



STUDIO POLICIES 2021-2022

Aug 9	Classes Begin	Dec 18	Last Day of Fall Semester Classes
Sept 4, 5, 6	Labor Day Weekend- Closed	Dec 20 - Jan 3	Winter Break Closed
Oct 19-24	Recital Costume Measurements	Jan 4	Classes Resume
Oct 25 - 30	Dress up for class	Jan 15	Recital Fee DUE
Oct 30	<i>Trunk or Treat</i>	March 7 - 12	Spring Break Closed
Nov 13-14	<i>SNOW QUEEN WINTER BALLET</i>	April 17	Easter Holiday Closed
Nov 15	½ Costume(s) Fee DUE	May 2 - 7	Recital Costumes handed out in class
Nov 22-27	Thanksgiving Week - Closed	May 26	Last Day of Spring Semester Classes
Dec 15	Costume(s) Balance DUE	May - TBD	Spring Recitals

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.
- Credits will be applied to tuition or fees within one year.

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 e-mail: studiothree.danceoffice@gmail.com
- Students have the opportunity to make up any missed classes within the same month virtually only. You may schedule a make-up with the front desk between 2:00-8:00pm Monday - Thursday.

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. Class changes cannot be made online or with individual teachers.
- 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, 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 observation weeks posted monthly.
- Parents will drop off dancers 2-3 minutes before class begins at our main entrance, door # 1, and pick up promptly as class ends.
- We are mask optional for students and staff.
- 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 TBD.
- Specific show assignments are published in March.

COMMUNICATIONS

- At Studio 3, we will keep you informed and up to date via monthly Newsletters, Email, Facebook and Instagram. We will have a Studio 3 Dance App available in September.
- We are happy to answer any questions you may have regarding your dancer or our programs. Let us know how we can help!

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 including but not limited to: weather, teacher absence or governmental advisory.

REGISTRATION

- Registration requires paying for 1st months tuition and annual membership fee. The non-refundable fee is \$45 for new students and \$30 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.

TUITION FEES & PAYMENTS

- Tuition rates are for the full season (August through May) not by the number of classes in the month.
- There are no pro-rations for absences, holidays or cancellations due to bad weather or government advisory. Make-ups can be scheduled through the front office.
- 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 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 month prior.
- Tuition will be debited or charged to your credit card on file the 1st - 3rd of each month unless another form of payment is received prior to 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