

KIDZ IN STEP DANCE & GYMNASTICS
2011-2012 POLICES & PROCEDURES ETC...

CLASSES BEGIN AUGUST 8TH!

ANNUAL REGISTRATION FEE:

The annual registration fee and/or any tuition paid is NON-REFUNDABLE

TUITION

1st month's tuition is due along with registration fee.

If you choose to pay tuition on a monthly basis, it will be due **BY THE 1ST OF EACH MONTH AND IS LATE AFTER THE 5TH**. Monthly tuition may change from month based on the number of classes a student takes. Without exception, there is no prorating.

Payment options include cash, money order, check, & credit card. YOU WILL NOT RECEIVE A BILL! A \$10 late fee will be charged if payment is made after the 5th of any given month. A fee of \$25 will be charged for any returned check. After two returned checks by the same customer, we will accept only cash or credit card. A \$3 convenience fee will be added if you pay by credit card. By the 15th of the month, if payment and late fees have still not been submitted, the student will not be admitted to class.

TUITION IS DUE NO MATTER IF THE STUDIO IS IN SESSION OR CLOSED. NO EXCEPTIONS WILL BE MADE!

HOURS OF OPERATION FOR TUITION BEING PAID: (Except Holiday's)

Monday - Thursday 4-8:30pm

The season's tuition (Aug 2011 - May 2012) is divided into 10 equal installments. The amount of any single installment is not based on the number of classes for that month, it merely represents one tenth of the season's tuition.

Each season (Aug.-May) at Kidz In Step holds 36 weeks of classes. Monday class students can make up Labor Day and MLK Day at any time with the classes that are available to them during the week. Any student can also make up classes they have missed due sickness, school event, or a family death at any day and time available also. Please check with the desk to confirm your spot!

*****TERMINATION PROCEDURES***:**

A written notice within 30 days of a student terminating his/her annual registration is required. If no notice is received, you will still be charged your monthly tuition with the \$10 late fee until we are notified.

QUESTIONS & CONCERNS:

If you should have questions or concerns, the following steps should be taken in order:

1. Check the website www.kidzinstep.com for updates and general information.
2. Email is our primary source of communication. Please provide us with an email address that is checked on a regular basis.
3. Check the parent message board located inside the studio for any updates and general information.
4. Email Jennifer (Jennifer@kidzinstep.com) to ask questions or to set up an appointment to discuss matters.

ATTENDANCE:

Excellent attendance is required of all KIS students, whether that student is a dancer, cheerleader or gymnast. If a student is missing too many classes especially within the last several weeks leading up to a show, recital, or competition it may jeopardize his/her opportunity to participate in the event. The teacher of your child's class and the owner may make the final decision.

STUDENT ATTIRE:

ALL students must wear the correct attire and shoes while participating in each class they enrolled in. **NO STUDENTS WILL BE ALLOWED IN THE GYM WITH JEWELRY AND/OR BOTTON/ZIPPER TOPS OR BOTTOMS.** Students may be asked to sit and watch if they do not have the correct attire.

RULES:

1. All food & drinks MUST be kept in the lobby!
2. Student name should be put in or on all students personal belongings.
3. Though it is not our intention, teachers may change without notice.
4. Be sure to have all students use the restroom before or after class - not during.
5. Pick up your children as soon as their last class is released. **UNDER NO TERMS ARE YOUR OTHER CHILDREN NOT TAKING CLASS PERMITTED TO HANG OUT IN THE LOBBY WHILE YOU LEAVE.**
6. There is a \$1 a minute babysitting fee per child for every minute after the first 5 minutes class lets out that your child is still waiting on you. Unless there is an emergency situation! It will be documented and charged to your account along with the time you picked up your child/children.
7. PLEASE DON'T ATTEMPT TO ENGAGE ANY TEACHER IN A DISCUSSION DURING CLASS HOURS. Jennifer (owner) will be happy to answer any question or concerns before 3:30pm Monday-Friday. She can be reached at 678-231-1479 or you can email her directly at www.kidzinstep@kidzinstep.com. If you would like to set up an appointment with her or another teacher please let her know so it can be scheduled.
8. Each studio window will be open every 2nd full week of the month to view classes. Parents will NOT be allowed to walk in and open the window blinds at their discretion.

CONCERTS/RECITALS:

Tickets for all concerts/recitals must be purchased - prices will vary from \$5 -\$10.

Annual End of the Year Concert/Recital - All Students

(Tentative Dates)

Rehearsal, Fri. May 18th

Recital, Sat. May 19th

*There will be other smaller performances and fun events at KIS and the surrounding community throughout the year. These will be voluntary!

A costume/leotard fee will be due by Nov. 5th of \$65 or less. If NOT paid by that date we will not be ordering any extra leotards/costumes without a \$15.00 rush fee added to the original fee. After February we will NOT be allowing orders to be placed.

Videotaping of the recital will only be allowed during dress rehearsal. No videotaping or flash photography will be allowed during the shows.

ALL PHOTOS TAKEN BY KIDZ IN STEP THROUGHOUT THE YEAR OF THE STUDENTS MAY BE USED ON OUR WEBSITE, AS ADVERTISEMENT ETC...

KIDZ IN STEP 2011-2012 CLOSING DATES:

September 5th - Labor Day

November 21-25 - Thanksgiving

December 10th - Jan 3 - Christmas Break

January 16th - MLK Day

February 20th-24th - Winter Break

April 2nd-6th - Spring Break

