



2019 - 2020 POLICIES

909 Main Street Wilmington, Ma 01887

Registration

August Hours –

Aug 5th – Aug 8th 10am – 1:00pm

Aug 13th, 20th, 27th 4:00-7:00pm.

Online registration www.thedancecompanyma.com. We will send an email confirmation of your enrollment. **Enroll early** – classes fill up fast and class size is limited.

Tuition Fees & Payments

* Tuition rates are for the full season (Sept – May including studio holidays) not by the number of classes in a month.

Tuition fees are paid monthly or annually.

* After registering (paying Sept. & registration fee) monthly tuition must be paid by check before the 10th of the month or by automatic credit card payment.

NSF Payments

*NSF on paper checks, auto-debit or auto-charge payments will incur a \$25 NSF fee which will be paid at the front desk along with the tuition.

Withdrawal from class

*To withdraw a parent must: 1.) inform the studio in person, and 2.) complete and sign a withdrawal form. All automatic credit card charges will stop after step 1 & 2 have been completed.

Rescheduling and Substitution

*TDC reserves the right provide a substitute teacher if the regular teacher is ill or is otherwise unable to teach. TDC reserves the right to reschedule or combine classes.

Refunds

*Refunds are only issued when TDC cancels a class due to low enrollment.

Lost and Found

*Lost and found is located in the cubbies in the lobby. Please check it regularly as all lost and found items are donated to goodwill on the 1st & 15th of the month.

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 in another age / level appropriate class.

Communications

At TDC we go to great lengths to keep you informed and up to date.

* E-News, facebook , Instagram @thedancecompanyma, twitter (#dancecoma) and lobby displays.

*Recital Guide – online and printed

*Questions – We are happy to answer any questions you may have regarding your dancer or our programs. Let us know if we can help in any way!

Inclement Weather Policy

In the event of inclement weather, a message will be left on the studio machine regarding the status of classes. An email will be sent as well. Please note that we do not necessarily follow school closings as roads are often cleared by the time our afternoon classes begin. Cancelled classes may be made up on your own time from our regular schedule of classes. In the event there is not a makeup class available, a replacement class will be scheduled.

Costume Orders / Exchanges

*All classes (excluding have a costume unless noted on the schedule.

*Recital costume deposits \$50.00 per class must be paid by October 15th. Costumes will not be ordered unless deposit is received.

Recital

*Each May, we end our season with our fully-staged, professional Spring Recital. We encourage, but do not require, participation.

*Recital dates and times are TBD

*Special requests to adjust rehearsal and recital times are accepted until schedule finalized. We attempt to accommodate every school's activities while meeting the technical demands of the show. Our priority is to prepare your children for the performance experience of a lifetime



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