

# 2023-2024 POLICIES & PROCEDURES

**\*Ballet Spartanburg follows all updated CDC and DHEC guidelines.**

## Student Entrance & Dismissal Procedures

At Ballet Spartanburg, we always strive to look out for the best interest and safety of our students. To this end, we want to remind you that the Chapman Cultural Center is a public building, as are the parking lots.

### **Drop Off:**

- Students will be walked to the PLAZA ENTRANCE DOOR/MONTGOMERY BUILDING for all classes
- **ONLY** parents of children ages 3 and 4 are allowed to enter the building and must remain socially distanced in the hallway.

### **Pick up:**

- Parents will pick up all students at the FRONT SIDE DOOR (all classes will end 5 minutes early for barre cleaning)
- Teachers will walk all children ages 5-11 to the front side door where parents will **promptly** meet their child.

## **CFDE General Policies and Procedures:**

- Prior to class, recommended bathroom usage is the Carlos Mosely Building public bathroom
- All students must be registered for classes 48 hours prior to attending
- All students are to come dressed in their uniform
- All Center for Dance Education classes are closed classes. Parent Observation dates are posted on the CFDE calendar.

## Missed Classes

**There will not be any tuition adjustments made for missed classes. Missed classes may be made up in another class of the same or lower level. Tuition is based on the annual program and broken into payments for your convenience. It is not based on how many classes per month are taken. If a student is going to miss a class we request that you call or email our office.**

## Dropping/Adding a Class

- **A written or email notice must be given to the Ballet Spartanburg office.**
- The office must be informed of the drop or added class prior to the next tuition payment becoming due.
- Payee is responsible for tuition payments until written notification is received of a student dropping a class and will be effective the following month.
- **Please be sure you notify the office, not your dancer's instructor. The office will inform the instructors.**

## Withdrawal from Ballet Spartanburg

- Official withdrawal must be made in writing via the **Class Withdrawal Form**, found on our website and submitted via email to the office.
- Payee is responsible for the payment of tuition until an official withdrawal is made.
- **Withdrawal will be effective the following month.**

## Tuition Payment Options

- **Paid in full:** Tuition may be paid in full. (10% discount, tuition only, if paid in full by August 19, 2023)
- **Semi-annual:** Two Installments per year. (5% discount, tuition only, if paid by due dates) 1st installment is due by August 19, 2023. The 2nd Installment is due by January 2, 2024.
- **Monthly Auto-draft:** Tuition payments can be automatically deducted monthly from a credit or debit card provided. **Tuition is calculated on an annual program rate and broken into payments for your convenience. It is not based on how many classes per month are attended; therefore the monthly amount may not be pro-rated.** First payment is due **September 1, 2023**. Thereafter, payments will be deducted during the first week of each month starting October 1, 2023.
- **Monthly Payments:** 9 monthly installments beginning September 1, 2023. Payments are due on the first of each month and can be paid with check, cash, or credit card. The payment can be paid online via the emailed invoice, placed in the secure drop box located outside the office door, or in the office. **Tuition is based on the annual program and broken into payments for your convenience. It is not based on how many classes per month are taken.**
- **There will be a \$20 late fee for payments received after the 10<sup>th</sup> of each month.**
- **There is a \$30 fee for a returned check.**
- **Tuition does not include registration fees, production fees, or recital fee.**

## Overdue Accounts

Dancers will not be allowed to take any classes if payment is two months overdue and parent has not contacted accountant or Executive Director about payment. After two invoices have been emailed and we have tried to contact, an email will be sent that students can return to class after payment is made. Payment options can be discussed with Executive Director if needed. The Center for Dance Education relies on our tuition fees to operate the school efficiently, so that the students receive top quality dance education. We appreciate your timely payments, your business and cooperation.

**Parent Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

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