

INFORMATION  
KIT

**PRODIGY**

**DANCE  
ACADEMY**

SUMMER



# ABOUT OUR STUDIO

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At Prodigy Dance Academy we believe in giving meaning to movement. Dance is an avenue for self expression, learning self confidence, and finding a place of belonging. We aim to provide a safe place for our students that also develops skills beyond the dance floor, helping them achieve their greatest potential.

Our studio offers a variety of dance classes in styles of ballet, jazz, hip hop, contemporary, and more. We also teach tumbling, acro, cheer, and private lessons. The studio is available for rental for special occasions upon request and availability.

The goal of Prodigy Dance Academy is to ensure every student has the best experience possible. For this to work, we can't do it alone. The combined effort of staff, parents, and students are how we will achieve our goals.



# DRESS CODE

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Ballet- Leotard, tights, pink ballet shoes. Hair pulled back in a ballet bun. Ballet skirts are optional.

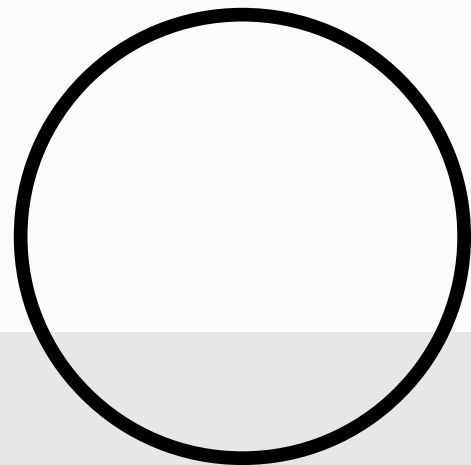
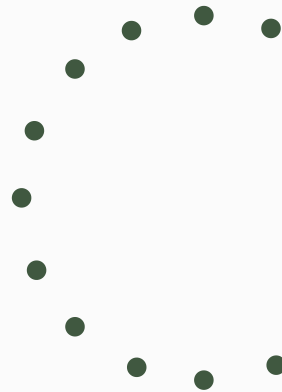
Jazz/Jazz Technique/Contemporary/Turns & Leaps- Any athletic clothing that will not create bulk or restrict movement. Jazz shoes or turners. Hair pulled back.

Hip Hop/Cheer- Athletic attire. Clean tennis shoes. Hair pulled back.

Tumbling/Acro- Any athletic clothing that will not create bulk or restrict movement. No bare midriffs as they make spotting difficult. Tumblers should have bare feet, no socks. Hair pulled back.

Strength & Flexibility- Any athletic clothing that will not create bulk or restrict movement. Bare feet. Hair pulled back.

Camps- Any athletic clothing that will not create bulk or restrict movement. \*If any specialty items are requested by the teacher, parents will be informed prior to classes beginning\*



# POLICIES & PROCEDURES

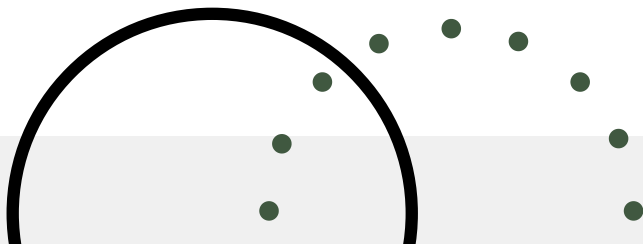
## PARENT OBSERVATION

In an effort to maximize both instructional time and observational time, parent observation will only be permitted during a trial class. Other observations are 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.



## RESCHEDULING, TEACHER & CLASS SUBSTITUTION

- Prodigy Dance Academy reserves the right to reschedule or combine classes.
- Prodigy Dance Academy reserves the right to provide a substitute or replacement teacher as deemed necessary.
- Prodigy Dance Academy reserves the right to deliver class content via an online system if classes are not able to be conducted live for any reason including, but not limited to: weather, teacher absence, or governmental advisory.





# **POLICIES & PROCEDURES**

## **INCLEMENT WEATHER POLICY**

Studio closures due to severe weather conditions will be emailed and announced on social media by 2 PM for classes. 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 upon your own time from our regular schedule of in-person and online classes, based on availability. In the event that there is not a makeup class available, a replacement lesson will be scheduled.

## **WITHDRAWAL FROM CLASS**

To withdraw from classes, it must be handled via the Parent Portal. There will be no refunds given for withdrawing from a class mid-month. If you discontinue attending classes but do not withdraw via the Parent Portal, there will be no refunds issued.

# POLICIES & PROCEDURES

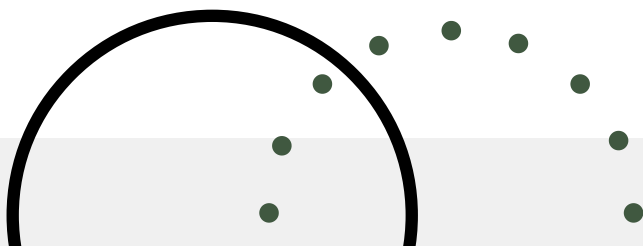
## REFUNDS/CREDIT ON ACCOUNT

Tuition, membership fees, class fees, and performance fees are not refundable for any reason. Refunds are only issued when we cancel a class due to low enrollment. Account credit will be issued to students who are deemed "unready" for classes. Prodigy Dance Academy does not give credit and/or refunds for class(es) missed due to holiday, vacations, illness, weather, etc. No refunds will be given if a similar online class is provided in place of an in-studio class.



