

"The PAC" STUDIO POLICIES

Fall/Spring 2023-24

Please read the following information carefully. By completing your registration on-line or in the studio, you are stating that you have read, understand, and agree to the policies of The PAC.

REGISTRATION: Fees to register online or in studio are \$40 per child. Our normal Fall/Spring session starts **August 21, 2023** and concludes with the Recital at the end of May 2024. Date TBD based on when we can book our recital. Your registration fee and 1st tuition payment is due at registration. Future payments due on the 1st of each month. Final tuition payment is May 1.

TUITION:

One 30 minute class per week	\$600 for the year.	10 equal monthly payments of \$60	August thru May
One 45 minute class per week	\$700 for the year.	10 equal monthly payments of \$70	August thru May
One 60 minute class per week	\$800 for the year.	10 equal monthly payments of \$80	August thru May
One 75 minute class per week	\$900 for the year.	10 equal monthly payments of \$90	August thru May
One 90 minute class per week	\$1000 for the year.	10 equal monthly payments of \$100	August thru May

Company classes level 3 and up, and longer classes, are slightly more per class.

Max cap per child is \$350 per month. **Please call before you pay, for us to adjust tuition over \$350 for 1 child.**

Tuition is **generally** \$80 per month, for a 1 hour class each week. Additional classes are at a **10%** discount each. This 10% discount also applies to all classes for a sibling living in the same household. More advanced classes, Company classes, and longer classes may be a little more.

Tuition example: If Mary takes a 1 hour Ballet/Tap/Jazz combo class, which is \$80 per month, and sister Susie takes a 45 minute Hip Hop which is \$70 per month, the Hip Hop will be at a 10% sibling discount and will be \$63 per month. Your monthly tuition for the two will be \$80+\$63=\$143 per month. So this family's tuition for the year is \$1,430 broken into 10 equal payments of \$143, Aug-May.. **No monthly payment is pro-rated.**

Your tuition is the total for the year divided into 10 equal payments. It is NOT based on the number of classes you attend each month. The first payment at registration is your first of your 10 equal payments to have the yearly total paid in full, with your last payment on May 1. This monthly amount remains the same EVERY month no matter how many classes you attend each month. MOST months will have 4 weeks of classes, August may be 1 -2 weeks of classes, some months will have 5 weeks of classes, some holiday months will have 3 weeks of classes, recital month (usually May), might have 2-3 weeks, but the tuition remains CONSTANT and due in full every month. Holiday months will not be pro-rated. In the event, that recital is pushed into the 1st week of June, there will be no tuition payment on June 1.

Anyone registering from the day registration opens, up to and including when classes start in August, will have 10 equal payments. Anyone registering on Sept. 1 or after will have 9 equal payments, on Oct 1 or after, 8 payments, Nov. 1 or after, 7 payments etc., etc. **Mid-month registrations are not pro-rated.** May 1st. is the last tuition payment.

Once **one** student takes enough classes to bring their tuition to \$350 or above, they have reached the tuition MAX CAP. This means, that no matter how many more classes they take, they will never be charged more than \$350 per month for their tuition. **Please call before paying, so we can manually adjust the tuition.**

During the year, instead of regular classes, there will be a couple of other necessary normal studio activities such as costume measurements, costume distribution meetings, recital pictures, recital rehearsals, etc. These events are part of the normal dance year schedule and do not affect tuition and will not have make-up classes.

The final tuition payment is May 1. Although you may not attend "normal classes" every week in May, because of recital, we will be having recital rehearsals, and the recital. The total hours we spend working with your child rehearsing for recital and working with them AT the recital, should be at least about equal to or exceed the

number of hours spent in class during a “normal” month. They are still being educated on dance performance and production, even though they are not IN a typical classroom environment the entire month. Note, due to venue availability, recital may be pushed into early June, but no tuition will be due for June.

PAYMENTS/REFUNDS:

We require every family that registers to place a debit or credit card on file in our **SECURE** software system. Your registration fee and 1st tuition payment will be charged the day you register. All subsequent monthly tuition payments will be automatically charged to your card on file on the 1st of each month, with the final charge on May 1. Once any fees are charged, there will be no refund. There is no refund for registration fees, for any reason. Refunds will be issued for the first tuition payment only when a student withdraws 7 days or more before the 1st day of fall classes which would be Aug. 14, 2023. Once classes start, there is no refund for tuition, even if a student doesn't attend. Tuition will be discontinued upon written withdrawal before the first of the next upcoming month. Once the written withdrawal is received, no future charges will be made.

We **do not** accept cash or checks for monthly payments. If you wish to not put a credit card on file, you will need to pay for a whole semester at a time, (Aug.-Dec) and (Jan-June) by cash or check. Please speak to someone at the front desk. For a refund after paying for the semester, a withdrawal must be received in writing 7 days or more before the 1st of the upcoming month to receive a refund for that month and other future months you pre-paid.

