**Studio Policies Fall 2022-2023**

**PAYMENTS:**

* Tuition is due at the first of each month. You are given a grace period until the 7th of every month at which point a late fee of $25 will be added to your account.
	+ You may pay online with Credit Card, Debit Card or ACH payment
		- There are convenience fees added to your transaction that are your responsibility.
	+ You may sign up for Autopay
		- charged on the 1st of every month. If your payment fails to go through you will have until the 7th of each month to pay your balance before the $25-dollar late fee is charged to your account.
	+ You may pay with cash or check at the studio
		- Please place payment in an envelope with the dancer’s name on the outside and put in the white payment box.
		- The studio isn’t responsible for lost payments if not put in the payment box
		- There is a $35 dollar fee for any payment sent back due to insufficient funds as well as the $25 late fee. The studio reserves the right to only allow cash payments if we receive a returned check.
* We offer the option to pay your entire years tuition in cash or check before the beginning of the first class of the season. You will receive 10% off your year tuition payment but payment is non-refundable should you choose to not finish out the season.
* Any dancer whose account is more than 2 weeks behind in payment will not be permitted to attend class until the balance including late fee is paid in full.

**Dropping a class/refunds:**

* No refunds will be issued due to illness, including quarantining due to Covid-19. Injury refunds will be considered if you provide a detailed doctor note.
* To drop a class, you must do so by the end of the month before you no longer wish to bring your dancer, or you will be responsible for the entire month. Example: you must inform the studio through email or message by the last day of September in order to not pay for October. Failure to notify in writing will result in owing for October.
* Costumes fees are non-refundable should you chose to leave the studio.

**Shoes:**

* All shoe orders must be paid when ordered
* Cash or check only for all shoe order
* Your dancer must wear the required shoes for recital so while it is tempting to order shoes from Amazon your dancer will need the required shoes on stage.

**Dress Code:**

* All students are expected to adhere to the dress code for their classes; this includes proper hair
* With the exception of ballet only classes all dancers need to have their hair pulled back into a ponytail; if hair is too short, please pin back as much as possible to keep it out of the face
* Ballet only students need to have their hair in a proper bun.

**Drop off/pick up**

* Proper warm up is essential to prevent injury, any dancer more than 10 minutes late to class may be asked to sit and watch class.
* Please be prompt in your pick up; any dancer who has their ride arrive more than 10 minutes after the conclusion of their class may be charged a babysitting fee of $1 per minute.

**Recital Fees:**

* You will be responsible for costume fees of $70 per dance
* Split into 2 equal payments of $35 due in November and $35 due in February
* All costume payments are non-refundable
* We reserve the right to change costume selections should costumes not be available

**Studio Communications**

* All communications need to be sent to expressionsdancecenter@yahoo.com or to Expressions Dance Center Facebook page or texted to the studio phone 419-314-7657
* Our instructors should not be contacted directly as it is not in their duties to answer parent questions on their time away from the studio.
* Please refrain from using personal social media accounts of instructors as a form of contact.

**Studio Etiquette**

* Please refrain from loud talking in the lobby as it carries into the studio
* Please use the proper enter and exit driveways to avoid accidents
* Please Park with consideration for other customers
* EDC is a smoke and vape free building and property. We ask that you don’t smoke/vape/drink in the parking lot nor leave any smoking trash in the parking lot.
* There is absolutely no driving in the grass.
* Please clean up after yourself and family in the lobby by throwing away any trash and cleaning up any crayons or coloring books.