



2021 – 2022 Listing of Important Dates & Policies

This chart lists important dates and deadlines that pertain to the 2021 – 2022 BDA Dance Season.

Date	Event
Thursday, August 26, 2021	BDA Classes Begin
Monday, September 6	Labor Day - CLOSED
Friday, October 8	Costume Deposits are Due (\$40.00 per Recital Costume)
Thursday, October 28	Altoona Area Trick or Treat - CLOSED (Tentative)
Late - October	Costume Balances will be Posted
Tuesday, Nov. 23 - Saturday, Nov. 27	Thanksgiving Break - CLOSED
Friday, November 19	Costume Balances must be PAID IN FULL
Monday, Dec. 20 - Friday, Dec. 31	Winter Break - CLOSED
Monday, April 11 - Saturday, April 16	Spring Break - CLOSED
Monday, April 18 - Friday, April 22	Blair Dance Academy Picture Week
Thursday, May 26	Last Day of BDA Instructional Classes
Friday, May 27 - Monday, May 30	Memorial Day Holiday - CLOSED
Tuesday, May 31 - Friday, June 3	Rally & Dress Rehearsal Week @ Blair Dance Academy
Saturday, June 4	Recital Performances at Blair County Convention Center

- Starting on a Thursday enables all classes to meet an equal number of weeks (35) during the dance season.
- Please note: The recital tech week and dress rehearsal may require your dancer to attend on a day other than the regular class. The complete tech week schedule will be given out closer to the recital. **ALL DANCERS ARE REQUIRED TO PARTICIPATE IN THE FINALE AND REMAIN IN THEIR DRESSING ROOMS UNTIL THE PERFORMANCE HAS ENDED.**

POLICIES AND PROCEDURES

- **TERMS**
 - The Blair Dance Academy will provide dance lessons for the student mentioned beginning August 26, 2021 and ending on June 4, 2022. This contract is for 35 sessions of each class plus tech rehearsals and practice for our annual recital. To simplify payments, our tuition structure is based on a flat monthly rate for 10 months (August – May), regardless of the number of class meetings in each month.
- **TUITION COMMITMENT**
 - Customer agrees to make monthly payments for tuition based on the 2021-2022 pricing on the registration form.
 - Tuition is due by the 1st of each month. We do permit a 10-day grace period for payment. A \$15.00/per month late fee will be assessed to customers who carry a tuition, costume or late fee balance past the 10th of each month.
 - We offer credit card auto payments which are processed on the 1st or 2nd day of each month. A special form is available in the office if you wish to participate in this service. The family will be notified by the business office if there is a problem. Families signing up for auto pay will receive a 5% discount on their monthly tuition fee as long as the credit card is valid for the entire dance season or, if declined, the card is updated within 48 hours of being declined.
 - Customers choosing to pay their tuition in full for the year will receive a 5% discount if paid before September 30, 2021.
 - Payments will be made each month starting August 2021 and ending in May 2022 (10 months.)
 - A \$30.00 fee will be assessed for any check that is charged back to BDA due to insufficient funds.
 - A \$20.00 registration fee per family is due upon registering for classes. This fee must be paid before students are enrolled in classes. **The fee is waived if registered by June 19, 2021 or reduced by 50% (\$10.00) if registered by July 1, 2021.**
 - We accept Cash, Checks, Visa, MasterCard, American Express and Discover for payments in the office. Payments can also be made via the parent portal at our website: www.blairdanceacademy.com
 - Tuition is NON-REFUNDABLE. Unused credits/payments will remain in the account and be applied to the next year's fees.
 - Tuition, late fees, or costume fees not paid prior to the dress rehearsal may result in the student not being permitted to dance in the recital and/or the customer account being sent to a collection agency if more than 60 days' delinquent.

- SCHEDULING PROCESS
 - To best accommodate our parents and students, we create a custom schedule each dance season influenced upon availability preferences indicated on our registration form. When we register for classes with BDA, we ask parents to complete a section that allows for requests of days their children have classes scheduled. Since we will be offering both matinee and evening recitals this coming year we are also asking parents with dancers, around the age of 8, to indicate if they want their child in the afternoon or evening performance. Both preferences will be taken into consideration when creating the schedule. While we can make no promises on accommodating all families' requests, we painstakingly create a fresh schedule each season with these requests in mind and have a high rate of success in meeting the requests.
 - We will begin to "build" the schedule on July 19th. Therefore, only registrations received prior to July 19th will be used in our scheduling preferences. Customers can still register for classes after this date, but we will not be able to take their preferences into account when creating the schedule.

- MAKE-UP POLICY
 - Classes can be made up with a class of an equal or lower level of the class missed.
 - Permission to make up a class must be given prior to the class being made up, no "walk-ins" are permitted.
 - To schedule a make-up class, please stop in the office.

- COSTMES
 - **A deposit of \$40.00 per recital class is due by Monday, October 10, 2021. The balance of the costume fee will be due Friday, December 10, 2021.** This structure is required to ensure the costumes are ordered in time for the BDA Picture Week as well as the Recital.
 - Costume deposits and balance payments not made by their due dates will be subject to our standard late fee policy.
 - Please plan for payment of costumes accordingly! BDA families did a fantastic job this past dance season which enabled us to get the best prices and selections for the costumes. Please feel free to pre-pay amounts for costumes EARLY, since money can get a little tight around the holiday season. If you pay too much we will apply it towards your tuition.

- ADD/DROP/WITHDRAWAL
 - Dancers enrolled in classes wishing to add or drop a class after September 30, 2021 must complete an "Add/Drop" form, have it signed by a parent and turn it in to the studio office before any changes will take place. This form must also be completed to withdrawal form classes at the BDA. Forms are available on the BDA office and on our website.
 - **Tuition will continue to be charged at the contracted rate until the completed and signed form has been turned in to the office. There will be NO exceptions to this policy.**

- ELECTRONIC COMMUNICATION
 - Nearly 100% of our correspondence will be done via e-mail. Account statements, newsletters, important notices and weather cancellations will be done via e-mail. When registering for classes, please list a valid e-mail address you check often and ensure info@blairdanceacademy.com is filtered out of your junk mail. This allows us to more quickly communicate with families when needed (i.e. weather related closings, studio events.)
 - We also offer text message notifications for weather closings. Please visit our website for details.
 - **To set up your Jackrabbit account log into the BDA website: www.blairdanceacademy.com and click on the "For Parents" and BDA Portal links. Next, log in as if you already have an account and enter any code as your password. The account will instruct you how to change your password so you can set up and enter your account. After the account is set up you can enter your credit card information and check your account information and balances.**

- CONFLICT RESOLUTION
 - It is the responsibility of the dancer and/or guardian to notify Becky Reese, BDA Owner / Director, immediately if they have any concerns surrounding their experience at BDA. (becky@blairdanceacademy.com)

- FUNDRAISING OPPORTUNITY
 - The BDA will offer all its students the opportunity to raise money to help offset the cost of your tuition and/or costumes. During the early fall fundraising pamphlets will be distributed to anyone wishing to participate in this one-time event. More information will be issued once classes have begun in September.

DARE TO BE BLAIR