

PAYMENT POLICY



Our Dance Season runs from September 11, 2023 to June 28, 2024. Payment can be made in full for the year or in FOUR installments.

Payment 1 - Annual Registration Fee (non-refundable) + Term 1 Tuition

Payment 2 - Term 2 Tuition + Ballet Exam Fee (if applicable)

Payment 3 - Term 3 Tuition + June Recital Fee

Payment 4 - Term 4 Tuition

**Additional Costs not included - Required Dance Uniform and/or shoes, extra coaching class fees and recital tickets.*

Annual Registration Fee: An annual registration fee of \$40 per dancer or \$60 per family will be applied upon registration for any class or other programs offered by Allegro Dance School. The Registration Fee is valid for a one year cycle July 1st, 2023 to June 30th, 2024. The registration fee is non-refundable and is not eligible for pro-rate.

Discount: Multiple class discount applies for students enrolling in multiple classes. Class fees decrease with each additional class. A 5% sibling discount is offered to siblings registered in the same or fewer dance hours per week.

Payment Method: Upon registration, you are committing to your dance classes for the full school year from September to June. Payment can be made in full for the year or in FOUR installments. Pay-per-term option is available upon request with a payment fee of \$15 per term per payment. Alternate payment plan is available upon agreement with the director, an additional administrative/processing fee may apply.

Payment by Cheque: All post-dated cheques must be submitted upon registration. Allegro Dance School does not mail out reminders or bills for tuition. Any unpaid balance will be subject to a late charge.

Payment by Credit Card: All credit card payments are subject to a 3.5% convenience fee.

Late Payment Policies: Payment is required to complete registration. Payment is considered late after the first class of the term has started. A late charge of \$15 will be applied if payment is not received within 7 days from the payment due date. After 14 days from the payment due date, another \$15 will be charged. After 21 days, Allegro reserves the right to prohibit students with outstanding fees from attending classes until full payment is received.

Declined Payment/NSF Cheques: All N.S.F. or declined and returned cheques, Visa, Mastercard will have a service charge of \$35.

Withdrawal Policy: If withdrawing from classes at anytime throughout the season a \$35 cancellation fee must be paid. Withdrawal request must be made 14 days prior to the next payment via e-mail to allegrodance5@gmail.com. Repeated absences do not confirm that a student has withdrawn. All fees are non-refundable and non-transferrable after deposit. There is no refund or credits for costume rental fee, recital fee, and exam fee. There will be no reimbursement for classes not taken. No refunds for withdrawals after the start of the term, credit only if a doctor note is provided. No refunds or credits with 4 or fewer classes remaining in the term. Account credit can only be used for the same program within a paid period or the same program for the upcoming season if approved administratively. No refund or credits after May 1st.

Missed Classes: Upon registering for dance with us, tuition is ongoing and pays for the reservation of the child's spot in the class. This includes family holidays booked beyond the holidays observed by Allegro Dance School and sick days. We do not offer refunds or credits for missed classes, including cancelled classes due to inclement weather or extraordinary circumstances beyond our control. We do understand that unexpected events occur. We allow two make-up lesson per term, per dancer. You must email allegrodance5@gmail.com the date and class of your missed lesson, and an administrator will email you available make-up lessons of equal or lower level. Upon your confirmation, your make-up lesson will be scheduled. **No make-ups will be allowed without advanced notice or confirmation.**

Class Cancellation: Allegro Dance School reserves the right to cancel or amalgamate any classes temporarily or permanently due to emergency, weather conditions or enrollment less than four students. In case of inclement weather, cancellation notice will be sent via email and will be posted on our Instagram and Facebook page. Parents will not receive a phone call. Please ensure you have provided a valid email address in order to keep up with communication.

Private and Semi-Private Cancellation: 24-hours notice must be given in for any private or semi-private lesson. If a semi-private student misses a class without notice, that class is forfeited. Semi-privates may only be cancelled or changed if both parties notify us at least 48-hours in advance. No refunds for private or semi-private classes. The class will run with the other attending students (with no adjustment to the session fee) and the class is forfeited for the student who is missing the class.

Ballet Exam: Dancers in our ballet program will be partake in an assessment annually. A post-dated cheque for the exam fee is required at the time of registration. Exam fees includes: exam entry fee, pre-exam class (held in spring), and/or musicians (where applicable). Students taking one ballet class per week will be entered for Class Award Assessment; students taking two or more classes per week may be entered for Exam. Students in Level 6 & up must take a minimum of 3 ballet classes to be entered for Exam. Graded examinations and Class Award Assessments will be held at the studio. Students who successfully complete the exam/assessment will receive a Certificate, an Assessment Form, and a medal.