In the event of your credit card being declined for tuition or other charges, for any reason, our system will send you an e-mail that day notifying you. We can see when our system emails to you have been opened. Please contact us right away. Any charges not paid by the end of the day on the 7th, will be automatically charged a **\$20 late fee on the 8th day.** You may log onto your account on-line and make payments, see upcoming charges, and update credit cards at any time.

CLASS TIMES/MISSED CLASSES/MAKE UP CLASSES:

Please make sure your student is there and ready for class when it starts. The students do a very important warm up and stretch the first 10-15 minutes of class. Per our insurance regulations, any student who misses the first 15 minutes of class will not be allowed to take the class. There will be no make-up class when missing due to tardiness. Please be on time as it distracts the class when someone comes in late. This is particularly hard on the little ones! Please send your dancer in the classroom, dressed, ready, and on time.

Our make-up policies are very different for Summer than during the school year session, so read this carefully. If your child misses a class due to illness or other reason at all, if you choose to, you may do a make-up in another class of equal level, **as long as the make-up class is not “full” to the max number of students already.** If a class is already full to max capacity, we cannot let more students come in, even for a make-up class. Just know that it may be a different teacher, which might be hard on the little ones that are used to their teacher and classmates. **We will allow make-ups ONLY through the end of December for recital classes.** After January 1, each class will be working on their own recital dances in class each week, so it makes it very hard for a child from another class to come in during this time, and the recital dance will be different than the one they have been learning. It is not beneficial for a dancer to do a make-up class in a different class, working on a different recital dance, as they will most likely have to sit and watch a part of the class. This policy applies to all classes participating in recital. If your dancer is in a **non-recital class**, and there is an equal class that is not at full capacity, we will allow make-ups for those non-recital classes.

If The PAC has to have an unscheduled class cancelation due to a sudden teacher illness or something similar, where we are unable to get a teacher or sub last minute, we WILL offer you a make-up class when possible.

Tuition remains constant and will not be pro-rated for absences for any reason. Even if a dancer has to miss for several weeks, you are still enrolled and occupying a spot in the class roster, so there is no credit or adjustment. If your dancer is going to be out several weeks for any reason, you may withdraw to avoid tuition payments, but we cannot reserve your spot in the class.

TRIAL CLASSES:

We allow 1 free trial class in classes that are not full. If you make plans to try a class, for example, the next week, and in the mean-time, people register and the class fills to capacity, you will not be allowed to do a trial in that class. So, it's a good idea to check with us that day before you come.

WITHDRAWING FROM A CLASS:

In the unfortunate event that your child needs to withdraw from a class for any reason, we **MUST** have a written withdrawal on file **BEFORE** the 1st of the upcoming month to avoid tuition being charged. You can do this by sending an email to office@PACdance.com OR by filling out a withdrawal form at the front desk. When emailing a withdrawal, please include the date, the child's name, class, teacher, and reason for withdrawal. Withdrawal's given to us on or after the 1st, after tuition has been charged for that month, will go into effect on the 1st of the upcoming month. Any tuition, costume fees, or recital fee's that have been paid will be non-refundable. If you paid for costumes, then withdraw, you will still get the costumes.

HOLIDAYS/WEATHER/CLOSINGS:

We "typically" follow KLEIN ISD calendar for school closures for Holidays. However, there are **many** exceptions, especially with Klein's new schedule this year. So please, always read our emails and bulletin board postings to be aware of any closings or non-closings. There are no make-up classes for Holiday closures. Classes canceled due to inclement weather or weather related events, or non-weather related events such as power outages beyond our control, **will not have a make-up class and there will be no pro-rating of tuition.**

RECITAL:

We have one big recital at the end of our season, usually end of May or early June. We expect all students attending recital classes, to participate in recital. Please contact the office with conflicts. Recital fees are \$90 for 1 child, \$60 for 1st sibling, and \$40 for each additional sibling. Recital fees will be charged to your card on file on **February 1st** along with your February tuition payment. Once recital fees are paid, there is no refund even if your child later withdraws. We hold studio rehearsals the week before recital. These rehearsals are mandatory for participation in recital without prior approval. Recital fees include a trophy, 4 tickets for 1 dancer or 6 tickets for 2 or more dancers for each show they participate in. Fee also goes toward the venue rental, security, maintenance, insurance, backdrops, props, techs to run sound and lighting, and PAC staff, etc. Additional tickets can be purchased for \$10 each.

