

REGISTRATION

1. Students must be registered to participate in class. Please ensure all registration forms have been submitted and payment has been made to DCSP prior to attending any class. All students must register for a combination class (except session students). No trial classes are permitted.
2. Students may be assigned to a comparable class if class size minimums are not met. Reassignments will be first discussed with the financially responsible party.
3. Registration and class placement is limited to those students who are physically and mentally able to receive group instruction. While teachers will make every effort to provide individual attention, it is at the sole discretion of the teacher to determine if a student has the ability to continue in a group class.
4. Hip Hop participation is limited to students with at least 1 year of Jazz experience; Lyrical class participation is limited to those students in 6th grade or higher; Modern and Spanish is limited to those in 8th grade and older with at least 5 years of Ballet/Tap/Jazz experience.
5. Registration for Cecchetti Syllabus class or Pointe class is provided on an invitation only basis. Continuation in the program for subsequent years is based on teacher discretion.

CLASSES

1. A) Lessons: Most classes will receive a minimum of 36 lessons during the regular dance season. Non-recital classes will receive 32 lessons. *In some instances, certain classes may have additional classes scheduled for June. **Classes run as session classes will run for the stated time period.
B) **Make-up classes**:
Canceled Classes: If students do not receive the full amount of lessons as the result of class cancellations, make-up classes will be scheduled and/or a refund will be provided in June 2019, solely at DCSP discretion. It may be necessary to combine make-up classes/regular classes due to studio availability. It also may be necessary to schedule make-up classes during holiday breaks (Thanksgiving, winter or spring).
Classes missed by students: Check with teacher/office regarding appropriate class to attend for make-up/must be scheduled within two weeks of missed class; Every attempt to schedule a make-up class will be made but, in some cases (esp. some upper level/specialty classes), there may not be another class of the same level; Classes missed in May will not be able to be made up due to recital preparation.
2. **Inclement Weather Closures**: The Dance Center of Severna Park will make decisions based on weather forecasts/conditions and weather-related closures. Please check www.spcommunitycenter.org or www.facebook.com/TheDanceCenterofSevernaPark for updates on cancellations.
3. DCSP does NOT follow the AACPS holiday schedule. A schedule of holiday closings will be posted.
4. Students should be accompanied to/from class by an adult or other responsible party. Please do not drop children at the front door. This is the policy of Severna Park Community Center. *Parents please do NOT wait at the SPCC entrance in your car - this causes a backup in the parking lot and makes for an unsafe situation.
5. Students must arrive at and be picked up from class on time. If a parent is not present at dismissal, the burden falls solely to the dance instructor to ensure the student's safety. Please be respectful of instructor's schedules.
6. If for any reason a student is asked to, or requests to, not participate in class, an attempt to contact a parent or guardian will be made. If a parent or guardian cannot be reached, the student will be required to remain in class until a parent or guardian arrives.
7. Parent Observation Days: The last class of the month, through January 2019, will be Parent Observation Day. We encourage all parents to attend this class to observe the progress of their children.

ATTENDANCE

Regular class attendance is required. When a student misses a class, it impacts their progress and the progress of the entire class. Please inform your teacher by phone/email if you know you will miss a class. If multiple classes will be missed due to illness please inform the office. Chronic absences on the part of a student will be reviewed by DCSP staff. Note: Excessive absences from a Cecchetti class could result in not participating in upcoming exams. Excessive absences can also result in not participating in certain choreography for recital dances and/or affect class placement the following year. It is the student's responsibility to master choreography when she/he is absent from learning.

PAYMENT

1. Monthly tuition is based on a 36-week program and is payable in 9 equal installments. *Any classes in addition to 36 will be billed separately in June.
2. Payments may be made by cash, check, or credit card. Automatic monthly credit card payment processing is available starting with the October payment; please ask for the form if you are interested. When paying by check, ensure the student's name(s) appear on the check. DCSP cannot be responsible for error or delay in processing a check without a student name. A \$20 NSF fee will be assessed to any account when a check is returned to DCSP for non-payment.
3. Payments are due on the 1st of each month. Accounts with unpaid balances **after the 8th of each month** will be assessed a \$10 **late fee** for amounts up to \$200.00 or 5% of the balance for amounts greater than \$200.00. Late fees must be settled no later than the 1st payment due following the late payment. The final payment of the year is due on May 1, 2019 (*except in certain cases where classes may be charged for additional classes in June) and must be received in DCSP offices no later than May 15, 2019. Please contact the DCSP Business Director if the financially responsible party is unable to make a required monthly payment.
4. Accounts more than 60 days in arrears will be notified by mail or phone that class participation will not be allowed until the account is brought current. If an interruption of class participation results from non-payment, the financially responsible party will be expected to pay for all classes during the period of interruption.
5. **Withdrawal from DCSP or a class**: Students wishing to drop, add, or withdraw from a class must notify the DCSP Business Director in writing prior to the 28th of the month prior to the change taking effect. Withdrawals not made in writing will result in continued billing. DCSP cannot fill class openings held by withdrawn students unless we are aware that they have withdrawn.
6. **COSTUMES**: Costumes will be purchased by each student for recital. The first payment for combination class costumes (ballet, tap, and jazz) is due on November 1, 2018. Students ages 4 through 5th grade will be ordered child's size; students in 6th grade and older will be ordered adult sizes. The second payment for the balance (specialty costumes) is due on December 1, 2018. Costume payments are not refundable after January 1, 2019. Costumes will not be purchased (last order date is Jan. 31st) for accounts with outstanding costume fees.
RECITAL FEE: Due on April 1, 2019. Recital planning and budgeting takes place in advance of recitals; therefore, fee is nonrefundable.
Students' accounts must be paid in full to receive costumes and participate in the recital. Recital Fee will include streaming access to recital videos with upload ability – no videotaping or taking of pictures will be permitted at recitals but will be allowed at dress rehearsals.
7. Account balances will be audited in June 2019. Accounts with balances > \$5 will be refunded. Accounts with balances <\$5 will not be refunded.