Recital Rental Costume: Performing is an important part of dance education. All dancers will experience the opportunity to perform in our winter showcase in December and year-end recital in June. This is a great way to showcase the dancer's hard work and talent, and it is also a rewarding and confidence building experience. Should your child choose to opt out for the recital, please let our staff know upon registration, otherwise, recital fees will automatically be included in the invoice.

Recital & Photo Day: There will be no refund for classes missed due to photo or recital day on a day for those who choose not to participate in recital or photos. Students who do not participate in the recital are welcome to take two make-up classes in Term 4 in any other dance form at or below their level.

Drop-off & Pick-up: Children who are not dancing may not be left unsupervised at the studio. Students may be dropped off no more than 10 minutes prior to start of class. Students should be picked up within 10 minutes from end of class time. If a parent is not here within 10 minutes from the end of class, after the last class of the night, you will be charged \$5 for the first 10 minutes and \$1 per minute thereafter to pay for the staff member to stay and supervise your child.

Use of Lobby & Changing Area: This area is reserved for students and staff only. For dancers who required assistance putting on their dance uniform, we encourage you to change at home prior to arriving at the studio. For parents with young dancers who prefer to stay in the premise, you may wait inside your car at the parking lot. Should your child needs you or if there is an emergency, we will contact you by phone with the phone number you've provided on file.

Class Viewing: For the safety of our students, and to minimize distractions for both our instructors and students, parents viewing is not permitted from week to week. We will share videos from classes regularly throughout the term for your friends and family to enjoy. For younger dancers starting their first dance class, we understand that the experience might be overwhelming. Where possible, we encourage children to participate themselves, however, if necessary parents are invited into the classroom on their first lesson to participate in the class with their child. We will share short videos and photographs with parents throughout the terms to show their achievements.

Studio Communication: It is the responsibility of the parent to make sure they are receiving all newsletters/emails and information given out at the studio. Our staff member works hard to keep you informed, please make sure you read all emails and newsletter to keep up-to-date with all the happenings at the studio.

Communicating with Instructors: The studio offers full time reception staff during operating hours. Our receptionist will be happy to answer your calls and questions! General enquiries are to be made with the receptionist. If you need to contact your child's instructor, you are welcome to email any questions or concerns to allegrodance5@gmail.com, we will then forward it to the appropriate teacher or directors. From this point, we can answer your questions via email or arrange a phone call/meeting. ***Students and parents are restricted from contacting teachers by phone, email, text messages, etc. All communication regarding the studio and dance classes must go through the School.***

Mandated Closure: In the event of a government mandated forced closure (ie. Covid-19), in-person classes will be migrated online until further notice.

Dress code: Proper attire is an important for dance training. It allows the teacher to ensure proper body placement and assess unison/uniformity in a group. It also contributes to a professional learning environment. At the discretion of the teacher, students not properly attired will not be allowed to participate. Students taking multiple classes per week should have more than one bodysuit/set of tights. Hair must be neatly and securely fastened in a bun/ponytail for all classes. No jewelry or watches are permitted.

Pre-Dance

Pink leotard, DANCEYOU tights, and ballet shoes. Pink chiffon skirt optional. Hair must be in a bun.

Mini Dance/Primary Ballet

Black or Pink sleeveless leotard, DANCEYOU convertible tights and ballet shoes. Pink chiffon skirt. Hair must be in a bun.

Ballet

Black sleeveless leotard, ballet tights, and ballet shoes. Character skirt and shoes for Gr.2 & up. Hair must be in a bun.

Jazz, Tap, Acro, Musical Theatre, Lyrical

Black sleeveless leotard and CAPEZIO convertible tights (in Caramel) and appropriate shoes. Hair must be in a bun.

Hip Hop

Clean Indoor Running Shoes (Black Converse Style works well), Track Pants/Shorts/Yoga Pants, and a Plain T-Shirt. Hair in ponytail.

Boys

Plain white t-shirt, black shorts with appropriate shoes as listed above in black.

Shoes

Jazz & Musical Theatre - Bloch Neoflex in Black
Tap - Capezio CG19 in Black
Acro & Lyrical - Bare Feet

Not sure how to make a bun? Check out this video: <https://www.youtube.com/watch?v=3P73C4Oea14>