlington Academy of Dance & Arts provides students an opportunity to participate in a class before registering. This class is considered a Trial Class and there is a fee for each one taken. If a student registers for the class that they participated in by October 31, 2019, the fee is then credited toward their tuition. If a student takes multiple Trial Classes, only the fee for the class(es) they register for will be credited. A trial class that is taken in one dance year or session cannot be credited toward registration in another dance year or session. Trial Class fees are non-refundable. Certain other restrictions apply. Please contact the Burlington Academy of Dance & Arts office for additional details.

Injury or Loss of Property:

The risk of injury exists in any physical activity. Please consider this before enrolling your child. Burlington Academy of Dance & Arts cannot be held responsible for personal injury or loss of property.

Bullying:

If you feel you are a victim of or witness bullying, please tell an adult you trust — your teacher, parent or staff member in the office. Do not fight back or join in any bullying. Burlington Academy of Dance & Arts is a Bully-Free Zone.

Photos and/or Videos:

In registering your child, we have your permission to use class or performance photos for the marketing of Burlington Academy of Dance & Arts. If you object, please submit your objection in writing at the time of registration. Parents may only take photos or videos on observation days with the approval of each individual faculty member.

Amenities:

Food & beverages may be purchased from vending machines located in the back of the building. These machines are not the property of Burlington Academy of Dance & Arts. The Dancer's Answer offers a full range of dance wear for adults and children.

Office Hours:

Academic Year:

Monday-Thursday: 3:30pm-7:00pm

Summer:

Tuesday-Thursday: 3:30pm-6:30pm

Please call 336-584-6727 or email office@badadance.com to schedule an appointment.

We are looking forward to another fun & productive year!
Thank you for choosing BADA for your dancer's training.

See you in class,

Your BADA Directors, Faculty & Staff