

# Art Dance Academy Admission Policies and Procedures

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Number (562) 940-5477

Business

Website: [www.artacademydance.com](http://www.artacademydance.com) Mail: [artdanceacademy16@gmail.com](mailto:artdanceacademy16@gmail.com)



Welcome! Thank you for selecting Art Dance Academy (ADA) as your School of Ballet and Dance. I am delighted to be in my Seventh year of operation, and I am thankful to you for choosing me in your journey of performing arts.

In continuing to provide you with great customer service and ongoing Communication about your child's progress in their dance education, an office assistant will be available to you for questions, concerns and other matters relatable. The goal is to provide the students and teachers with a distraction-free environment, during which time it is crucial to give the students undivided attention. This implementation will maximize the quality of care and attention each student requires to enhance their personal growth. For this reason, persons that are not enrolled in classes are asked to wait outside of the studio.

Please note that questions or concerns can always reach out to us via Website or email at [www.artacademydance.com](http://www.artacademydance.com) E-Mail: [artdanceacademy16@gmail.com](mailto:artdanceacademy16@gmail.com)

[Parents may also request an appointment through the secretary.](#)

ADA will post events, pictures, deadlines and announcements on the studio's Facebook And or Website.

In addition to a distraction-free environment, we are asking that all cell phone use for any purpose such as, talking, texting, recording, or other, remain off limits by the parents or other persons not otherwise authorized by ADA to photograph or record students.

The studio reserves the right to utilize photos and video of the students taken at performances and events. As a performing arts studio, it is crucial you understand that photography and videography is an essential part of this business. The utilization of such components will be uploaded to various forms of any social media. As an enrolled party of ADA, you are hereby notified that your objection to ADAs usage of photos and video may result in the student's ejection from the program.

In the contents of the guidelines below is a description of each policy that I kindly ask you to adhere to during your time at Art Dance Academy.

In advance, thank you for your cooperation!

# Art Dance Academy Admission Policies and Procedures

## Admission and Registration

**Classes begin August Monday 07, 2023 and will end July 2024.**

After the end of the year recital, the studio will be closed one week, "Summer break" (5 business days and Saturday). If you are planning on attending the next school year, your registration and tuition starts on August 08-2024.

**Registration fee of \$45.00 is due annually and it is non-refundable.** Students are required to reregister for the start of each school year regardless of the student's anniversary date (personal start date).

**NOTE:** Art Dance Academy reserves the right to deny the re-registration of any student. In addition, during the course of the school year, the Director reserves the right to ask for the withdrawal of any student/family who may not in accordance with the rules and regulations of this studio be able to adhere to. Upon the request to withdraw, all monies, deposits, registrations or other fees will be retained by the studio.

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*The Operation of the School is dependent on school fees being paid on time.*

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## Tuition

Tuition is due prior to services being provided. **Enrollment is accepted monthly on or before the 5th of each month.** As of the 5th day of the current month, 10% will be applied for late payment, **as of the 10th day of the month the student's services will be suspended until the tuition is fully paid** plus 10% for late payment, as appropriate. All monthly classes consist of four (4) week sessions. Tuition cannot be transferable to another class. Note: Tuition is due regardless of absence, vacation and personal time, sick leave and holidays, and school closings. Once you are enrolled in one or ten of the recommended classes, tuition is due monthly.

- Make-up classes are at the discretion of the principal and will be managed on a case-by-case basis.
- I, authorize the direction of the Art Dance Academy to send: E-mail, text, messages and other information regarding the promotion and information of the ballet school.
- Please note that due to conflict of interest, students that enrolled in multiple dance studios may not be enrolled at ADA. The multiple studio enrollment may be a cause for termination of all classes at ADA. Should this violation apply to you, please note that your monies for all classes or events will not be refundable. You will be charged 10% or more for late payments. (please see tuition)
- Parents who are late in picking up their children at the class will pay a \$25.

# Art Dance Academy Admission Policies and Procedures

## Class Rates

- 1 Class per week = \$80.00 x Month
- 2 Class per week = \$110.00 x Month
- 3 Class per week = \$140.00 x Month
- 4 Class per week = \$165.00 x Month
- 5 Class per week = \$185.00 x Month
- 6 Class per week = \$205.00 x Month
- 7 Class per week = \$225.00 x Month
- 8 Class per week = \$245.00 x Month
- 9 Class per week = \$265.00 x Month
- 10 Class per week = \$285.00 x Month
- 11 unlimited package + \$315 x Month

