

**MULFORD DANCE STUDIO  
2017-2018 Dance Season**

Parent/Student Policies

Handbook 2017-2018

Tuition, Fees, Refund Policy

Dress Code and Class Attire

2017-2018 Calendar

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**POLICIES HANDBOOK**

**2017-2018 Season  
begins Thursday  
September 7th,  
2017! We offer a  
full season  
September through  
June or 6 Week  
(non-recital)  
Courses!**

## TUITION & FEES FOR 10 INSTALLMENT ACCOUNTS

**10 Installment plan can be paid by auto-debit or non-auto debit.**

Length of weekly class[es]	Monthly fee		10 Installment Plan Fees	
30 min class	\$60			
45 min class	\$62		2 ¾	\$154
1 hour	\$66		3 hours	\$165
1 ¼	\$80		3 ¼	\$174
1 ½	\$93		3 ½	\$183
1 ¾	\$107		3 ¾	\$191
2 hours	\$120		4 hours	\$200
2 ¼	\$131		1 <sup>st</sup> + 10 <sup>th</sup> Installment due at Registration. NO REFUNDS ON THE REGISTRATION FEE. THE 1 <sup>ST</sup> + 10 <sup>TH</sup> INSTALLMENTS ARE NOT REFUNDABLE AFTER 9/10/17. 3 <sup>rd</sup> Installment due 1 <sup>st</sup> of October and the 1 <sup>st</sup> of the every month through May 2018. For more hours please see front desk. Monthly Installments are due the 1 <sup>st</sup> of each month.	
2 ½	\$143			

**IF YOU GIVE US YOUR CREDIT CARD INFO, YOU ARE AUTOMATICALLY PLACED ON  
 AUTO-DEBIT.  
 WE ARE OFFERING A DISCOUNT FOR FAMILIES CHOOSING TO PAY BY THE AUTO-  
 DEBIT 2 AND 4**

<b>AUTO-DEBIT 2 and 4 Installment Plan Fees and Other Fees</b>			
<b>Length of class</b>	<b>4 Installment Plan</b> [3% discount] <b>Due dates listed below</b>	<b>2 Installment Plan</b> [4% discount] <b>2<sup>nd</sup> payment due Jan. 7<sup>th</sup>, 2018</b>	<b>Yearly Installment Plan</b> [5% discount] <b>Payment due at registration- no later than 9/15/17- MUST BE PAID IN CASH OR CHECK- NO CC FOR FULL YEAR PAYMENT</b>
30 min class	\$145.50	\$288 per payment	\$570 one time fee
45 min class	\$150 per payment	\$299 per payment	\$589 one time fee
1 Hour Class	\$160	\$317	\$627
1 ¼ Hour class	\$193	\$382	\$755
1 ½ Hours	\$226	\$447	\$883
1 ¾ Hours	\$258	\$511	\$1012
2 Hours	\$291	\$576	\$1140
<b>Registration Fee</b>	\$30 per student, \$35 per family	For more hours check with front desk	
<b>Costume Fee</b> [Recital is optional]	Initial Costume Payments will be taken out automatically between 11/15/17- 11/20/17  No costume refunds after 12/1/17		
		<b>COSTUME FEES:</b> <ul style="list-style-type: none"> <li>• AGE 2-6 \$70.</li> <li>• TRIPLE COMBO 1 ½ HR CLASS- \$110. [3 COSTUMES IN ONE]</li> <li>• Hour classes- \$75 av. – some teen costumes up to \$95</li> <li>• Specialty costumes vary- \$75-\$120 ex. some Teen classes, company classes, adults</li> </ul>	
		<b>ALL STUDENTS RECEIVE A COLLECTOR'S PIN!</b>	

## 2017-2018 4-Installment Plan Due Dates

2017-2018 Season <b>4-Installment Plan</b>	Charges	Due Date
Installment 1	Tuition and Registration Fee	At registration
Installment 2	Tuition and Costume Fee	11/1/17
Installment 3	Tuition	2/1/18
Installment 4	Tuition	5/1/18

## Studio Policies & Important Information

### PAYMENTS & REGISTRATION

1. 2 or 4 Installment plans must be on Auto-Debit.
2. There is a \$30 registration fee per student. \$35 for a family of 2 or more.
3. Installment 1 and 10 and the registration fee must be paid at time of registration. The Registration fee is not refundable.
4. After 9/10/17, the 1<sup>st</sup> + 10<sup>th</sup> Installments are non-refundable and gym insurance fee is non-refundable.
5. **Late Installments are not acceptable.** FOR the 10 INSTALLMENT PLAN- Tuition is due on THE FIRST OF EACH MONTH. After the 10<sup>th</sup> of the month there will be a \$10 late fee for unpaid tuition. Students two months or more behind in tuition will not be permitted to take class.
6. **COSTUME PAYMENTS-** will be taken out automatically for everyone on auto-debit.
7. There is a \$30 fee for any returned checks. After the second returned check, all future Installments must be in cash or by credit card
8. No student will perform in the recital unless his or her account is up to date.
9. Family Discount- Students (brothers/sisters) in the same **household** may combine their hours for the greatest savings.
10. Adult Students/Adult Children must have separate accounts.

