

PLAY Performing Arts 2017/2018 Policy

- I. **Studio Membership** – An annual studio membership fee of \$25 for individuals and \$35 for families is due on September 1st. This fee covers registration and administrative costs. Upon Enrollment, families are charged a pro-rated annual studio membership fee. Members are entitled to special discounts on classes, camps, and events during the year.
- II. **Private Class Schedule** – Private classes are scheduled year-round. Enrollment commits families to the attendance and financial responsibility of an initial 10 consecutive weeks of private classes. The instructional schedule for the year can be found on the studio's site indicating planned studio closures. Classes and camps are offered during holiday and summer breaks. Families are highly encouraged to keep their children enrolled in a class or camp during the summer to prevent loss of skill and knowledge.
- III. **Group Class Schedule** – Group class sessions are scheduled year-round. Once a family enrolls they are committed to the attendance and financial responsibility of the remaining weeks in the current session. The instructional schedule for the year can be found on the studio's web site indicating planned studio closures. Classes and camps are offered during holiday and summer breaks. Families are highly encouraged to keep their children enrolled in a class or camp during the summer to prevent loss of skill and knowledge.
- IV. **Tuition Payment** – Tuition is due on the first day of each month and is to be set up no later than a student's second class. Payment is made via the studio's auto-billing system with a debit bank card to initiate and schedule recurring monthly payments. Families are billed in full for the number of classes offered in the month regardless of planned absences. The exception is the summer (June – Aug.) when families will not be charged for planned absences communicated to the studio in writing before May 15th. Tuition is auto-renewed at the end of the initial 10 weeks unless a written enrollment change request has been received by the studio.
- V. **School-year Class Attendance (Sept.-May)** – Planned absences must be discussed 2 weeks prior to the absence. Missed group classes will not be rescheduled. Missed private classes will be rescheduled at the discretion of the instructor depending on availability and frequency of student's absence. Alternate times for private lessons make-ups are not guaranteed. Notification of all absences must be provided by calling the main studio phone number then selecting option 8 and entering the instructor's name to reach them or leave a voicemail.
- VI. **Summer Class Attendance (June-Aug.)** – Planned private class absences during the summer break months are not charged to families. Summer planned absences must be communicated to the studio in writing before May 15th to avoid being charged for the missed classes.
- VII. **Enrollment Change Request** – Any change in class enrollment that decreases a student's private class commitment requires a thirty-day written request to be submitted to the studio. Enrollment change requests must be sent via email to info@playstpete.com or delivered to the studio director in writing. Instructors cannot accept an enrollment change request.
- VIII. **Substitution** – The studio reserves the right to substitute what it determines to be a comparable class offering and/or instructor as needed.
- IX. **Supervision** – Disruptive student behavior in a class will not be tolerated and students will be asked to sit outside of the class space until they can return as a productive participant. Students not in class must be supervised by a parent or caregiver.