

## Charisma Studio Policies:

**Our main season runs from September through May** with a summer session which runs through June and July.

**Each non-company student** is invited to participate in at least 2 recitals. One is in December and the other one is the end of May. Company members will have additional performances plus competitions. (Please refer to our Company Disclosure Statement which also must be signed in order to participate on a company) We will plan on all student participating with us for the full 9-month season unless extenuating circumstances arise.

**All students/families are required to fill out an annual registration form/waiver for each student to make sure we have updated information each year.** Registration can either be done on our website, or paper forms can be found at the entrance of either studio. Paper forms can be emailed to [charismadancestudio@gmail.com](mailto:charismadancestudio@gmail.com) or left in one of our payment boxes located at the entrance to either studio. All students must have a registration form/waiver filled out by the 2<sup>nd</sup> week of classes in order to continue in classes or to be included in choreography.

**An annual registration fee** of \$25 per student is due at the beginning of each year. Additional family member's registration fee is \$15 per student. With this registration fee each student will receive either a Charisma dance bag or Charisma t-shirt. Pick yours up at the Main St Boutique!

**Tuition is due on the first of each month and late after the 15<sup>th</sup>.** After that time, a \$10 late fee will be applied. We encourage everyone to consider being on auto-pay to avoid late fees. **All fees must be caught up by the end of each month for a student to be able to be enrolled in the following month.**

**Non-Company dancers' additional fees.** Non-company dancers will have at least one costume fee of \$60 and 2 recital fees of \$60 per family. With the recital fee you will receive 6 free tickets to the recital plus a free DVD. The December recital fee is due no later than November 15<sup>th</sup> and the May recital fee is due no later than April 15<sup>th</sup>. This fee allows for 6 free tickets per family plus a free DVD of the recital. Additional tickets will be available at the door for \$10 (age 13 to adult) & \$5 (age 3 to 12yrs) This cost goes to pay for the use of the auditorium, insurance, props, custodians, technicians, programs, and a DVD of the recital for each family.

**Company fees** (which includes costume and competition fees will be broken into 3 equal payments due on Sept 15<sup>th</sup>, Oct 15<sup>th</sup> and Nov 15<sup>th</sup>.) Fees not paid by these deadlines will be subject to late fees. Dancers who have not paid their fees in full by Nov 15<sup>th</sup> may be taken out of choreography and participation in classes. Company dancers will also have one or 2 recital fees in addition to their costume and competition fees.

**We must receive a 30-day written notice if a student needs to withdraw from classes.** All fees leading up to that 30-day period cannot be refunded.

**Tuition is based on a 9-month period** with equal payments due on the first of each month. You will not be charged an additional amount when there are 5 weeks in a month and there are no discounts for holidays.

### **Here are the holidays we observe:**

Halloween Oct 31 (Only evening classes excused)

Fall Break

Thanksgiving weekend (Wed Nov 21<sup>st</sup> to Friday Nov 23<sup>rd</sup>)

Christmas Dec After our Recital with classes resuming Jan??

Spring Break

### **Forms of Payment**

**Auto-pay payments.** You can either fill out an auto-pay form (available at the entrance to either studio) or download it from our website. These forms can be either emailed to [charismadancestudio@gmail.com](mailto:charismadancestudio@gmail.com) or left in one of the payment boxes at either studio. Auto-pay draws will happen around the 15<sup>th</sup> of each month. All fees will be deducted automatically if not paid by the 15<sup>th</sup> of each month.

**We do not accept credit card payments at our boutique office, but you may use your credit card with our Auto-Pay option.**

**Cash payments** can be made either in person at the boutique office at the Main St Studio or by placing cash in an envelope with the student/family name and leaving it in one of the Charisma Studio payment boxes at the entrance of each studio.

**Check payments** made out to Charisma Studio can also be paid at the Main St Boutique office or left in one of the payment boxes. (Please always identify your student/family in the memo)

**Venmo payments** should be sent to charisma-studio (the name *Tresa Anderson* may also show up with your Venmo payment)

**Online payments** are available on our website [www/charismadancestudio.com](http://www.charismadancestudio.com)

**We have provided these multiple forms of payment to accommodate you so your payments can be made on time.**

**Charisma Studio will offer a 7% discount on annual tuition only** that is paid in full with cash or a check by September 15th. No other advance payment discounts are available after this date.

#### **Additional Studio Policies:**

**Only water bottles are allowed in dance rooms.** Gum is not allowed by students at any time, during classes and especially not during performances! Snacks are only allowed in the student lounge of the Main St Studio or next to the cubbies in the 900 S Studio. Please do not send your dancers with the following as they cause huge messes: uncooked packages of Ramen Noodles, popcorn, or unshelled sunflower seeds.

**Small children** (who are not involved in a class) must be accompanied by an adult at all times. Children under 6 years old must be picked up immediately after classes or supervised by an older student. Teachers are not able to monitor them.

**Parents observing classes** must be OK'd by the teacher of that class and otherwise will need to remain in the observation locations provided. Please never bring little siblings into classrooms while in session as this is a huge distraction.

#### **Proper dance wear is required for all students!**

##### **All required dancewear is available at the Main St Boutique**

**Ballet Students: Girls MUST ALWAYS** wear a leotard, pink tights and pink split-sole ballet slippers. Boys wear black tights/leggings, with a white or black t-shirt and black split-sole ballet slippers. Pointe shoes may apply to advanced level students. Younger children in ballet combo classes can wear skirts with their leotards.

**Jazz, lyrical, contemporary, tap, and tumbling students** can wear a fitted top or leotard with dance shorts, or leggings. They may also wear toe undeez or half-sole slippers to technique and choreography classes.

**For dancers who go back and forth from ballet to other styles of dance:** Parents please encourage your dancers to wear their leotard and tights to all styles of dance and just add tops, shorts or leggings for other styles to avoid wasted time changing clothes during classes. (This has been a big problem in the past.)

**Hip Hop Classes:** Particular dance wear is not specified for hip hop except dancers should always wear sneakers to hip hop! Please check the soles of your sneakers to make sure they are clean and have no rocks embedded in the soles.

**Attendance to all classes is vital** in order for dancers to improve and be prepared for performances. Also, since classes are based on group participation those who miss classes waste the time of others to get caught up while they were gone. Please support your dancers to get to their classes. There are no discounts for missed classes, but make-ups may be available or private lessons may be necessary to get them caught up.

---