

IMPACT CREATIVE ARTS ACADEMY

STUDIO HANDBOOK

RULES & CODE OF CONDUCT

- Dancers are expected to be at class on time and appropriately dressed in proper dance shoes.
- Parents are welcome to observe classes through viewing windows only. Studios are for staff and studios only.
- For safety purposes, no running around in studios and no tumbling or dancing in waiting areas.
- Please do not enter the studio spaces unless attending a class.
- Students must remain on the carpeted waiting areas until invited into class by teachers.
- Students may not enter studios while another class is in session.
- In an effort to preserve the studio floors, no food or drink (except water) is permitted inside the studio spaces. Food is allowed **ONLY** on the carpeted waiting areas.
- Please place all trash and empty water bottles in trash cans after class.
- No chewing gum in class.
- No phones allowed during class time. They must be put away at the start of class.
- No jewelry permitted for dancers. (Stud type pierced earrings are allowed.)

STUDIO REGULATIONS

- The Studio reserves the right to change the schedule and/or teacher as necessary.
- The Studio is not responsible for lost or stolen items.
- The Studio is not responsible for students leaving the facility without proper accompaniment.
- Parents/Guardians of younger students (ages 4 and under), please do not leave the premises while your child is in class.
- The risk of injury exists in any physical activity. The Studio cannot be held responsible for personal injury.
- By signing the registration form, parents/guardians have given permission to use class or performance photographs for the marketing of Impact Creative Arts Academy.
- Taking photos or videos during class time and recitals is very distracting for students, including those not being photographed/filmed, and thus such activities must be limited to observation days only.
- Impact Creative Arts Academy reserves the right to dismiss or refuse classes to anyone who does not comply with these rules or who otherwise in our judgment disrupts the harmony and reputation of the Studio.

TUITION

- All families must have a credit card on file. We will run "auto pay" on the 5th of each month. However, tuition may also be paid via cash or check. If paying by cash or check, please pay before the 1st of the month to avoid "autopay" charge.
- Tuition is due the 1st of every month. A reminder statement will be emailed on the 5th of the month.
- Tuition rates are for the full month. Some months will have fewer days, and some will have more. This is factored into the tuition rates. We do not pro-rate tuition for students joining class in the middle of the month. There are no refunds for classes dropped after autopay has been drafted.
- Tuition must be current for your dancer to receive their recital costume and to perform in the spring recital.
- Withdrawal from class must be made in writing before the 1st of the month to avoid autopay.
- **We do not offer refunds under any circumstances.**

CLASS TRANSFER/CHANGE

- Changing class is allowed within the first month of class. Changes will not be allowed after this time.

ATTENDANCE

- Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class. We do not offer makeup classes for students who miss classes for illness, vacation, etc.

PARENT OBSERVATION

- There is an observation window for parents to observe class through the year. No parents allowed to sit in class. This is to keep the dancers focused on their instructors.

INCLEMENT WEATHER/INSTRUCTOR ILLNESS CANCELLATION POLICY

- If Dorchester District 2 schools are canceled due to inclement weather, Impact will also be closed. A message will be left on the studio answering machine after 1:30pm regarding status of classes. We will also post on BAND app. We will do our best to cover classes due to teacher illness but will notify as soon as possible via BAND app or email if a class is cancelled due to teacher illness. We will offer makeup classes for any classes cancelled due to instructor illness.

COSTUMES AND RECITAL

- All classes have a costume unless otherwise noted. Costumes MAY include all accessories (hats, gloves, etc.), but there may also be additional charges for tiaras, tights, etc.
- Costume deposits are due as follows. \$20 deposit PER COSTUME due on September 15th, October 15th, November 15th, and the costume balance due on December 15th.
- Costume deposits and fees are non-refundable. Costumes will not be ordered unless payment is received in full. Additional fees will be charged for costumes ordered late.
- Dancers will be measured prior to costume orders. Parents are responsible for any fees associated with costume exchanges, if needed.
- All costumes must be paid in full prior to pick up. Costumes and all outstanding balances for the season (including tuition) must be paid in full prior to costume pick up.
- There will be a non-refundable \$115 recital fee per family due on January 15th. (includes t-shirt, recital video & 2 tickets). There is also an expense of any additional recital tickets. Tickets are approximately \$15-20 per person. Our spring recital will take place in May (date, time, & location TBA.) There will be a mandatory dress rehearsal (Date TBD.)

COMMUNICATION

- All information will be sent via private Band Group App. After registering for each class, parents will receive a link to join. Please be sure to turn on notifications for the BAND app to receive information.
- Studio hours are from 3:30 pm to 8:00 pm Monday – Thursday.
Office hours from 10:00-12:00 Monday-Friday.
Impact is closed Saturday and Sunday.
Studio phone 843-419-6766
- For questions and concerns please email tiffany@impactCAA.com