

INFORMATION
KIT

PRODIGY

DANCE ACADEMY

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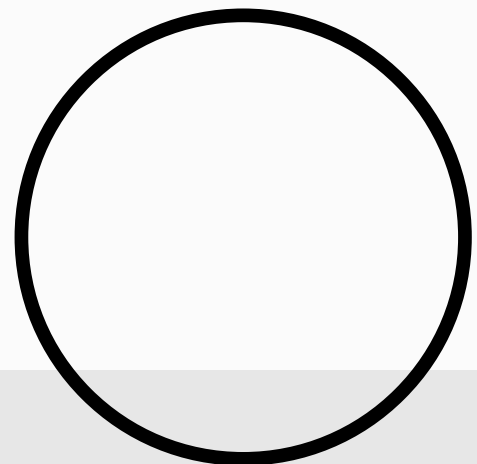
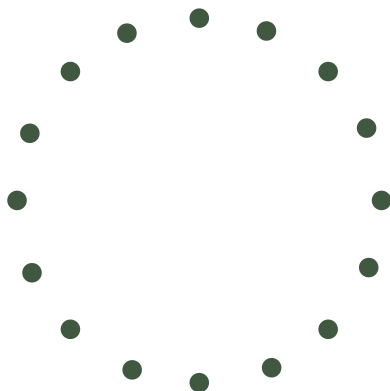
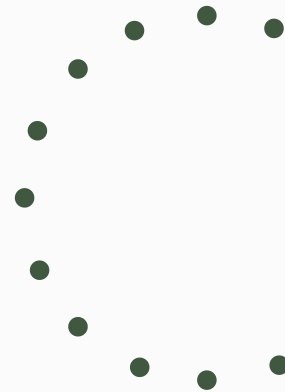


ABOUT OUR STUDIO

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 is how we will achieve our goals.



DRESS CODE

Ballet- Leotard, tights, ballet shoes. Hair pulled back in a ballet bun. Ballet skirts are optional. Boys will wear a white t-shirt, black shorts or pants (dance style), and ballet shorts.

Jazz- Any athletic clothing that will not create bulk or restrict movement, jazz shoes. Hair pulled back.

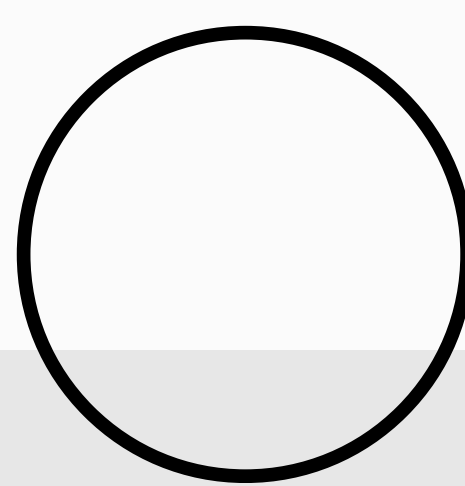
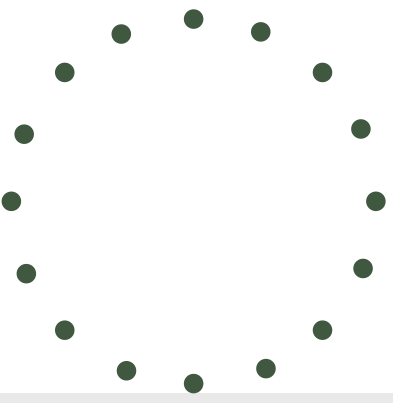
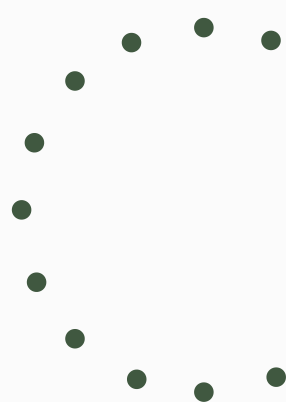
Hip Hop/Cheer- Athletic attire. Clean tennis shoes that do not mark, no outside shoes. Hair pulled back.

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.

Technique/Contemporary/Turns & Leaps/Strength & Flexibility/Drill Prep- Any athletic clothing that will not create bulk or restrict movement. Jazz shoes. Hair pulled back. If specialty items are requested by instructor, parents will be informed prior to classes beginning.

Company Class-Any athletic clothing that will not create bulk or restrict movement. Always bring a pair of jazz shoes or turners and clean shoes. If another type of shoe or clothing is requested by instructor, parents will be informed prior to classes beginning.