## Attendance

Each school year the students are challenged and prepared to put forth several featured recitals. To maximize their potential, it is vital to attend classes regularly. While we know that it is your attention to attend classes regularly, there will be occasion in which it is necessary to miss. As a courtesy to the instructor, we kindly ask that you contact the studio and advise of your child's absence. In addition to regular attendance, coming prepared to class is another vital component to the success of your child's dance education. The dress code that is issued for each class must be adhered to. **Please note that students must be ready for pick-up at the end of their session.**

### Scheduled Holidays (studio will be closed)

- Labor Day -Monday September 4, 2023
- Saturday September 9, 2023
- October 31 - Halloween
- Week of Thanksgiving - November 20 - 25 ,2023
- Weeks of Christmas and New Year - December 18 -2023 to January 8, 2024
- Martin Luther King Jr. Holiday - January 15, 2024
- President Day-Monday February 19, 2024
- Spring Break - March 25- March 30, 2024
- Memorial Day - May 27, 2023
- 4<sup>th</sup> of July Independence Day

Studio Holidays (week after recital)

- **Tuition is not adjusted during the Holidays and/or Studio closures**

# Art Dance Academy Admission Policies and Procedures

## Dress Code

Students must come to class prepared to maximize the use of their time. Therefore, proper shoes, hairstyle and uniform, which is selected by the studio, is required.

## Miscellaneous

- The studio reserves the right to provide bathroom facilities to its students *only*.
- Food and Drinks are not permitted on the premises.
- Students enjoyment of the academy is at each students own risk ADA in not responsible for any injuries or accidents inside our studio or in external events.
- \$ 30 Insufficient Funds Fee

If you are absent during the academy year, when you return to school you must pay for the study period of absence.

You must authorize the direction of the Academy Art Dance Academy to send: E-mail, text, messages and other information regarding the promotion and information of the ballet school.

We invite all our clients to follow us on our website: <http://www.artacademydance.com/> and social networks: Facebook, Instagram, LinkedIn, Twitter...

Once again, thank you for your selection, and welcome to Art Dance Academy

Owner/Director Lisette Aguero Pena

# Art Dance Academy Admission Policies and Procedures

Student Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_ AGE \_\_\_\_\_

PARENTS/GUARDIAN Name: \_\_\_\_\_ Relation \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# of classes enrolled in: \_\_\_\_\_

How did you hear about Art Dance Academy school? (be specific)

Friend \_\_\_\_\_ Driving by \_\_\_\_\_ Flyer \_\_\_\_\_ Other \_\_\_\_\_

## CREDIT CARD INFORMATION (CIRCLE ONE)

Master card, Visa, or American Express.

Name (As it appears on the card) \_\_\_\_\_

Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

CVV# \_\_\_\_\_ Address ( if different): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

Forms of payment: Cash, Check, Zelle, Venmo, Cash App, PayPal Credit card (only on credit card, we will charge you of % per transaction)

# Art Dance Academy Admission Policies and Procedures

I, hereby enroll my child at Art Dance Academy (ADA) and I agree with its rules of conduct and its policies established for the year 2023-2024 which is set forth to begin, August 07, 2023 and end in July 2024.

(place an X on the classes your student will be enrolled in)

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- Make-up classes are at the discretion of the principal and will be managed on a case-by-case basis.
- All students must withdraw from the studio at the end of their class. The academy will charge a fee of \$25, for late pick up of students.

I, authorize the direction of the Art Dance Academy to send: E-mail, text, messages and other information regarding the promotion and information of the ballet school. We invite all our clients to follow us on our website: <http://www.artacademydance.com/> and social networks.

**My signature is an acknowledgement that I have received the Admission Policies and Procedures for ADA, and I agree to abide to the policies and procedures.**

Parent Signature:

Date \_\_\_\_\_

# Art Dance Academy Admission Policies and Procedures

## ADA Emergency Information

Student Name \_\_\_\_\_ Birthdate \_\_\_\_\_

Address:

\_\_\_\_\_

Parent Name \_\_\_\_\_ Cell No. \_\_\_\_\_

Allergies:

\_\_\_\_\_

Any medication the student takes, and for what reason?

\_\_\_\_\_

Insurance company \_\_\_\_\_ Policy # \_\_\_\_\_

## Procedures for Medical Emergencies

In case of a severe emergency that requires medical attention, Art Dance Academy (ADA) will first call 911, then the parent. If the parent is unable to be reached, the director or appointed person will follow the emergency vehicle to the hospital.

If the emergency is not severe (ADA) will contact the parent, or the additional persons from the list below.

List additional persons that can be reached in case of an emergency that can't be handled inhouse (**these persons have my permission to remove my child from ADA in the event of an emergency where I can't be reached**).

Name	Relation	Phone
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1. \_\_\_\_\_

2. \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_