# ***6-Week NON-RECITAL Courses!***

## ***We are offering:***

Non-recital Dance Classes for kids and adults.

**Each course is only \$75. No registration fee.**

Sign up at least one week prior to start date of each course. We must have at least 5 students to hold a course.

Types of classes being offered are:

Kid's Classes in All By Myself, Creative Dance, Ballet, Tap, Jazz, Hip-Hop, Boys'

Hip-Hop, Ballet/Tumble, Hip-Hop/Tumble

Adult Dance in Tap and Hawaiian

Adult Fitness in Red Hot POUND

Mommy and Me [or Daddy!] Classes

## **FALL TUITION POLICIES\*\*\* please read!**

### **Fall season 2017-2018 Sept-June TUITION TERMS AND CONDITIONS FOR AUTO-DEBIT BILLING.**

10 Installment Plan Option: The 1<sup>st</sup> and 10<sup>th</sup> Installment is DUE at Registration and then starting with October, on the 1<sup>st</sup> lesson of each month through May. Fees will be collected automatically onto your card on file between the 1<sup>st</sup>-5<sup>th</sup> of each month. Once tuition has been charged you are responsible to pay for that month whether you attend classes or not. NO REFUNDS will be given for classes not attended. Makeup classes are optional. Tuition stays the same whether it is a 3, 4 or 5 week month.

Fees are calculated on an annual basis and divided into 10 installments. Holidays have been accounted for so there will be no refunds for holidays. If you have not paid by the 10<sup>th</sup> of the month, you will be charged a \$10 late fee.

**THERE ARE NO TUITION REFUNDS!**

# CALENDAR OF IMPORTANT DATES AND EVENTS

Event/Holiday		
Fall Classes begin	Sept. 7 <sup>th</sup> , 2017	Fall Classes begin! ☺
FREE Family Halloween Party	Oct. 28 <sup>th</sup> , 2017	2-4pm Sign up at front desk
Halloween	Oct. 31 <sup>st</sup> , 2017	Closed
Thanksgiving Break	Nov. 22 <sup>nd</sup> -26 <sup>th</sup> 2017	Closed
Mt. Ephraim Holiday Parade for ALL students	Dec. 9 <sup>th</sup> , 2017? Waiting on confirmation of date	ALL Mulford students are welcome to participate. Please sign up by 11/19/17
Winter Celebration Family Week	Dec. 4 <sup>th</sup> -9 <sup>th</sup> 2017	Open- families welcome to observe classes
Christmas Break	Dec. 22 <sup>nd</sup> 2017 – Jan. 2 <sup>nd</sup> , 2018	Closed
Re-Open	Jan. 3 <sup>rd</sup> , 2018	Re-Open for 2018
Easter break	March 30 <sup>th</sup> -April 3 <sup>rd</sup> , 2018	Closed
Student Appreciation Week	May 7 <sup>th</sup> -12 <sup>th</sup> , 2018	We appreciate You!
Memorial Day	May 25 <sup>th</sup> - 28 <sup>th</sup> , 2018	Closed
Rehearsals at Triton	tba	June 4 <sup>th</sup> +5 <sup>th</sup> , 2018
Recitals at Triton	tba	June 7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> , 2018
We have the right to change or update any information in this brochure at any time.		

## DRESS CODES

A dress code will teach students discipline, helping with overall focus and energy. By “dressing the part” dancers will feel like dancers. Dress codes can also create unity among the dancers instead of causing a few dancers to stand out, much like a school uniform policy. Safety is another reason as jeans, belts, or other improper clothing may cause injury to the dancer. Dress codes go a long way in minimizing distractions and help give classes a unified look.

- **Mommy & Me:** Comfortable clothing. Bare feet, socks or ballet shoes. Dancewear may also be worn.
- **Gym/Tumbling :** Any color leotard and tights. Tights should be footless.
  - **Hip Hop:** T-shirts, shorts, sweats or dance pants. **NO JEANS or street clothes.** Cargo pants and khaki pants are not acceptable. Sneakers are required.
  - **Young Dancers ages 2-6:** Pink leotard and pink tights. Ballet + Tap shoes required. A ballet skirt is fine.

- **Tap:** Solid colored leotard and tights or dance pants. Tap shoes required.
- **Ballet:** Solid colored leotard and pink tights. A ballet skirt, leg warmers and other teacher-approved cover-ups allowed. Ballet shoes for ballet required. Dance Paws for Lyrical required.
  - **Pointe-** same attire as ballet and pointe shoes required.
- **Jazz:** Solid colored leotard and dance pants/capris. Teacher-approved cover-ups. Jazz shoes, ballet shoes or bare feet acceptable.
- **Contemporary/Lyrical:** Solid colored leotard and dance pants/capris. Teacher-approved cover-ups. Bare feet.
  - **Hawaiian:** comfortable clothing, bare feet

**For all classes, hair must be pulled back neatly in a bun or a ponytail.**

**No jewelry should be worn at anytime.** This includes rings, earrings, bracelets and necklaces. Small stud earrings are acceptable. Jewelry is an accident waiting to happen. Please advise your child to leave jewelry at home as they will be asked to remove it before class.

