

# 2022-2023 Terms and Conditions

## **2022-2023 Registration and Tuition**

A Touch of Class Performing Arts tuition is based on an entire season of dance. Our season runs from August 2022 – May 2023. Tuition is not based on the number of classes in a month or on attendance. There is NO refund for missed classes as we provide a make-up opportunity.

## **Registration Fee**

A *non-refundable* registration fee of \$45 is due upon registration at the start of every new dance season.

## **Parent Portal**

Each family will have a portal to process payments, register for classes, etc. It is your responsibility to keep all information (contact and payment) updated. You can sign up or login to your parent portal from the homepage on our website, [www.atocdance.com](http://www.atocdance.com). Please contact [atocperformingarts5678@gmail.com](mailto:atocperformingarts5678@gmail.com) with any questions about the portal, registration, payments, etc. When registering online a parent or guardian will need to sign for the following policies:

## **Assumption of Risk & Waivers of Liability**

### ***Photo Release***

*I hereby grant A Touch of Class Performing Arts permission to use my child's photograph/video for promotional purposes and /or social media or A Touch of Class Performing Art's website.*

### ***Release of Liability***

*I understand dance and tumbling can be strenuous activity and accept responsibility for any injuries my child may encounter while participating in any activity. A Touch of Class Performing Arts and its employees are not liable for personal injury, loss/damaged items.*

## **Tuition Payments**

Tuition is posted by the 25<sup>th</sup> of each month and is due by the 1<sup>st</sup>. Tuition is considered late at 12:01am on the 5<sup>th</sup> of each month, an automatic late fee of \$20 will be charged to your account upon failure to pay by this time. Once tuition is posted, it is your responsibility to pay for that month. Tuition is non-refundable. Other studio fees are given 30 days from the billing date before considered late. If your fees are past 30 days your child will not be allowed to continue classes until paid in full. A \$50 fee will be charged for returned checks. We also offer automatic payments by credit card. This is available through the Parent Portal by selecting the option “enroll in auto pay”. Only tuition will draft automatically. Please send a separate email requesting to draft any other charges.

We must receive a drop notice before the 25<sup>th</sup> of the month you will drop to avoid being charged for the current month. ALL fees are payable in the office or online. You may make payments online through the Parent Portal or through the office. We accept cash, check, or credit card. Please do not ask the staff to remove any fees. You may pay the entire season in full or divide it into 10 equal monthly installments. If you choose to pay the entire year you will receive a 10% discount.

\*Example of Full year tuition paid upfront with 10% discount

1-hour class weekly - \$600 per year – 10% = \$540

2-hour class weekly - \$800 per year – 10%= \$720

## **Staff**

Our office hours are Monday – Thursday, 2:00pm – 7:00pm. Our staff is available during these hours to answer questions or accept payments. If you need to speak to a teacher directly, please contact the office by phone, 985-386-4814 or email, [atocperformingarts5678@gmail.com](mailto:atocperformingarts5678@gmail.com) to set up an appointment outside of class time.

## **General Studio Rules:**

### **Please discuss with your dancer**

\*No food or drink other than water is permitted in the studio classrooms. No exceptions!

\*Cell phones, smartwatches, or air pod use is not permitted during class. Electronics of any kind should be turned off and always kept inside a bag. Any dancer that does not abide by these rules will be asked to turn electronics in to the office until class is over.

\*Pre-Primary and Primary Parents:

Please make sure that your dancer is prepared for class to begin at the appropriate start time. This includes taking your dancer to the restroom, being completely dressed in dance attire as well as shoes before class begins. Having these things done prior to class start time will prevent any incidents or distractions.

## **Lobby Rules**

Dancers are not allowed to be unsupervised in the lobby at any time. Climbing on furniture, running, yelling, tumbling, or littering are not allowed. All additional siblings must be supervised by a parent. The TV Monitor is managed by staff and should be notified of any issues. Videoing and taking pictures of the TV Monitor is prohibited as this protects our dancer and choreographers' privacy.

## **Year End Show**

We produce a fabulously magical production at the end of the year with all our A Touch of Class Performing Arts dancers. Our year end show is the most exciting and rewarding part of our season that everyone looks forward to. We encourage all students to participate although it is not required. Our production is typically held in May. We will release a show date once all planning and communication with the is confirmed. All Level 1-5 Acro students will not perform on the stage for the show as a separate performance opportunity will be held at the ATOC studio for all family members and guest to attend. You will receive all information and details about the show through email.

## **Costumes**

Costume fees are collected beginning in September and orders will take place within November and December. Our office staff will bill costumes 30 days prior to due date and fees will be spread out over a course of one month. All costume fees must be paid before December 10<sup>th</sup>. The costume fee for our Pre-Primary and Primary students is \$80 per class and Levels 1-6 are \$95 per class. The costume fee includes costume, tights, and all accessories. If your dancer will not be participating in our year end show, please notify the office as soon as possible. Costume fees are nonrefundable. Any alterations needed will be your personal responsibility. Costumes will be handed out in a labeled garment bag at the studio. Students with multiple costumes will be given their garment bag once all costumes have arrived to avoid any mix-ups or confusion during the distributing process.

## **Recital Fee**

The recital fee is \$185 per dancer or \$200 per family and will be due in March 2023. This fee covers the expenses of producing the show such as facility rental, t-shirt and digital copy of the show.

**Program and Program Fees**

We produce a beautiful in color program with each dancer's picture. We also offer a tuition scholarship opportunity as well as an AD court and a Covergirl winner. More details about court and scholarship opportunities will be released in December. Every dancer is required to purchase 1 picture in our program at the cost of \$85. More picture options and price information will be in our Ad sales information. Picture fees are due in January. A photographer will set up to take pictures at the studio in March. Please refer to newsletter and email for a definite date. All students will receive one free program book per family. Additional program books can be purchased at the theatre during the recital.

**Year End Show Tickets**

Tickets for our year end show be available online through a link sent out by our office staff. Dancers performing in the show do not need to purchase a ticket. More information for year end show tickets including when they will be available for purchase will be included in a year end show packet that will be available mid-January or February.