

# STUDIO POLICIES



Please read these policies carefully as many have changed from previous seasons.

2023 - 2024

## REGISTRATION

Register Online at: [www.PerformingDanceCenter.com](http://www.PerformingDanceCenter.com)

### 2022-2023 CALENDAR

September 5	Classes Begin	February 1	Costume Deposit Charged
October 11-13	Fall Break (no classes)	February 19	Presidents' Day Break
October 31	Halloween (no classes)	March 1	Costume Balance Charged
November 21-25	Thanksgiving Break	Apr 1-5	Spring Break
December 1	Performance Fee Charged	May 3-4	Performance Pictures
December 14, 18-20	Class Demonstrations	May 13-14	Performance Rehearsals
Dec 21-Jan 3	Winter Break	May 15, 18	Annual Performances
January 15	MLK Day Break	May 20-23	Placements for the following year

\*calendar subject to change

## TUITION FEES & PAYMENTS

- Tuition is based on enrollment from the beginning of the school year until the spring performance and is averaged over 9 monthly payments; the same tuition is charged each month even though some months have more class sessions than others. Tuition is not prorated over holidays.
- After registering (paying for 1st month + annual membership fee), monthly tuition must be paid by automatic debit or credit card payment unless paying for entire year upfront. Tuition will be debited from your account (or charged to your credit card) on the 1st day of each remaining month.
- Accounts not paid within terms are subject to an accruing 5% monthly finance charge and discontinued services until paid. Accounts more than 60 days past due may be submitted to collection services.
- Performance fees will be automatically charged to your account on December 1st or soon after unless you opt out via a link in a performance email sent in the fall.
- Costume fee deposit of \$40 will be automatically charged to your account on February 1st (or soon after) unless you opt out. Costume balances will be charged on March 1st.
- Tuition scale and details can be found on our tuition schedule.

## DISCOUNTS

- A 5% discount will be offered for tuition paid in advance for the entire year by cash or check. No discount will be given to tuition paid in full with credit card. We accept checks (made payable to *Performing Dance Center*), cash, and credit cards.
- A late fee of \$20 will be assessed for any tuition received on or after the 5th of the month. This includes declined credit cards that are not updated by the 5th. A 5% interest charge will be added to delinquent accounts.
- Classes will be prorated for students who enroll after the start of the month at the cost of \$20/hr for that month.

## CLASS CHANGES OR WITHDRAWAL FROM CLASS

- Click [HERE](#) to complete a Change of Withdrawal Form
- Anyone withdrawing from a class must notify PDC by the 15th of the month before. Any withdrawal after the 15th of the month will be charged for tuition for the following month. To cancel recurring payments, a withdraw form must be completed using the link above. Session classes may not be cancelled once class begins.
- CHANGING CLASSES - If changing classes after the first of the month, and the class change would result in lower tuition, the changed tuition price will not be adjusted until the following month and no credit or refund will be given. If the change increases tuition, the difference will be charged with the class change. A change form must be completed using the link above.

## PRIVATE LESSON CANCELLATION POLICY

- Private lessons are available and can be scheduled by contacting [Kaitlyn@performingdancecenter.com](mailto:Kaitlyn@performingdancecenter.com). All private lessons canceled with more than 24 hours notice will receive a credit. No-show lessons or lessons canceled with less than 24 hours notice will be charged the full amount.

## RESCHEDULING, TEACHER AND CLASS SUBSTITUTION

- PDC reserves the right to reschedule or combine classes.
- PDC reserves the right to provide a substitute or replacement teacher as PDC may deem necessary.
- PDC reserves the right to deliver class content via an online system in the event that classes are not able to be conducted live for any reason including, but not limited to: weather, teacher absence, or governmental advisory.

## REFUNDS/CREDIT ON ACCOUNT

- Tuition, membership fees, and costume fees are not refundable for any reason. Refunds are only issued when PDC cancels a class due to low enrollment.
- Should a family have a credit on account, it may be applied to any PDC tuition or fees due within one year.
- No refunds will be given if a similar online class is provided in place of an in-studio class.

