



PROGRESSIVE ACADEMY OF DANCE

Studio Policies

2023-2024

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PROGRESSIVE ACADEMY OF DANCE

Studio Policies

Based in Madison, Alabama, Progressive Academy of Dance (PAD) is an arts studio focused on teaching dance in a motivated, supportive, and fun environment.

We're building a community of talented dancers of all ages and skill levels. At PAD, we love fresh ideas and enjoy pushing the creative envelope.

More than dance, though, we believe in the power of a positive mindset and atmosphere. We're here to build each other up and to fill our minds and bodies with encouragement and a healthy dose of love.

Please see below for our studio policies and schedules. If you have any questions, don't hesitate to ask.

Welcome to the PAD family!

1. TUITION, FEES & PAYMENT

/ Tuition

Classes	Per month
30 minutes-1 hour	\$45
1.25- 2 hours	\$65
2.25- 3 hours	\$85
3.25- 4 hours	\$105
4.25- 5 hours	\$125
5.25- 6 hours	\$140
6.25- hours or more	\$150
Class non-tuition rate	\$15/hour

Privates	
30 minutes	\$30
1 hour	\$60

- A. A ten percent discount is given to each additional sibling on the same account.
- B. Tuition is due on the first of each month. After the fifth, a \$10 late fee will be applied to unsettled accounts. No credit is given for student absences or missed classes due to weather cancellations. Students are free to makeup missed classes.
- C. Monthly statements are sent only to overdue balances. Otherwise, account statements are available only by request.
- D. Any student with an overdue balance of more than 45 days will not be allowed into class until payment in full is received. Overdue balances must be paid by cash, money order, or bank check.

- E. The returned check fee is \$30 per returned check. After the third returned check, checks will no longer be an acceptable form of payment for that account.
- F. Account holders may opt to pay tuition in advance for the year within two weeks of registering in order to receive a 10 percent discount.

/ Fees

- G. Registration Fee (Non-refundable)
 - \$30 per student
 - \$10 for each additional student
- H. Recital Fee
 - \$45 per student
 - \$10 for each additional student
 - This fee is due February 15
 - *Accounts must carry a \$0 balance in order for a student to participate in the annual showcase.*

/ Payment

- I. Payment options for tuition and fees include check, cash, debit cards, most major credit cards, and automatic bill pay.
- J. All checks are to be made out to **Progressive Academy of Dance** and should include the following information: Student(s) Name, direction of payment (Tuition, Costumes, etc.)
- K. Account holders may opt to participate in Automatic Bill Pay.

2. COSTUMES

- A. All recital costume payments are due in full by December 15, 2022. Costumes will not be distributed unless all payments have been received in full. A \$10 late fee per costume will be applied to accounts with outstanding costume balances after December 15.

Costume Payment Schedule

Amount Due	Date Due
25% of TOTAL costume bill	September 15
50% of TOTAL costume bill	October 15
75% of TOTAL costume bill	November 15
100% of TOTAL costume bill	December 15

B. Costume Pricing

Level	Price
Preschool & Combo	\$65
Beginning Level 1 Ballet, Tap, Jazz, Hip Hop, Boys Hip Hop, Acro	\$70
Intermediate Level 2/3 Ballet, Tap, Jazz Level 1 Pointe, Street Jazz, Contemporary	\$75
Advanced Level 3/4 Ballet, Tap, Jazz Level 2 Pointe, Street Jazz, Contemporary, Acro	\$80

- C. Payment options for costumes include check, cash, debit cards, and most major credit cards.

All checks are to be made out to **Progressive Academy of Dance** and should include the following information: Student(s) Name, direction of payment (Tuition, Costumes, etc.)

3. WITHDRAWALS

- A. For student withdrawals, please contact the office. Monthly charges will continue to accrue until official withdrawal has taken place, regardless of the number of absences. Once a student has been withdrawn from a class, all future fees for that class will be dropped.

4. STUDIO CALENDAR & CLOSINGS

- A. Generally, we follow the Madison City School System for our studio calendar and closings. If we ever close due to inclement weather, we will send emails and post updates to all of our social media platforms.

/ 2023-2024 Studio Calendar

August 28	Classes Begin
October 2-6	Fall Break
October 23-27	Visitor's Week – Family and Friends Welcome! Halloween Dress Up Week
October 31	Halloween (Studio Closed)
November 22-23	Thanksgiving Break (Studio Closed)

December 18-Jan 3	Christmas Break (Studio Closed)
January 4	Classes Resume
March 11-14	Spring Break (Studio Closed)
March 22-23	Recital Picture Days
March 25-29	Visitors' Week – Family and Friends Welcome!
May 17	Dress Rehearsal
May 18	Recital (1 pm)

