

STUDIO POLICIES



Please read these policies carefully as many have changed from last year.

REGISTRATION

Register Online at: MistysDance.com

Registration will begin at the following times:

Saturday, April 21, 8:00am:

Ages two years old - 3rd grade

Saturday, June 2, 8:00am:

- 4th grade and up
- Performing Groups
- Pre-Professional Ballet Program

You may also mail or drop off your completed registration form, registration fee, and your first and last month's tuition to: Misty's Dance Unlimited, 923 12th Ave. So., Onalaska, WI 54650. We will send a written confirmation of your enrollment.

2018-2019 CALENDAR (CLASSES BEGIN SEPT. 4TH)

September 29	No Classes (Oktoberfest Parade)	December 19-Jan 1	Christmas Break
October 31	No Classes	March 25-30	Parent Observation Week
November 15	Costumes Fees Charged	April 17-23	Easter Break
November 19-24	Thanksgiving Break	May 6-11	In Class Dress Rehearsals
December 10-15	Parent Observation Week	May 13-16	On Stage Dress Rehearsals
December TBA	Christmas Social	May 17-19	Annual Recitals at Viterbo

TUITION FEES & PAYMENTS

- Tuition rates are for the full season (September-May, including studio holidays), not by the number of classes in the month. A full season of dance includes a minimum of 32 lessons. Tuition fees are paid monthly or annually.
- After registering (paying for September and May lessons and your registration fee), monthly tuition (October-April) must be paid by automatic bank account debit or automatic credit card payment. Tuition will be debited from your account (or charged to your credit card) on the 1st day of each month (October-April). There is 3.5% convenience fee on credit payments. To avoid this fee please pay by cash, check or debit card by the 1st of each month.
- Accounts not paid within terms are subject to an accruing 5% monthly finance charge until paid. Accounts more than 60 days past due may be submitted to collection services.
- Recital costumes will be paid by automatic bank account debit or automatic credit card payment on November 15.

DISCOUNTS

- Siblings receive a 10% discount on the smaller tuition account. No sibling discounts on Performing Groups, Pre Pro or Registration Fees.
- Dancers are encouraged to take advantage of our Multi-Class Discounts for maximum progress & value. Please refer to the Class Schedule page for details.

NSF PAYMENTS

- NSF on paper checks, auto-debit, or auto-charge payments will incur a \$20 NSF fee which will be paid at the front desk along with the tuition.

WITHDRAWAL FROM CLASS

- There is a two month minimum for all lessons. One-month notice from the first of the month is required to discontinue any payments. To withdraw a parent must: 1) inform the studio in person, and 2) complete and sign a withdrawal form. Automatic bank debiting or credit card charges will stop after the one-month notice period.

RESCHEDULING AND SUBSTITUTION

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

REFUNDS/CREDIT ON ACCOUNT

- Refunds are only issued when MDU cancels a class due to low enrollment.
- Account credit will be issued when the student initiates the schedule change. Credit will be applied to any MDU tuition or fees due within one year.

PRIVATE LESSON CANCELLATION POLICY

- All private lessons cancelled with more than 24 hours notice will receive a full refund. No-show lessons or lessons cancelled with less than 24 hours notice will be charged the full amount.

LOST AND FOUND AND SECURITY

- A lost and found basket is located in the dressing room. Please check the lost and found basket regularly as all lost and found items are donated to Goodwill on the 1st and 15th of each month.
- Security cameras are located in public areas for safety and security.

COMMUNICATIONS

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

- Monthly E-Newsletter, Email, Facebook and Lobby Communication Center
- "Everything Recital Guide" - Emailed and published on MistysDance.com.
- Conferences - For students in our Graded Technique Program.
- 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!

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. If you miss more than two of the final eight classes before recital you may be dismissed from participating in the recital routine at the discretion of the teacher. Please report all absences via website link.

PARENT OBSERVATION

The last 10 minutes of the last lesson of each month is open to observation. During our Christmas and Spring Parent Observation Week, you are invited to be our guests in the classroom for the entire lesson. Other observation is at the teacher's discretion. We ask that you observe quietly, that cell phones be turned off, and that siblings are monitored and quiet during observations.

INCLEMENT WEATHER POLICY

In the event of inclement weather, an email will be sent and a Facebook post made by 2:00pm if classes are cancelled (by 8:00am for morning classes). Please note that we do not necessarily follow school closings as roads are often cleared by the time studio classes begin. Any cancelled classes may be made up on your own time from our regular schedule of classes. In the event there is not a make up class available, a replacement class will be scheduled.

CHRISTMAS COOKIE SOCIAL

Every year we finish our first semester of classes with a fun and informal fundraising program—the Christmas Cookie Social. Approximately one third of our students participate each year. Participating classes are selected and invited from each age group of our Children's Classes in our November E-Newsletter. Proceeds are used to send upper level dancers to Dance Revolution which is a Christian-based youth dance convention.

SPRING COSTUME ORDERS/EXCHANGES

- All classes have a costume unless noted on the schedule.
- Spring Recital costumes will be paid by automatic bank account debit or automatic credit card payment on November 15 and are not refundable after November 20. Costumes are ordered over Thanksgiving break. Costumes will not be ordered unless payment is received in full.
- Students are measured for costumes in classes and they will be delivered in Jan.-April. If a costume does not fit, we are able to exchange within one week of receiving it at no cost to you, if it is returned in its original packaging. After that week, there may be additional shipping/handling fees and/or limited availability.

SPRING RECITAL

- Each May, we end our season with our fully-staged, professional Spring Recital at the Viterbo Fine Arts Center. We encourage, but do not require, participation.
- Spring Recital dates and mandatory dress rehearsal dates are published in the October newsletter. Specific show assignments are published in the February newsletter. Specific rehearsal assignments are published in the March newsletter.
- Special requests to adjust rehearsal and recital times are accepted until February 1st. 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!

Signing this policy page informs us that you have read, understand and agree to abide by these policies.

Parent's Signature

Date