



Artistic Directors/Owners: Adam B. Clark & Lisa Darby Clark

Studio Location:
811 W. Michigan Ave.
Saline, MI 48176
734.429.9599

Mailing Address:
P.O. Box 1628
Brighton, MI 48116

www.dancealliancesaline.com
dancealliance@comcast.net

DANCE ALLIANCE POLICIES

These policies are to provide you and your child with maximum safety and enjoyment and to keep our studio operating smoothly. Please feel free to contact us if you have any questions.

BEFORE AND AFTER CLASSES:

1. The teacher's responsibility for students is only during class time and in the studio area.
2. It is the parent's responsibility to see that children are delivered and picked up just prior to and immediately following their designated class time.

IN CLASS:

1. Students are to stand in the designated area while waiting for the class in session to finish. PLEASE-NO TALKING IN THE STUDIO DURING CLASSES!
2. Parents are responsible for siblings' proper behavior. Please supervise your children. Please do not allow children to put their hands and faces all over the observation windows.
3. **The proper footwear is very important to ensure the student's safety and optimum performance.** For proper shoe types and color, see shoe guide. This will be sent in August with your fall class schedule confirmation.
4. Dancers should wear a leotard and tights for all classes. Boys: T-shirt, jazz pants & black shoes. It is imperative that the teacher can see the dancer's body. No baggy shirts, pants, shorts, or dresses for any class.
5. Hair should be properly fastened off of the neck and out of the eyes.

ATTENDANCE:

1. We understand that dancers will be absent from time to time due to illness, family emergency, vacation, school functions, etc. When possible, as a courtesy to your instructor(s) so that he/she may properly plan for class(es), please call **734.429.9599** to keep us informed of your absences.
2. In the event that a dancer/student misses consecutive weeks of dance class with or without notification and/or explanation, the instructor(s) and/or the studio directors reserve the right to permanently remove the dancer/student from the class(es). If this occurs, there will be absolutely no refunds of any kind such as tuition, costume deposits, balances and rental fees, recital tickets, etc.

MAKE-UPS:

1. When a dancer misses a class, a make-up may be made up during the semester that the class was missed. A student may take a class of equal level to his/her class as a make-up.
2. Classes canceled by instructors due to unexpected illness will be made up during the semester.
3. If the Saline Public Schools are closed due to inclement weather, Dance Alliance will also be closed. Please call **734.429.9599**, check **www.dancealliancesaline.com** or **www.facebook.com/dancealliancesaline** if you are unsure whether or not classes are in session. We are not responsible for cancellations due to weather. Make-up classes are available.

PAYMENT POLICY:

1. Payment may be made by cash, money order, official check, check, or Visa/Master Card (minimum \$25.00).
2. Any deposited check that requires a second deposit due to unavailable funds during the first deposit will be charged a "Re-Deposit" fee of \$10. Any NSF check from a second deposit will additionally be charged a NSF service fee of \$30. Both of these payable by cash or certified check.
3. A late fee of \$20 per month will be added to your unpaid account balance beginning September 1st unless you have a payment plan approved by management and are actually making payments.
4. If you have a payment plan approved by management, there will be a \$5 administration fee per installment/payment. Example: \$300.00 in tuition to be paid in 3 installments would have an additional \$15 in administration fees.
5. DARC Members that have a payment plan approved by management may make monthly payments on tuition. However, ALL other fees related to DARC and DA must be paid by the due dates. DARC members will not be registered for Conventions and/or Competitions without full payments by deadlines.
6. Please be aware that costume deposits for the Annual Spring Concert are due in November. Costumes will not be ordered for accounts that are not in good standing or have not paid costume deposits. Costumes ordered for accounts after deadlines will result in additional late fees, administrative fees and shipping/handling fees. Costumes are distributed in April for the Annual Spring Concert. Costumes will not be distributed to anyone with an account that is past due or has a balance remaining.
7. All CASH payments must be made in person to a staff/faculty member for proper credit to your account. You must have a cash receipt from the DA office if you wish to dispute your cash payment at a later date. Please do not leave cash payments in ANY payment boxes.

REFUND POLICY:

1. Tuition payment is due before the first day of class for each term. No refunds will be given after the second class meeting. For each class that was taken, a \$15 single class fee will be deducted from the amount refunded. Additionally, a \$5 administration fee will also be deducted from the refunded amount.

FOOD, DRINK, SMOKING & PETS:

1. Absolutely NO smoking and NO pets at any time in the building. We understand that some students are at the studio for extended periods of time and may need to eat and drink at the studio. Please clean up after yourselves to maintain this privilege and to ensure a clean environment. Also, please be aware that there are several students with severe nut allergies at Dance Alliance. Please bring food items that are safe for those individuals!

PARKING:

1. Please drive/park slowly and carefully around the studio. There are many dancers and their families walking through the parking lot areas at all times of the day.
2. Please DO NOT park in front of other businesses that are near Dance Alliance.