For instructors to properly evaluate and critique movement it is important that they are able to see legs, arms, and core. This is why no baggy clothes are allowed by dancers.



POLICIES & PROCEDURES

PARENT OBSERVATION

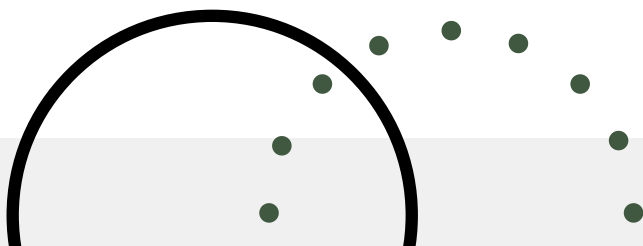
Students learn best when they are free to explore the classroom without parent observation. Due to this, and to maximize instructional time, parents are only allowed to observe classes during designated observation weeks, during a trial class, or at the request of the instructor. Observation weeks will be indicated on the calendar on the Parent Portal.

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.

INCLEMENT WEATHER POLICY

Studio closures due to severe weather conditions will be posted on the Parent Portal, text, 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.



POLICIES & PROCEDURES



WITHDRAWAL FROM CLASS & PERFORMANCES

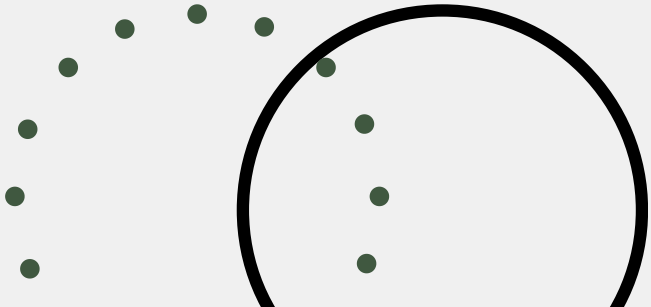
To withdraw from classes, it must be handled via the Parent Portal. There will be no refunds given for withdrawing from a class mid-month. If you discontinue attending classes but do not withdraw via the Parent Portal, there will be no refunds issued. Withdrawal from a Company/Crew class before the end of the season will result in a \$300 fee. Withdrawal from participating in a number in the Spring Recital after March 1st will result in a \$100 fee. These fees are to cover the costs associated with choreographing the piece.

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.

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.





POLICIES & PROCEDURES

COMMUNICATION

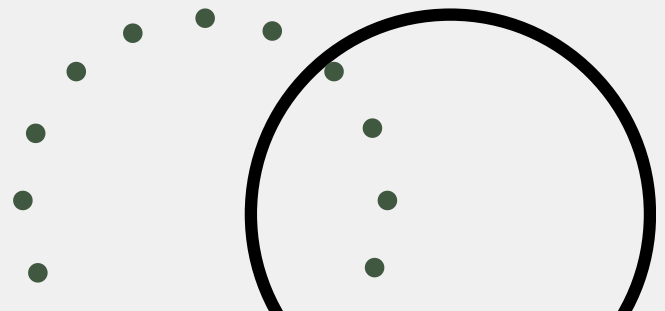
At Prodigy Dance Academy we go to great lengths to keep you informed and up to date.

- 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.





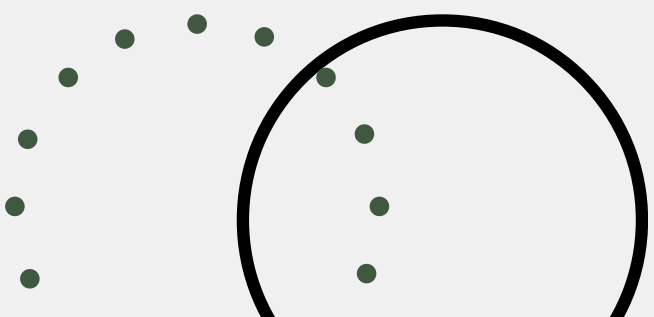
POLICIES & PROCEDURES

CONDUCT

Dancers and families at Prodigy Dance Academy are representatives of our studio. Because of this, we expect our students and their families to conduct themselves with grace and respect.

Inappropriate posts on social media including speaking negatively of another dancer or the studio will not be tolerated.