RECITAL COSTUMES:

We take measurements for costumes in October. (We **DO** add extra room to allow for growth! ☺) You pay for them on Nov. 15. We order them in November/December, they arrive in Jan/Feb./March, depending on the Company. We may start distributing costumes for some classes as early as January. Some classes may be Feb. or March but all should be here at least a month before recital pictures are schedule in case we need size exchanges. Recital Pictures are usually done in April. Costumes are \$80 for each costume for child sizes and \$90 for adult and plus sizes. Due to the extreme rising costs of costumes by our suppliers, and increased shipping costs, we had to do a \$5 increase in the costs of costumes this year. The fee covers the cost of the costume, tax, shipping, the many hours spent selecting costumes, making the class costume book, measuring every student, sizing each costume for each individual student according to their measurements, making spreadsheets, ordering costumes, taking inventory when they come in, holding the costume distribution meetings, and additional time and shipping for re-orders/size exchanges. Any alternations that need to be done, are **your** responsibility. Note: Anyone who registers **AFTER** Dec. 15 (after order has been placed) will have an extra \$20 late rush fee added to the total cost. Once recital costumes are paid for and ordered, there will be no refund, even if your child later withdraws, but you will still receive your costume. We cannot return costumes. The costume companies only allow size exchanges.

Combo classes ages 4-6yr, 5-7yr, 6-8yr, and 7-9yr will each have 2 costumes and perform 2 dances in recital. All other classes, will have 1 costume per class and perform 1 dance in recital for each class.

COMMUNICATION:

We do 99% of our information and communication by e-mail. It is **crucial** that we have at least one good email on file for a responsible person who will **check it frequently**. We will send newsletters and emails notifying you of upcoming important events, charges, closings, etc. We will also post all our important information on our bulletin boards at the studio. Please check them every time you come in. We suggest you also "like" and follow us on Facebook, **The PAC Dance Studio** or Instagram **thepac_dancestudio** for even more studio news! We try to be very thorough in our communication, so if you read your emails, you will always know what's going on. Please read your emails so that you will be well informed!

PERMANENT CANCELATION OF WEEKLY CLASSES:

We require at least 4 students to permanently keep a class open. If after about 4 weeks of the start of classes a class has less than 4 students in it, we may possibly ask you to pick another class that works for you. If no other class works for you, you will be withdrawn at the end of the month. No refunds will be given for registration or past tuition. It is highly unlikely to happen.

COVID/ or other ILLNESS - POLICIES:

We do ask that if your child is sick in any way, please do not bring them. If your child does get sick and runs a fever, they should be fever free for 48 hours before returning. For stomach bugs, they should be 48 hours symptom free before returning. If you do suspect a possibility of Covid or flu, please get tested. If positive, get a negative test before returning. We have a LOT of children here, so we should all take care to help keep everyone safe and healthy as possible!!

DRESS CODE : Please follow dress code:

All “Combination” Classes age 3-9.

A Black leotard, with NO skirt, so that we can see their hips and legs.

Pink footed tights, pink ballet shoes, and black tap shoes. Please remove ribbon laces from tap shoes and replace with elastic or clips, or buy the tap shoes made without ribbons, or the lace up kind. Jazz shoes are not required **except** for the 7-9yr Ballet/Jazz Combo classes. (Jazz shoes may be required for recital if the teacher chooses a jazz dance. You will be notified by Jan. 1 if jazz shoes will be required for any combo class.) For all classes, hair should be up and out of the face, in bun or ponytail. Please don't let your child wear jewelry to class.

Boys boys: Black leggings, shorts, or dance pants that are not baggy. A solid white or black fitted t-shirt. Black ballet shoes, black tap shoes.

Ballet Levels 1- Advanced and all Teen Levels:

Black leotards, no skirt, pink tights, pink leather or canvas ballet shoes. Hair **MUST** be in a BUN. Older dancers may wear black boy shorts over their Leo only on certain days of the month when necessary.

Ballet for boys: Black leggings, shorts, or dance pants that are not baggy. A solid white or black fitted t-shirt. Black ballet shoes.

Jazz/Tap/Contemporary/Lyrical/Leaps and Turns/Musical Theater/Drill Team classes, Levels 1-5 and Teen Levels:

Any color Leo's, tights, leggings, tanks, 2 piece sets, etc. are acceptable. Attire must be form fitting so we can see body movement. No baggy shirts or pants. You will need tan Jazz shoes for Jazz and Musical Theater. For tap, black tap shoes. Those students who will be coming directly from or going to ballet from one of these classes, may want to bring a pair of boy shorts or leggings to slip on over black leotard. There may not be time to completely change out of or into ballet clothes if your classes are back to back. Hair should be out of face, in bun or ponytail. Contemporary & Lyrical classes will usually be barefoot. Leaps and turns, Drill Team Skills classes, can be jazz shoes, turners/half soles/barefoot.

Boys: Shorts, dance pants, leggings, t-shirts, etc. Black jazz shoes for jazz and Musical Theater. Contemporary is barefoot. Tap shoes for tap.

Hip Hop:

Female or Male: Any type of athletic wear, leggings, shorts, t's, sweats, etc. are acceptable. Any type of sneaker or hi-tops, are fine. Hair up out of face.