## ATTENDANCE

Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. Students may make up missed classes until April 1 in a similar level by emailing [info@performingdancecenter.com](mailto:info@performingdancecenter.com). No makeups are available after April 1st. If a student misses more than two of the final eight classes before the annual performance, students may be dismissed from participating in the performance routine at the discretion of the teacher.

Please report absences within the Parent Portal. Click in the upper right-hand corner (three lines) > select Absences & Makeups > Submit an Absence.

## DRESS CODE

Proper attire and hair etiquette are required for all classes. Special class attire including shoes and hair will be available on our studio website. Most classes require class specific leotards. All required items will be available in our at our PDC office or at Elevate Dance and Activewear. PDC sells leotards, tights, shoes, bags, bun bags, therabands, and more!

## SAFER STUDIO POLICY

PDC requires all staff and students to stay home when they are ill. In order to reduce community spread of illness, we follow the best practices and recommendations from our local health department and from our industry associations, More Than Just Great Dancing!® and Youth Protection Advocates in Dance when needed. PDC understands that unlike older children and adults, young children cannot be expected to maintain social distancing at all times. Therefore, PDC focuses on a hierarchy of measures beginning with keeping ill people home, followed by frequent hand cleaning and good hygiene practices, amplified cleaning, and curricular and facility adaptations to minimize contact and mingling where possible and when needed. In the event a class is unable to be held at the studio, classes will convert to an online learning platform until in-studio classes can resume.

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## **SPECIAL COMMUNICATIONS**

PDC works to keep you informed and up to date on regular studio happenings:

- Newsletters and other communication will be sent via email
- Follow @PerformingDanceCenter on Facebook and Instagram for updates and studio happenings
- Questions - We are happy to answer any questions you may have regarding your dancer or our programs. Let us know if we can help you in any way!

## **PARENT OBSERVATION**

We have found that dancers do their best in class when they are not distracted from outside of the room by parents and siblings. We ask that families do not linger in the building to keep these distractions minimal. We will be holding class demonstrations in December.

## **INCLEMENT WEATHER POLICY**

In the event of inclement weather, an email will be sent and a social media post made by 2pm if classes are canceled. Please note that we do not necessarily follow school closings as roads are often cleared by the time studio classes begin. Any canceled classes may be made up on your own time from our regular schedule of classes, based upon availability. In the event there is not a makeup class available, a replacement lesson opportunity will be scheduled.

## **LOST & FOUND AND SECURITY**

- A lost and found basket is located on each floor. Please check the lost and found basket regularly as all lost and found items are donated on the 1st of each month.
- Security cameras are located in public areas and dance rooms for safety and security. PDC does not make security or video data available to students or parents.
- PDC is not responsible for any lost or stolen items. Please do not leave valuables in bags.

## **SPRING PERFORMANCE**

- We end our season with our Annual Performance in May. We encourage but do not require participation. Performance and costume fees will be automatically charged to accounts (for participating classes) unless families elect NOT to perform. Information will be sent via email. Families who fail to fill out information not to perform by designated date will be charged these non-refundable fees.
- The Annual Performance will be held in May.
- The Annual Performance and mandatory dress rehearsal dates are on our calendar.
- Special requests to adjust rehearsal and performance times are accepted until February 1st. We attempt to accommodate every school's activities while meeting the technical demands of the show.
- Show assignments and rehearsal assignments will be tentatively published in the March newsletter.
- Tickets will be available for purchase through a ticketing service one month before performance. Ticket prices typically range from \$15-\$20 depending on venue.

## **SPRING PERFORMANCE COSTUME ORDERS/EXCHANGES**

- All classes have a performance costume unless noted. Pre-pointe/pointe 1, Leaps & Turns, Contemporary X, Ballet X, Creative Makers, Adult Ballet, and session classes do not perform.
- Spring Performance costumes deposit will be paid by automatic debit or credit card payment on December 1st and are not refundable. The balance will be charged on January 15th. Costumes will not be distributed unless payment is received in full.
- If a size exchange is needed, we will do everything we can to switch costume sizes. We cannot guarantee size exchanges.

By registering in Performing Dance Center classes you agree to our policies.



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