

# Rules and Guidelines

Please read our Captivation Dance Affiliates Rules and Guidelines in its entirety. Dancer's and their families are responsible for adhering to all policies outlined on pages 1 and 2. Failure to follow the outlined rules may be cause for dismissal from the studio.

## Tuition

- Tuition is based on a full school schedule from August 19th, 2024 through Showcase 2025 and divided into 9 installments. **Tuition remains the same regardless of school breaks, the number of days per month, closings or absences.** August 2024 tuition includes 2 weeks of August and all of September. May 2025 tuition includes May and 2 weeks of June.
- There is a \$35 non-refundable enrollment charge per dance season for the first dancer and a \$10 charge per additional dancer in each family. If you choose to withdraw your dancer anytime during the season, you must repay the enrollment charge, should you choose to re-enroll your dancer.
- Tuition is due the 1st of each month. After the 7th, a \$15 dollar late fee will be applied each week. If the account reaches 30 days past due, services will be discontinued.
- There will be a \$35 return check charge for any check returned by the bank.
- All General Program dancers have the option to enroll in autopay for the 2024-2025 season. If you would like more information, please inquire at the front desk.

## Attendance

- Attendance is crucial to the development of your dancer.
- Please call or email (info@CaptivationDance.com) the studio if your dancer is unable to make their scheduled class.
- **There are no refunds on missed classes.** However, make-up classes are permitted and must occur within 30 days of the missed class date. Please schedule make-up classes in advance through the Captivation Dance Affiliates front desk.

## Dance Room Etiquette

- We aspire to keep Captivation Dance Affiliates a clean, family friendly environment. Dancers and guests should always pick up after themselves and throw away trash in the proper receptacles.
- Only bottled water is allowed within the studio. Glass containers are not permitted.
- No gum will be chewed during class.
- All dance bags must be placed in the cubbies provided.
- Please arrive at least 5-10 minutes early to class for stretching and preparation. Tardiness will not be tolerated and can be cause for dismissal from class.
- Dancers are expected to adhere to the Captivation Dance Affiliates dress-code.
- All cell phones and mobile devices must remain in the dancers bag, on silent, at all times.

## Observation

- Windows will be open for class observation the first lesson of every month. The remainder of the month, we kindly ask family members & friends to drop their dancer off/pick them up in the front lobby. By having the remainder of our studio closed to viewing, this will help elevate traffic in the hallways and around the dance rooms.
- If you take a photo or video of your dancer to put on social media, don't forget to tag and follow us!

## Lost & Found

- Lost and Found items will be kept at the studio for a limited time only.
- Please check occasionally for misplaced items. All unclaimed items will be donated to Goodwill.

**Please See the Back of This Sheet for Remaining Rules and Guidelines**

## Withdrawal

- In the event of a withdrawal, please notify Captivation Dance Affiliates 15 days prior to the start of the next month by filling out a withdrawal slip available at the front desk. If the studio is not informed at least 15 days prior to the next month, tuition will still be due for that month.
- Captivation Dance Affiliates Annual Studio Showcase charges, including Showcase Fees and Costume Deposits/Balances, are non-refundable.
- **In the event of a withdrawal, the full costume balance will still be due to the studio if costume orders have already been placed.**

## Pick up and Drop Off

- Please escort your child to the front door of the studio. If they are old enough, you may drop them off.
- Dancers will be dropped off no more than 20 minutes prior to class and picked up within 5 minutes of the completion of classes. Captivation Dance Affiliates will not be held responsible for watching dancers before or after class. Excessive tardiness will result in additional "babysitting" fees.
- In case of an emergency, please contact the studio directly at (702) 912-1742.

## Communication with the Instructor

- Captivation Dance Affiliates maintains an "open door" policy when it comes to questions or concerns regarding your dancer.
- Due to our instructors' tight schedules, please set an appointment at the front desk to discuss concerns or questions you might have.

## 2025 Annual Showcase

- Our 11th Annual Showcase performance will take place in June 2025. Showcase will be broken into several separate shows, with a run time of about 1 hour each.
- All dancers participating in the Showcase, including General Program and Company dancers, will be required to pay a Showcase Fee due on December 1, 2024 of \$100.00 per dancer. This fee assists with the cost of our venue, 2 tickets per dancer, a keepsake video digital download of all shows, our instructors/technicians time, programs, etc.
- Each dancer/family will be given a ticket code for their 2 free tickets per dancer. Ticket orders will be placed online at a date to be announced, closer to the event. Additional tickets may be purchased at this time.
- Showcase Costume costs are split into 2 payments on January 1st, 2025 and May 1st, 2025 with your dancer's monthly tuition. Costumes will not be distributed until the dancer's account is in good standing. Our costume fee includes accessories and tights. Shoes for Showcase will comply with our dress code and are the responsibility of the family to purchase. Hip Hop classes will be notified of a specific sneaker to purchase.
- Youth Program: The total costume cost per class is \$80-\$85. Costume deposits will be \$50.00/per class the dancer is participating in and will be due on January 1st, 2025. The remaining costume balance will be due on May 1st, 2025.
- Mini Program: The total costume cost per class is \$85-\$90. Costume deposits will be \$50.00/per class the dancer is participating in and will be due on January 1st, 2025. The remaining costume balance will be due on May 1st, 2025.
- Junior Program: The total costume cost per class is \$90-\$95. Costume deposits will be \$50.00/per class the dancer is participating in and will be due on January 1st, 2025. The remaining costume balance will be due on May 1st, 2025.
- Teen/Senior Program: The total costume cost per class is \$95-\$100. Costume deposits will be \$50.00/per class the dancer is participating in and will be due on January 1st, 2025. The remaining costume balance will be due on May 1st, 2025.

**We are so excited to welcome you and your dancer to our Captivation Family! If you have any questions, please don't hesitate to contact us at (702) 912-1742 or**

**[info@CaptivationDance.com](mailto:info@CaptivationDance.com)**

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