

# Misty's DANCE UNLIMITED

980 12TH AVE. SO., ONALASKA, WI 608/779-4642

...more than just great dancing!

## STUDIO POLICIES

Please read these policies carefully as many have changed from last year.

### Registration

Personal Registration will take place at the following times:

#### Saturday, April 30 from 8am-Noon:

Children's Classes, Boy's Only Classes, Hip Hop, Musical Theater, Steps of Praise (2nd and 3rd grade) and Home Schoolers

#### Saturday, June 5 from 8am-Noon:

Graded Levels I & Up, Hip Hop, Lyrical, Pointe, Teen Classes, Dance Team, Musical Theater, Steps of Praise (4th grade and Up) and All Performing Groups

You may also mail or drop off your completed registration form, registration fee, and your first and last month's tuition to: Misty's Dance Unlimited, 980 12th Ave. So., Onalaska, WI 54650. We will send a written confirmation of your enrollment.

**Enroll early** - classes fill up fast and class size is limited!

### Tuition Fees & Payments

★ Tuition rates are for the full season (September-May, including studio holidays), not by the number of classes in the month. A full season of dance includes a minimum of 32 lessons. Tuition fees are paid monthly.

★ After registering (paying for September and May lessons and your registration fee), monthly tuition (October-April) must be paid by automatic bank account debit or automatic credit card payment. Tuition will be debited from your account (or charged to your credit card) on the 1st day of each month (October-April). Only tuition fees may be paid by auto-debit or credit card. Recital costumes will be paid separately on November 1. **PLEASE NOTE:** There will be a 3.5% fee credit & debit card payments to cover the fees charged by those companies.

### Tuition Discounts

★ Additional students residing in the same household enrolled at an equal or lesser tuition cost will receive a 20% discount.

### Unlimited Dancer

★ Serious dancers are encouraged to enroll as Unlimited Dancers. Benefits include tuition discounts, taking lower level ballet classes en pointe, trying a higher level class (up to 5 times per year), and choice of free T-shirt. See tuition schedule for pricing.

### NSF Payments

★ NSF on paper checks, auto-debit, or auto-charge payments will incur a \$20 NSF fee which will be paid at the front desk along with the tuition.

### Withdrawal From Classes

★ There is a two month minimum for all lessons. One-month notice from the first of the month is required to discontinue any payments. To withdraw a parent must: 1) inform the studio in person, and 2) complete and sign a withdrawal form. All automatic bank debiting or credit card charges will stop after the one-month notice period.

### Rescheduling and Substitution

★ MDU reserves the right to provide a substitute teacher if the regular teacher is ill or is otherwise unable to teach. MDU reserves the right to reschedule or combine classes.

### Refunds/Credit Vouchers

★ Refunds are only issued when MDU cancels a class due to low enrollment.

★ Credit vouchers will be issued when the student initiates the schedule change. Vouchers may be applied to any MDU tuition or fees and must be used within one year.

### Class Transfer/Change

★ Changing class sections is allowed within one week of registration without a fee. There is a \$10.00 charge for changes or cancellations made after the initial registration period (one week after registering).

### Attendance

Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. Students may make up missed classes until April 1. If you miss more than two of the final eight classes before recital you may be dismissed from participating in the recital routine at the discretion of the teacher.

### Communications

At MDU we go to great lengths to keep you informed and up to date.

- ★ "Spotlight Newsletter" - Sent by email bi-weekly.
- ★ "Recital Guide" - Printed and available at the front desk by February 1.
- ★ Conferences - For students in our Graded Technique Program.
- ★ Questions - We are happy to answer any questions you may have regarding your dancer or our programs. Let us know if we can help you in any way!

### 2011-2012 Calendar (Classes Begin Sept. 6)

October 27-29	No Classes	March 19-24	Open House
November 1	Costumes Fees Due	April 4-10	Easter Break
November 21-26	Thanksgiving Break	May TBA	In Class Dress Rehearsals
December 12-17	Open House	May TBA	On Stage Dress Rehearsals
December 18	Christmas Social	May TBA	Annual Recitals at Viterbo
December 19-31	Christmas Break		

### Open House and Observation

The last 10 minutes of the last lesson of each month is open to observation. During our Christmas and Spring Open House, you are invited to be our guests in the classroom for the entire lesson. Other observation is at the teacher's discretion. We ask that you observe quietly, that cell phones and pagers be turned off, and that siblings are monitored and quiet during observations.

### Inclement Weather Policy

In the event of inclement weather, a message will be left on the studio answering machine after 2:00 p.m. regarding the status of classes. An email will be sent as well. Please note that we do not necessarily follow school closings as roads are often cleared by the time studio classes begin. Any cancelled classes may be made up on your own time from our regular schedule of classes. In the event there is not a make up class available, a replacement class will be scheduled.

### Christmas Social

Every year we finish our first semester of classes with a fun and informal program—the Christmas Social. Approximately one third of our students participate each year. Proceeds from this event are donated annually. Participating classes include: Mommy & Me, Tippy Toes, Kidlets, Steps of Praise, Man-in-Motion and more! Proceeds are used to send upper level dancers to Dance Revolution which is a Christian-based youth conference.

### Costume Orders/Exchanges

- ★ All classes have a costume unless noted on the "Class Details" page.
- ★ Costume payments (in full) are due November 1 and are not refundable after November 20. Costumes are ordered over Thanksgiving break. Costumes will not be ordered unless payment is received in full.
- ★ Students are measured for costumes in November and they will be delivered in Jan.-March. If a costume does not fit, we are able to exchange within one week of receiving it at no cost to you, if it is returned in its original packaging. After that week, there may be additional shipping/handling fees and/or limited availability.
- ★ Costume orders require a parent signature at the front desk.

### Recital

Each May, we end our season with our fully-staged, professional Spring Recital at the Viterbo Fine Arts Center. We encourage, but do not require, participation. Recital times are printed in the October newsletter, and mandatory dress rehearsal dates are printed in the January newsletter. Specific rehearsal times are printed in the March newsletter. Special requests to adjust rehearsal times are accepted until February 1. We attempt to accommodate every school's activities while meeting the technical demands of the show. Our priority is to prepare your children for the performance experience of a lifetime!

**Signing this policy page informs us that you have read, understand and agree to abide by these policies.**

Parent's Signature

Date