



# STUDIO POLICIES 2024-2025

Aug 3	Fall Classes Begin	Dec 21	Last Day of Fall Semester Classes
Sept 30 - 2	Labor Day Weekend CLOSED	Dec 22- Jan 5	Winter Break CLOSED
Oct 14-20	PISD Fall Break S3D - CLOSED	Jan 6	Classes Resume
Oct 15	Recital Costume Deposit is DUE	Jan 15	Recital Fee is DUE
Oct 24 - 30	HALLOWEEK Dress up for Class	March 17-22	PISD Spring Break CLOSED
Oct 26	TRUNK OR TREAT	April 19	Easter Weekend Holiday CLOSED
Oct 31	Halloween Day CLOSED	April 28	Recital Tickets Tentative Sale Date
Nov 15	Recital Costume Balance is DUE	May 5 - 10	Recital Costumes handed out in class
Nov 25-30	Thanksgiving Week - CLOSED	May 22	Last Day of Spring Semester Classes
Dec 16-21	In class Holiday Performances	May 29-31	Spring Recitals (Tentative dates)

## REGISTRATION

- Registration requires submitting payment for the 1st month's tuition and annual membership fee. The non-refundable fee is \$60 for new students and \$45 for returning students.
- A liability release accepted online by a parent is required before a student participates in a trial class or is officially enrolled at Studio 3.
- The registration process must be completed online at [studio3dance.com](http://studio3dance.com).
- Rollover Membership will be offered in the spring of 2025 at a discounted rate for returning members who commit to enrollment for the next season. Info available in the spring of 2025.

## TUITION FEES & PAYMENTS

- Tuition rates are for the full season (August through May), not by the number of classes in the month.
- Tuition is not prorated for absences, holidays, or cancellations due to bad weather or governmental advisory.
- A credit card on file is **REQUIRED** for all accounts. Credit card information is securely saved on your Studio Director family portal.
- After registering (paying for August tuition or 1st month's tuition and membership fee), monthly tuition (September-May) will be paid automatically with the debit or credit card saved to your account. To avoid having the card on file charged, pay by cash, check, or a different credit or debit card by the 25th of the previous month.
- Tuition for April (April 1) and May (April 15) are both due in April.
- Accounts not paid within terms are subject to a \$15 late fee for payments made after the 10th of the month.

- It is your responsibility to change expired or compromised credit card information online or with the front office.

## FAMILY DISCOUNTS

- There is a 5% tuition discount for siblings on the smaller tuition amount. There are also registration and recital fee discounts for 2nd and 3rd children in the family.

## REFUNDS/CREDITS

- Refunds are only issued if Studio 3 cancels a class due to low enrollment and a suitable alternate option isn't available.
- Credits will be applied to tuition or fees within the current season.

## ATTENDANCE, ABSENCES, & MAKE-UP CLASSES

- Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class.
- If your student must miss class, please report absences to the studio by phone (972) 964-3838 or email: [studiothree.danceoffice@gmail.com](mailto:studiothree.danceoffice@gmail.com)
- Students have the opportunity to make up any missed classes *within 30 days however, makeups are not allowed in recital classes after March 1* You may schedule make-ups at the front desk, by phone or using the above email.

## CLASS CHANGES & WITHDRAWAL FROM CLASS

- All class changes should be made with the receptionist or director in person at the front desk, by phone, or by email.
- If it becomes necessary to withdraw from a class at any time, **withdrawal must be submitted in writing with a 30-day notice.**

## INCLEMENT WEATHER POLICY, HOLIDAY CLOSINGS, & GOVERNMENT ADVISORY

- Studio 3 will follow the lead of Plano ISD concerning weather-related closings. If PISD is closed OR cancels after school activities, Studio 3 will be closed.
- Studio 3 will be closed Labor Day, PISD's October Break, Halloween, Thanksgiving Week, PISD Winter Break, and PISD Spring Break. We are open on MLK Day and President's Day.

## SAFETY

- The studio lobby is open for drop off and pick up, and for parents with young dancers.
- Please do not drop off dancers more than 5-10 minutes before class time and pick up promptly as class ends.

## SPRING RECITAL

- We end our season with a professional Spring Recital. Dance is a performing art and we encourage, but do not require participation.
- There will be a form to complete and turn in at the front desk no later than October 1st if you do not wish to have a costume ordered.
- Spring Recital dates are tentatively set for May 30 - June 1.
- Specific show assignments will be published in late March.

## COMMUNICATIONS

- We will keep you informed and up to date via monthly newsletters, emails, Facebook, Instagram and our S3D App.