



## **Christian Dance Academy Handbook**

### **Personal Conduct Policy (Students, Parents, Teachers and Staff).**

CDA looks to Jesus as the example for our conduct. In Matthew 22:37-40 *Jesus* said unto them, "Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. This is the first and great commandment. And the second is like unto it, Thou shalt love thy neighbor as thyself. On these two commandments hang all the law and the prophets."

With these 2 commandments in our hearts we are led to follow these rules in the studio:

- Be respectful of others:
  - Arrive to class on time.
  - No gossip.
  - No unkind words or actions.
  - Obey the teachers and authority.
- Be respectful of property:
  - No trash is to be left behind in the studio.
  - No hanging on the bars or other equipment.
- Be respectful of yourself:
  - Appropriate attire- leotard, tights, proper shoes for the class, hair neatly put up out of the face.

We will use misconduct as "teachable moments" with the dancers. If misconduct persists after these moments, we will consult with the parents. If the dancer continues to break the conduct policy after staff and parental intervention, the dancer will be asked to leave class. If the dancer is asked to leave the class, she/he will be placed on a month long "conduct probation". At the end of this month, CDA staff will reevaluate the situation to determine if the dancer may continue studying at CDA or if her/his best course is to leave CDA.

### **Studio Closure Policy**

- **When Boone County Schools close for inclement weather CDA is closed.** Email notification will be sent. No refunds or prorated tuition.
- When Boone County Schools are delayed the studio will open at noon. Email notification will be sent. No refunds or prorated tuition.
- When a class is cancelled because of teacher absence a makeup class will be scheduled. Email notification will be sent.

## Payment Policy

- All payments are to be made online using our Auto-Pay system.
- All tuition payments are due on the first of the month and are automatically withdrawn using the payment method in which you registered using.
- If you need to update your payment information, please contact CDA for assistance.
- Dancers will not be allowed to participate in class if payments are more than 1 month in arrears unless authorized by CDA management.
- Additional fees are due by the date on the payment scheduled included given at the beginning of the 2019-2020 season. If these fees are unpaid by the due date, participation in the event will be suspended.
- If you need information on scholarships, please contact us.

## Attendance Policy

- Students are required to be in class. We certainly understand things come up and people get sick. Please be mindful of how often you miss. Your commitment is a commitment for the entire class as we work together toward performances.

## Withdraw/ Refund Policy

- If your family withdraws from the studio tuition requirements will cease at the beginning of the following month. If the withdraw takes place mid-month pro-rated fees will not be issued as a credit. Additional fees paid in advanced will not be issued as a credit.
- If a dancer is asked to leave because of misconduct pro-rated fees will not be issued as a credit.

## Safety Policy

- Dancers are required to submit a signed safety waiver before taking classes at CDA.
- Dancers *under the age of 10 years* are to be picked up immediately following the end of class unless otherwise discussed with management. For every 15 minutes a dancer stays after class there will be a \$20 charge assessed to your account.
- Dancers *10 years of age and older* are permitted to stay on the premises in the designated fellowship area up until the closing of the studio. For every 15 minutes a dancer stays after the closing of the studio there will be a \$20 charge assessed to your account.

By signing this form below, you agree to adhere to the policies stated in the CDA handbook. If the policies are violated CDA reserves the right to terminate our services effective immediately.

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Parental Signature

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Date

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Student Signature

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Date