



COASTAL BALLET
Center For The Arts

PARENT-STUDENT HANDBOOK

FEES & TUITION

Monthly Tuition Rates

See tuition chart

Annual Membership Fee

- Due at registration, nonrefundable
- Charged one time per season
- \$75 dancer/\$100 per family

Drop In Rates

- \$22 per class

Tuition Policies

- Dance year runs from mid-August through mid-June (10 months).
- Tuition is billed on the 15th of each month via an auto-pay system.
- All families are required to have a working credit card on file.
- \$25 LATE FEE will be assessed if tuition is not paid by the 20th of the month.
- There is no pro-rated tuition, regardless of holiday closures, breaks, or withdrawals.
- 3.5% convenience fee is added to all credit card payments. Cash/check/Venmo payments will not be charged this fee.
- No refunds on tuition or membership fees.
- A \$40 fee will be charged for ISPE processing.
- Exceptions for tuition refunds may be granted for serious injury or illness (with accompanying doctor note) or unexpected move.

Declined Credit Cards & Checks

- If your credit card is declined, you are required to update in your portal.
- If credit card is declined when processing tuition, you will have until the 20th of the current month to update and pay or you will be charged a \$25 late fee.
- A \$40 fee will be applied to all returned checks plus any bank fees incurred.

Cancellation/Withdrawal Policy

- Cancellation or withdrawal of any class must be made in writing via email.
- Notification of withdrawal must be received at least 30 days before the next bill date.
 - Ex. Submit notice by January 14th to not be billed on February 15th.

REGISTRATION PROCEDURES

- All prospective students are invited to take a complimentary class.
- After your complimentary class, a representative from the studio will follow up with you.
- All registered students will have a private 30 minute orientation with the studio owner.

MISSED AND MAKE-UP CLASSES

- Attendance is monitored regularly.
- All dancers are encouraged to attend consistently as this promotes a strong work ethic and will give each dancer the best results in regards to training.
- Missed classes due to studio closures, illnesses, and other reasons may be made up within one month of the missed class.
- Dancers may not drop classes then use make up classes to take the dropped classes.

VIDEO/PHOTOGRAPHY

- Each parent gives permission for their child to be photographed or videotaped during class or rehearsals. Photographs or videos may be used for promotional purposes.
- Students and parents agree to not post photographs or videos of other students without permission from that students' parent.
- Please contact the studio office with any questions or concerns about video or photography.

CLASS ETIQUETTE

- Students are expected to arrive on time and in proper attire.
- Students who arrive more than 10 minutes late to class will not be permitted to participate in class and must watch.
- Students will not chew gum or eat in the studio.
- Cell phones will not be allowed in the studio.
- Coastal Ballet is non-political and non-sectarian. If you have any class needs based on your personal affiliations, please communicate with the studio.

LIABILITY

- Dance training is demanding on the body. All students run the risk of being injured. As a parent of a student, you must agree that you understand these risks and do not hold Coastal Ballet, any instructors, or any other dancers responsible for any injury, loss of property, or illness during participation in any studio related time.
- Each parent gives permission for emergency medical care for their child. All parents must complete the medical release form. Dancers and/or parents will communicate any medical concerns or injuries with the studios.

PICK UP AND DROP OFF PROCEDURES

- Please pick up your child on time after class.
- The studio is not responsible for supervising your child outside the scheduled class time. If you are running late, please contact the studio.

DRESS CODE

Girls:

- Light pink or skin-toned tights
- Light pink or skin-toned ballet slippers (canvas recommended)
- Hair secured in a clean ballet bun. Hair should not have to be redone during class.
- Ballet skirt (optional)

Leotard colors (any shade in color theme):

- Parent-Tot - Pink or white
- Intro to Ballet - Pink
- Pre-Ballet - Pink
- Level 1 - Purple
- Level 2 - Green
- Level 3 - Blue
- Level 4 - Black

Boys:

- White or black T-shirt
- Black shorts, pants or tights
- Black or white shoes

COASTAL BALLET CODE OF CONDUCT

Dancers and families are expected to adhere to all parts of the Code of Conduct and studio handbook. Failure to do so may result in action up to and including dismissal from Coastal Ballet.

- Develop a team spirit among all members of the Coastal Ballet community.
- Show dedication, determination, and desire to be a member of the Coastal Ballet community.
- Positively represent Coastal Ballet when out in the greater community.
- Treat all my fellow dancers, all instructors, and families within Coastal Ballet with respect.
- Encourage and offer kindness to fellow dancers.
- Embrace and welcome all new dancers to the Coastal Ballet community.
- Refrain from any negative behavior or chatter towards my teachers and choreographers.
- I will not speak poorly of any other dancers or members of the Coastal Ballet community.
- I will arrive on time to class, ready to participate actively in all parts of class.
- Dancers and/or parents will communicate any medical concerns or injuries with the studio.
- I will refrain from participating with any disruptive behavior in the studio.