



# STUDIO POLICIES 2022-2023

Aug 9	Classes Begin	Dec 17	Last Day of Fall Semester Classes
Sept 4, 5, 6	Labor Day Weekend Closed	Dec 19 - Jan 2	Winter Break Closed
Sept 15	Recital Costume Deposit	Jan 3	Classes Resume
Oct 10 - 11	PISD is closed, S3D is OPEN	Jan 15	Recital Fee DUE
Oct 15	Recital Costume Balance	Jan 23-27	Winter Wonderland Week
Oct 22	Trunk of Treat S3D parking lot	March 6-11	Spring Break Closed
Oct 24 - 29	Halloweek Dress Up for Dance Class	April 9	Easter Holiday Closed
Oct 31	Halloween Closed	May 1 - 6	Recital Costumes handed out in class
Nov 21 - 26	Thanksgiving Week - Closed	May 25	Last Day of Spring Semester Classes
Dec 12-17	In class Holiday Performance	May/June - TBD	Spring Recitals

S3D reserves the right to deliver class content via an online system in the event that classes are not able to be conducted live for any reason but not limited to: weather, teacher absence, or governmental advisory.

## REGISTRATION

- Registration requires paying for the 1st month's tuition and annual membership fee. The non-refundable fee is \$50 for new students and \$35 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).

## 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 pro-rated 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 registration 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.
- April and May tuition 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.
- There is a \$25 charge for returned checks.

## 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 the same month. You may schedule a make-up with the front desk between 3:30pm -7:30pm Mon - Thurs.

## 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, Halloween, Thanksgiving Week, PISD Winter Break, PISD Spring Break, Easter weekend, and Memorial Day.

## SAFETY

- The studio lobby is open for drop off, pick up and for parents with young dancers.
- Parents will drop off dancers no more than 5 minutes before class begins at our main entrance and pick up promptly as class ends.
- We are mask optional for students and staff.
- Hand sanitizer will be available and enhanced cleaning on a regular basis.
- Dancers should bring necessary dance shoes and a water bottle to the studio for class.

## SPRING RECITAL

- We end our season with a professional Spring Recital. Dance is a performing art and we encourage, but do not require participation.
- Spring Recital dates are TBD.
- Specific show assignments will be published in March.

## COMMUNICATIONS

- At Studio 3, we will keep you informed and up to date via monthly newsletters, email, Facebook, and Instagram and our Studio 3 Dance App