5. WEEKLY CLASS SCHEDULE

Monday	4:15-5:00	Intro to Acro
	5:00-5:45	Preschool 1
	5:00-5:45	Level 2 Ballet
	5:45-6:30	Level 2 Jazz
	5:45-6:45	Combo 1
	6:30-7:45	Level 4 Ballet
	6:45-7:30	Level 1 Contemporary
	7:45-8:30	Pointe 1
	8:30-9:15	Level 4 Jazz
Tuesday	4:00-4:45	Preschool 2
	4:45-5:15	Level 1 Ballet
	4:45-5:45	Combo 2
	5:15-5:45	Level 1 Jazz
	5:45-6:30	Level 1 Tap
	5:45-6:45	Level 3 Ballet
	6:30-7:30	Combo 3
	6:45-7:30	Level 3 Jazz
	7:30-8:15	Level 2 Tap

Wednesday	4:45-5:30	Level 1 Hip Hop
	4:45-5:30	Intro to Hip Hop
	5:30-6:15	Boys Hip Hop
	5:30-6:15	Level 1 Acro
	6:15-7:00	Level 2 Contemporary
	6:15-7:00	Level 2 Acro
	7:00-7:45	Level 2 Hip Hop
	7:45-8:30	Level 3 Hip Hop
	7:45-8:30	Level 3 Acro
	8:30-9:15	Level 3 Contemporary
Thursday	9:00-9:45	Preschool 3
	6:45-7:30	Street Jazz

6. CLASS OBSERVATION

- A. Classes are not open for observation, with the exception of Visitors' Weeks.
- B. Out of town guests are welcome to watch classes by request.

7. SICKNESS OR INJURY

- A. Sick or injured students are always welcome to observe class.
- B. If a student falls ill or sustains an injury during class and consequently cannot continue participation, the instructor will send them to the office where their parents will be contacted if they are not on the premises.

8. MEDICAL ISSUES

- A. It is asked that all special illnesses such as allergies or asthma be reported to the office.

9. PRESCHOOL CHAPERONE

- A. It is preferred that the parents/guardians of preschool age children remain at the studio during their child's class as a child may need their attention from time to time for various reasons (bathroom, behavior issues, etc.)
- B. If a preschool age child's parent/guardian must leave, it is asked that the office be informed or another parent/guardian be selected to be responsible for the child while the parent/guardian is absent.

10. DRESS CODE

/ Preschool & Combo Levels

- A. Acceptable Clothing: Leotards, skirts, dance dresses
- B. Acceptable Footwear: Ballet shoes, tap shoes with ribbon

/ Ballet & Pointe

- A. Acceptable Clothing: Black leotard, pink tights; *Ballet skirts/shorts only on approved occasions*
- B. Acceptable Footwear: Pink ballet shoes

- C. Acceptable Hair Styling: Hair in tightly pulled back, neat bun; secured with bobby pins and hairnet

/ Jazz

- A. Acceptable Clothing: Leotards, crop tops, fitted tanks, booty shorts, fitted jazz pants, jazz capris, leggings, tights NOT required
- B. Acceptable Footwear: Jazz shoes, foot undies (depending on class level)
- C. Unacceptable clothing: NO t-shirts, basketball, or other loose fitting shorts

/ Contemporary

- A. Acceptable Clothing: Leotards, crop tops, fitted tanks, booty shorts, fitted jazz pants, fitted jazz capris, leggings, tights NOT required
- B. Acceptable Footwear: Barefoot, foot undies (depending on class level)
- C. Unacceptable clothing: NO t-shirts, basketball, or other loose fitting shorts

/ Tap

- A. Acceptable Clothing: Comfortable tops such as t-shirts, tank tops, or fitted shirts; Comfortable bottoms such as jazz pants, jazz capris, shorts, or leggings

- B. Acceptable Footwear: Tap shoes

/ Hip Hop and Street Jazz

- A. Acceptable Clothing: Comfortable tops and bottoms
- B. Acceptable Footwear: Comfortable tennis shoes
- C. Unacceptable clothing: NO jeans

/ Acro

- A. Acceptable Clothing: Leotards, crop tops, fitted tanks, booty shorts, fitted jazz pants, fitted jazz capris, leggings, tights NOT required
- B. Acceptable Footwear: Barefoot

11. STUDENT CONCERNS OR ISSUES

- A. For all concerns/issues, please fill out a Student Concern/Issue Form available at the office. After filling it out, please return it to the office. A staff member will be in contact soon after.

12. ETIQUETTE

- A. It is requested that students observe the dress code outlined in this booklet.
- B. Any student arriving more than 15 minutes late to a class will not be admitted to that class. For safety

purposes and to receive full benefit from class, please arrange for a make-up class if a student expects to be very late with a staff member.

- C. All students are expected to practice respect. Students are not to socialize in a disruptive manner during class with other students. Please come early or stay late to enjoy friends. It is important to honor both teachers and fellow students alike. Give full attention and cooperation at all times.
- D. Dance class is educational and fun. However, an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that by following our classroom etiquette, we will provide an environment whereby classes at Progressive Academy of Dance will be a positive experience for all.

13. CONTACT US

Have questions, comments, concerns, or need more information? Get in touch!

Email	office@progressiveacademyofdance.com
Instagram	progressiveacademyofdance
Facebook	facebook.com/progressiveacademyofdance