

Policies and Procedures

Registration: A non-refundable fee of \$25 per student is required yearly at time of registration. (Siblings \$35 Total)

Performance Fees: Non-refundable performance fees will be charged only to students who will be performing in one of the shows. Music Recital is \$25 per family. Dance students are charged \$55 per class to cover the cost of costumes. Parents must let us know BEFORE the fees are charged (Dec/Jan) if students will NOT be participating. (Performing is OPTIONAL) Theater students will NOT have a separate performance fee but may be asked to contribute props/costuming, etc.

Payment of Tuition and Fees: Payments will be charged on the indicated date of each month noted on the registration form. There will be 10 tuition payments total. The registration fee is charged at the time of registration. Dance Performance Fees are charged in December. If a family has two or more performance fees, they will be split between December and January. If an odd number of fees, for example 3 fees, 2 would be charged in December and 1 in January. Music Performance Fees are charged in January.

NSF Payments: A fee of \$20 or more will be charged due to bank fees incurred.

Withdrawal and Refunds: One month notice is required to discontinue any classes. For example, if you give us notice of withdrawal on March 30th, the April 1st payment will be the last month charged and the student will have four lessons remaining. Please plan accordingly. No refunds will be given on any fees or tuition payments.

Extreme Weather or Unexpected Interruption of Classes: If we must cancel classes for extreme weather or events beyond our control, the missed lessons will be made up on another date agreed upon by the teacher and school. Please check the studio voicemail during inclement weather or power outages. Our normal out of office message means that classes are still on. The voicemail will specify the day and cancellation if classes are cancelled. Check right before class please. 860-635-2787. If we cannot find a time to make up group lessons, students may be given the option to go into another class for a makeup. No refunds will be given.

Substitutions: The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If the school cannot arrange a substitute, any missed classes will be made up.

Dance & Theater Dress Code: Required clothing and shoes must be worn to all classes (see dress code). For safety reasons, students should not be wearing jewelry. Hair must be pulled back away from face for all dance/theater classes.

MUSIC: Missed Private Lessons: Make-up lessons will not be given to music students unless 24 hour notice has been given or an emergency arises. Due to the nature of private lessons and the difficulty in scheduling, **we cannot guarantee makeup lessons.** No more than two make-up lessons will be given per school year (Sept – June). **No refunds will be given for missed lessons.** The school will contact you if a makeup lesson is available with the teacher.

DANCE/THEATER: Missed Lessons: Dance & Theater students are encouraged to do make-ups in another class as long as it is of a similar level. Theater students are allowed to do makeup lessons in dance classes. Please ask which classes would be appropriate. Teachers reserve the right to take a student out of the upcoming performance if they have missed a substantial number of lessons and are not able to keep up with the class.

Parent's Responsibility to be Aware of Dates and Events: Notices will be emailed/mailed to parents or handed out during class. It is the parent's responsibility to regularly check emails and stay up to date with all notices. Some information ONLY goes out through email. Please inform us as soon as possible of any changes in email, address, or phone numbers.

Photos: Photos may be taken during classes or performances for the purpose of advertisement. Please inform us upon registration if you would not like your child's picture to be used.

Consent and Release: My son/daughter or I may participate in all activities for Company 'N Tempo, LLC without restriction. I agree to hold harmless and indemnify Company 'N Tempo Music Theatre and Dance Centre and its instructors and employees from and against any and all liability for property damage and personal injury arising out of the activities in which my child or myself participate. I will instruct my child to follow the safety rules of studio conduct as laid out by instructors.

Signature: _____

Date: _____