## COSTUMES

**Costume fees will be collected NO LATER THAN December 1st. All tuition must be current before receiving costumes.**

## CLASS ATTENDANCE

**Low Attendance.** If there is only one student present for a particular class, the student will receive a partial private lesson for that day depending on the age of the student. Please note - if the student does not want to take the class by themselves, the class will be canceled and will not be rescheduled and the student may take a make-up class. A partial class will be half of the regular length of class. *We reserve the right to cancel any class during the session (i.e., remove it from the schedule) if the class has no more than eight students registered.*

**Tardiness.** Students are expected to arrive at the studio with sufficient time to prepare for class. Hour classes- **If a student is 15 minutes late to class, it is the teacher's decision whether or not they can still participate.** Students should go to the barre and warm-up on their own for a few minutes before participating in the class. This is a safety precaution; a student entering into a class without being properly warmed up is at risk for injury [hour classes].

**Absences.** If a student misses four classes in a row without notifying the studio, the student will not be allowed back in the class without first receiving permission.

**Make-up Classes.** If a student misses class they can choose to make it up in another class appropriate to their age and level. It does not have to be the same type of class; this is an opportunity for students to try a different style of dance.

**Teacher Absences.** As some of our instructors are still professional dancers, we support their careers and performance opportunities. If an instructor will be absent, we will provide an equally experienced and qualified substitute.

**Inclement Weather.** WHERE CAN I HEAR or READ ABOUT CANCELLATIONS? Facebook, REMIND TEXT messages, Instagram, Twitter, Calling the studio 30 minutes prior to the start of class or visit our Web site. We also try to send out an e-mail when possible. We DO NOT announce on the radio or television. In the event the studio closes due to inclement weather make-up times will be given. No refunds will be given.

### **Drop Out Policy**

We must have written notice at least 2 weeks prior to the end of the intended drop out month.

**Drop Class Form-** Parents must notify the front desk if the student is dropping from a class.

## **GETTING YOUR INFORMATION**

Help us keep you informed.

Ways to get the information you need;

- Facebook, Instagram, and Twitter
- Our Informative Website- [www.mulforddance.com](http://www.mulforddance.com)
- Bulletin board- everything we send home is hung on studio bulletin board.
- E-Newsletters- be sure to sign up for our newsletter by going on to the website and putting in your email.
- Remind Texting
- Emails from the studio. Be sure your email address is current. Check at front desk.
- Our fees are based on a **full season**, September through June, but you have Payment options.

These fees take into account the scheduled holidays and breaks.

1 Installment Plan, 2 Installment Plan, 4 Installment Plan, 10 Installment Plan

## **REGISTERING YOUR DANCER**

At time of registration at least 1<sup>st</sup>+10th Installment [for those doing the 10 month option] and the registration fee must be made to be considered registered.

Once you choose your Installment Plan it may not change!

### **DISCOUNTS!**

1 Installment Plan- Pay the year in full by September 15<sup>th</sup> and receive a 5% discount

2 Installment Plan- Receive a 4% discount

4 Installment Plan- Receive a 3% discount

## **CLASSROOM BEHAVIOR AND DISCIPLINE**

We encourage a feeling of mutual respect between our students and instructors, as well as between our students and each other. A good working relationship based on mutual respect is necessary for the well-being and progress of the student. Courtesy and good manners are expected and encouraged. During class time, students are expected to pay attention to the instructor and maintain suitable composure for their age. A student who fails to do so will be dealt with in a manner consistent with his or her age and maturity. For the little ones, we use distraction as a way to deter some behaviors. Older students may be sent out of the room to sit in the front office. For a student who continually disrupts class, parental involvement may be called upon. We cannot have unruly children hampering the learning process of others who are there to learn and who are trying to do so.



# PHOTO RELEASE

The studio often takes pictures of the students in class and performance that are used in studio displays, promotional materials and social media online. If you **do not** want your child's picture used for these purposes, please let the front desk know when you register.

We need all students to fill out our Photo Release Form.

## PROJECTED EXPENSES

Below is a list of typical expense for the dance year (prices subject to change)

- Registration Fee: \$30.00 per student/\$35 per family- annual fee
  - Gym Insurance fee- \$32 per student- annual fee
    - Tuition fees- varies – see above
      - Recital costumes-
        - Ages 2-6- one costume \$70
        - Triple combo- 3 costumes in one- \$110
      - Hour classes- \$75 av. – some teen costumes up to \$95
  - Specialty costumes vary- \$75-\$120 ex. some Teen classes, company classes, adults
    - Recital tickets- \$18
    - Recital DVD (optional)- \$35-\$45
  - Dance attire (leotards, dance shoes and tights)- varies
    - End of year Photos in costume. (optional)- fees vary
- ALL STUDENT'S RECEIVE A COLLECTOR'S PIN AT END OF THE YEAR!

### Mulford Dance Studio

245 S. Black Horse Pike

Mount Ephraim, NJ 08059

Phone: 856-931-1830 [www.mulforddance.com](http://www.mulforddance.com)