All dancers are required to follow a three-strike policy. The policy works as follows:

- If any dancer or parent talks badly about another dancer, parent, staff member, or any of the PDA family whether in conversation or on social media sites of any kind they will be issued a strike. If a dancer's parent is heard spreading ill will about another dancer, then their dancer will unfortunately have to take a strike for them. This policy is not intended to punish but is meant to help raise the morale at the studio and create a safe environment for our dancers. Strikes will also be issued for any behavior that does not promote class unity or reflects poorly on the studio. If a strike must be issued the dancer and their parent will be contacted by the Studio and each situation will be handled on an individual basis. After three strikes, the dancer will be asked to leave their class, or in severe situations the studio. In some situations dancers may be asked to leave without being given three strikes.
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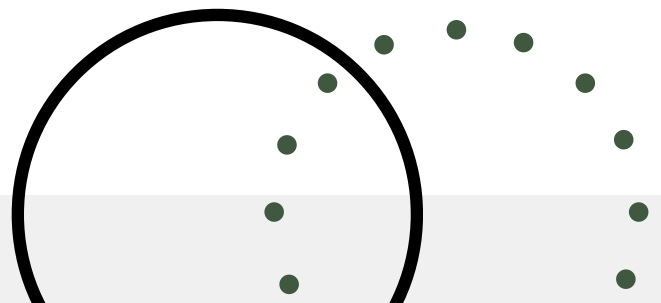
TUITION & PAYMENT

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.
- A \$45 membership fee per student or \$70 membership fee per family is due annually each season for September-May. There is no registration fee for summer sessions.
- During a regular season (September-May), tuition is charged monthly. It is a flat rate each month and is not determined by the number of classes each month. Each season consists of at least 34 weeks.
- Tuition and account balances will be processed on the 1st of each month.
- Performance fees, costumes, competition fees, and other fees will be added to your account upon receiving your consent to participate.
- The payment amounts may vary as classes are added/dropped as other charges/payments are applied to your account.
- Tuition Costs:
 - 60 Minute Class- \$75/month
 - Prep Company- \$152/month
 - Bronze, Silver, Gold Companies- \$190/month
 - Titanium, Diamond, Emerald, Sapphire, Crystal, Platinum Companies- \$285/month
 - Crew- \$80/month if you are a CREW ONLY member or \$40 if you are doing crew in addition to a company



TUITION & PAYMENT

DISCOUNTS

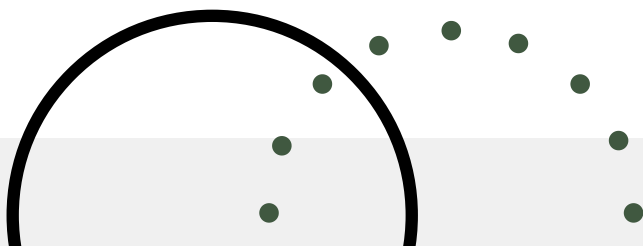
- Siblings receive a \$5 monthly discount on tuition.
- Additional class discounts (taken off the base tuition):
 - 2nd Class- \$10 off
 - 3rd Class- \$15 off
 - 4th Class- \$20 off
 - 5th Class- \$25 off

LATE PAYMENT POLICY

- On the 2nd of every month, or the day after a season begins, a \$25 late fee will automatically be added to the tuition amount of an account with a balance due.
- 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 being scheduled 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.



PERFORMANCES & COSTUMES

PERFORMANCES

Performances are an exciting part of our studio! Dancers in specified classes will have the opportunity to perform in our Spring Recital. Dancers in classes participating in the Spring Recital have the option to opt out of the recital via the Parent Portal. This must be done no later than March 1st.

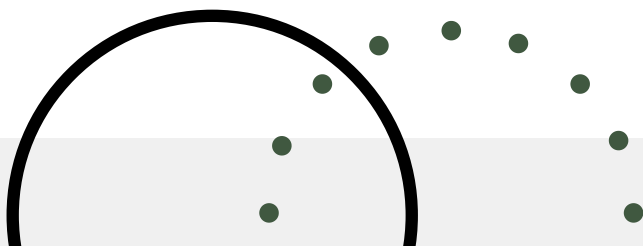
An important aspect of dance training includes learning through performance. Our Spring Recital offers students a professionally directed performance that allows them to present the results of their year of hard work, dedication, and progress. Details will be sent closer to the performance.

COMPETITIONS

Dancers in our Company/Crew classes will be participating in competitions as a team. Any solo, duo, or trio may participate in these competitions as well, at their own expense. The solos/groups do not have to participating in a company to participate, but their choreography must be approved by the studio before participating.

COSTUMES

Costumes are an additional fee outside of regular tuition. Company and crew costume balances are due December 4th. Rec costume balances are due March 2nd for classes in the Spring Recital. The costumes are your responsibility to maintain in good condition until the completion of the Spring Recital and/or competition season. After that, the costumes are yours to keep.



**THANK
YOU**

prodigydanceacademy.com

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