## MAKE-UP CLASSES

Prodigy Dance Academy offers no refunds for students who are unable to attend class. Students who miss a class may have the opportunity to make it up with another similar class. Makeup classes are based on the availability of space in other classes and are not guaranteed. Please check with the office to determine the possibility of scheduling a make-up class. The class must be made up within one month of the class being missed. Four makeup classes are allowed per season.





# POLICIES & PROCEDURES

## COMMUNICATION

At Prodigy Dance Academy we go to great lengths to keep you informed and up to date.

- The Parent Portal is your primary source of communication for the studio. We will keep the google calendar updated, as well as post messages to the bulletin board when information is available.
- A monthly newsletter will be sent covering the basic information of what is going on at the studio that month.
- Texts and emails will be sent when an urgent matter arises ie inclement weather, power outage, etc.
- Questions- We are happy to answer any questions you have regarding your dancer or our programs. Let us know how we can help you!

## ARRIVAL & DEPARTURE

Please be punctual. We encourage students to arrive at least five minutes early so they can be ready when class begins. Tardy students can be very disruptive to the class and dancers miss out on important safety warm-ups when they are late. For their safety, children should be picked up immediately after class. A \$10 fee may be applied for every five minutes a child is late being picked up.

**Parking Lot Safety:** There are a lot of people coming and going within our parking lot at all times of day, especially at the beginning and ending of each class. As such, please navigate the parking lot with extreme caution. Never park your vehicle in any area that is designated for another business.



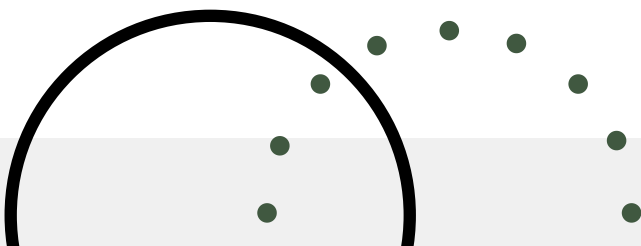
# TUITION & PAYMENT

## TUITION & PAYMENT AGREEMENT

Monthly tuition does not include the annual membership fee, merchandise, performances, costumes, competitions, recital tickets, or special events.

## TUITION & FEES

- Tuition, fees, and performance payments are non-refundable. Prodigy Dance Academy does not give credit and/or refunds for class(es) missed due to holiday, vacation, illness, weather, etc.
- Tuition rates are for the full season and will be charged in a lump sum.
- Tuition for camps is due upfront and is intelligible from multiple student and multiple class discounts.
- Tuition and account balances will be processed on the 1st of each month. I hereby authorize Prodigy Dance Academy to initiate electronic payments for the balances due on my account.
- I understand that the payment amounts may vary as classes are added/dropped as other charges/payments are applied to my account. I will pay the charges incurred by me at the posted prices, including any applicable taxes, fees, and penalties.





# TUITION & PAYMENT

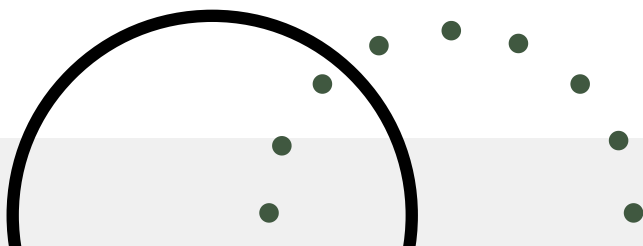
## TUITION & FEES CONT.

- To withdraw from classes, it must be handled via the Parent Portal. There will be no refunds given for withdrawing from a class mid-month. If you discontinue attending classes but do not withdraw via the Parent Portal, there will be no refunds issued.
- Should I dispute a charge through my financial institution, this will constitute a breach of contract possibly resulting in, but not limited to, penalties, official fees, collection legal action, and/or termination of any and/or all current and future services.



## DISCOUNTS

- Siblings receive a \$5 monthly discount on tuition.
- Dancers are encouraged to take advantage of our multi-class discounts for maximum progress and value.
- Additional class discounts (taken off the base tuition):
  - 2nd Class- \$10 off
  - 3rd Class- \$15 off
  - 4th Class- \$20 off
  - 5th Class- \$25 off





# TUITION & PAYMENT

## LATE PAYMENT POLICY

- On the 2nd of every month, a \$25 late fee will automatically be added to the tuition amount of those accounts with an inactive or declined card.
- Accounts 30 days past due are subject to an accruing 5% monthly finance charge until paid. Accounts more than 60 days past due may be submitted to collection services and dismissed from the studio.
- In the event payment under this agreement is not made at the time and in the manner required, the undersigned agrees to pay all cost of collection, including court cost, attorney fees, including charges and collection agency fees which would be 35% of the balance assigned, with or without suit.

## PRIVATE LESSONS

- All private lessons and appointment charges must be paid within 5 days of the lesson to avoid paying a late fee.
- These charges are **NOT** run by the studio, and must be paid manually through the Parent Portal.
- Late fees for private lessons follow the same late payment policy as outlined above.



**THANK  
YOU**

[prodigydanceacademy.com](http://prodigydanceacademy.com)

1-801-800-9009