

Experimental Movement Concepts, LLC Policies

It is assumed, agreed and understood that all participants in Experimental Movement Concepts' programs shall read and abide by the following policies. It is the customer's responsibility to stay informed of any changes or updates in these policies.

Payment Policies

- *Kreative Kidz and Dance Technique Program*
Registration Fee is due upon registration. Tuition and Performance Fees for the 30 week performing dance program is combined and divided into 11 monthly installments. Payments are due on the first of August, September, October, November, December, January, February, March, April, May and June. Tuition is the same each month regardless of student absences, snow days, holidays or studio cancellations. Costume payments are due in 2 equal installments on October 15 and January 15. Any incidental charges such as late fees or Café/ Retail purchases must be paid in full by July 1.
- *Art, Gymnastics, Music and Dancin' for Fun*
Registration Fee is due upon registration. Tuition for the Perpetual Schedule is based on a 44 week year and is divided into 12 equal payments. Payments are due on the first of August, September, October, November, December, January, February, March, April, May, June and July. Tuition is the same each month regardless of student absences, snow days, holidays or studio cancellations. Any incidental charges such as late fees or Café/ Retail purchases must be paid in full by
- *Specialty Classes*
Registration Fee and Tuition for Specialty Classes is due in full upon receipt of an invoice.
- *Summer Session*
Registration Fee is due upon registration. Tuition for the Summer Session is due as follows: 25% upon registration, balance due no later than June 30.

Fees

All students must pay a Registration Fee once yearly (September-August) per family. New students pay \$30, returning students pay \$25. As a courtesy, we will pro-rate the Registration Fee for new students who begin in the summer (\$15).

A NSF Fee of \$30.00 will be charged for payments not honored by the customer's bank.

A Processing Fee of \$10.00 will be applied to any student who wishes to change their class schedule unless it is under the advisement of an instructor. This includes cancellation of a registration prior to the start of a class.

Discounts

Only 1 discount will be applied to an account per year.

A Family Discount of 5% will be applied to the 2nd and 3rd student with the lowest yearly tuition. Family discounts do not apply to Drop-Ins.

A 10% discount will be applied to yearly Tuition payments paid in full for the following year prior to June 30.

A 5% discount will be applied to yearly Tuition payments paid in full upon registration, if registering after June 30 but before December 31.

Refunds/Withdrawal

Registration Fees, Tap Shoe Rental, Tuition, Performance Fees, Costumes and Tickets are non-refundable. The only time EMC will ever issue a refund check is if we cancel a class (not a lesson) that you already paid for.

Non-attendance does not constitute withdrawal. We require written notice if you/your child wishes to withdraw from our program. You will be billed for 60 days beyond receipt of said notification, while we attempt fill your spot in the class.

Registration Policies

Returning Students can register by phone and will be invoiced.

New Students must complete and return a Registration Form and a Release Form with the signature of the student or of a parent/legal guardian if the student is under 18 years of age.

Dance Class packages may not be split up or altered unless with instructors approval.

Drop-In Policies

Students who are unable to commit to attending class on a regular basis or those who wish to "try out" a class may do so on a drop-in basis. The drop-in rate for all classes is \$15 per class, and must be paid immediately following the class. Drop-in students must complete a Registration Form and Release Form before they will be allowed to attend class. One-time drop-ins need not pay the Registration Fee, however a Registration Fee will be applied to students who drop-in for two or more classes.

Placement

Student Placement is determined by the EMC teaching staff. It is based on age, skill level and attention span.

Communication

Each division (dance, art, gymnastics, music) has a filing system to distribute information to parents. Information is distributed as follows:

Kreative Kidz & Dancin' for Fun: Assistants will send the info with the students after class.

Technique Program, Elementary Dancers: Parents should check their child's class folders each week

Technique Program, Intermediate Dancers: Dancers should check their own class folders each week.

Discovery Gym: Assistants will send the info with the students after class.

Young @ Art: Assistant will send the info with the students after class.

Music Academy: Parents should check their family's folder each week.

Email announcements are sent regularly. Please be sure to give us your email address.

Read the walls! We use fliers and dry-erase boards in the studio a lot to remind you of upcoming events.

Studio Policies

We expect courteous, polite, and respectful conduct of all who participate in our program. EMC is a place of learning and we aim to teach children proper classroom etiquette as well as artistry and skills. Guests who are waiting in our common areas are asked to abide by the same standards.

Students should arrive prepared for class and on time. Students who are more than 15 minutes late for class may not be permitted to participate at the instructor's discretion. If you/your child will not be attending a class, please call the studio and let us know.

Tidiness and neatness are required of all students. Please refer to our dress code for details. Hair must be secured away from the face for all dance and gymnastics classes. Use your judgement for art and music classes and tie hair back if it is in the way.

Students may not eat, drink, or chew gum in the studios, lounges or cubby room. Please enjoy your food and drink in the Café or Ensemble Lounge only. PLEASE refrain from feeding your children snacks in the Parents' Lounge and other common areas. Smashed food in the carpet draws ants disrespects our space.

EMC is a NUT-SENSITIVE environment. We have several students who have life-threatening peanut allergies. Please do your best to keep these children safe and do not bring any nut-products into our facility. Vegetarian dancers who spend upwards of 10 hours per week at EMC may consume nut products in the Ensemble Lounge only, and MUST wash their hands before leaving that space.

For the safety and privacy of our dancers, we ask that you do not wander upstairs into the Dance Wing unless you have a legitimate reason to do so.

Please do not allow your child to enter an instructional space without the supervision of an instructor. Studios are not playrooms. They are to be treated with respect at all times. The gym especially can be dangerous for unsupervised children. Please do not allow your child to enter any studio until they are invited in.

Siblings and/or friends are not permitted to accompany students in the studios. If you are a parent of a child in a Parent/Child class, please make arrangements for your other children. They are not to sit in on the class unless they are paying and participatory students who meet the age requirements of the class.

Never touch the mirrors or wear street shoes in the dance or gymnastics studios.

Children who use the Playroom are expected to be polite, use "inside voices" and clean up after themselves.

Gum is not permitted at EMC at all, as it can permanently damage a dance floor and is considered rude by our staff.

Please keep your voices down when waiting in the Music waiting room. Fidgety children are welcome to use the Playroom in the Parents' Lounge.

EMC reserves the right to photograph students and may use photographs on our web-site or in promotional materials.

Parent Observation

Parents may observe class from the Parents' Lounge, via video monitor, or through the Observation Windows. If you wish to sit in on a class at another time, please get permission from the director. Scheduled Observation Weeks are in November and May. See the Schedule of Events for exact dates.

Parking

As our program grows, parking sometimes is a challenge. We have a small lot in the rear of our building, and street parking is also permitted. We ask that, as a courtesy you do not park directly in front of Bunny's TV's entrance. Also, the VFW will tow you if you park in their lot. The church on Main Street doesn't seem to mind if we use their lot when they aren't busy.

The toughest times are between 5:00-7:00 on week nights and on Saturday mornings.

Beginning in the Fall of 2008, there will be a student drop off lane just outside the Second Street entrance. Please feel free to stop here for 3 minutes while you get your child safely inside. Then, please move your car, either to another parking spot or go run an errand and return later! You can follow the same routine for pick-up, but remember 3 minutes only!

We encourage parents to car-pool or drop-off and pick-up whenever possible.