



2023 – 2024 Listing of Important Dates & Policies

This chart lists important dates and deadlines that pertain to the 2023 – 2024 BDA Dance Season.

Date	Event
Mid August, 2023	Student Schedules are emailed & September tuition is posted
Tuesday, September 5, 2023	BDA Classes Begin
Monday, October 3	Costume Deposits are Due (\$45.00 per Recital Costume)
Thursday, October 26	Altoona Area Trick or Treat - CLOSED (Tentative)
Late - October	Costume Balances will be Posted
Friday, November 10	Costume Balances must be PAID IN FULL
Tuesday, Nov. 21 - Saturday, Nov. 25	Thanksgiving Break - CLOSED
Tues., December 19 through Wed., January 3	Winter Break - CLOSED
Monday, March 25 – Friday, March 29	Spring Break - CLOSED
Monday, April 22 – Friday, April 26	Blair Dance Academy Picture Week
Friday, May 24 - Monday, May 27	Memorial Day Holiday - CLOSED
Tuesday, May 28 – Friday, May 31	Rally Week at the Studio
Thursday, June 6 & Friday, June 7	Dress Rehearsal at the Jaffa Mosque
Saturday, June 8	Recital Performances at Jaffa Mosque

Please note: The dress rehearsal may require your dancer to attend on a day other than the regular class. The complete dress rehearsal schedule will be given out closer to the recital.

POLICIES AND PROCEDURES

- **TERMS**

- The Blair Dance Academy LLC will provide dance lessons for the student mentioned beginning September 5, 2023 and ending on June 8, 2024. This contract is for 35 sessions of each class including dress rehearsals for our annual recital. To simplify payments, our tuition structure is based on a flat monthly rate for 9 months (September - May), regardless of the number of class meetings in each month.

- **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 Aug. 1st. Therefore, only registrations received prior to July 28th 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.

- **ADD/DROP/WITHDRAWAL**

- Dancers enrolled in classes wishing to add or drop a class after September 30, 2023 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.

- TUITION COMMITMENT
 - Customer agrees to make monthly payments for tuition based on the 2023-2024 pricing on the registration form.
 - Tuition is posted on the 10th of the prior month and due by the 1st of next month. A **\$25.00/per month late fee** will be assessed to customers who carry a tuition, costume or late fee balance past the 3rd day of each month.
 - After the dancer's information has been entered into their Dance Studio Pro account, the parent will receive an email that will enable them to set up their account and access their information. It will also provide an opportunity for the parent to enter their credit card or bank account information to set up "Autopay" for the account. Payments made using the family's checking account to do incur any processing fees.
 - We offer auto payments which are processed on the last day of the previous month. The family will be notified by the business office if there is a problem. We strongly encourage all BDA families to sign up for Autopay. That way you don't have to worry about missing a payment and receiving a late fee.
 - Customers choosing to pay their tuition in full for the year will receive a 5% discount if paid before September 30, 2023.
 - Payments will be made each month starting in August of 2023 and ending in April 2024 (9 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 16, 2023 or reduced by 50% (\$10.00) if registered by July 1, 2023.**
 - We accept Cash, Checks, Visa, MasterCard, American Express and Discover for tuition payments in the office. Payments can also be made via the parent account in Dance Studio Pro. Cash or check is the only acceptable payment form for items not entered in the Dance Studio Pro system. (Examples: Shoes, Tights, Tickets, Earrings, Clothing, etc.)
 - 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.

- 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 \$45.00 per recital class is due by Monday, October 3, 2023. The balance of the costume fee will be due Friday, November 10, 2023.** 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.

- ELECTRONIC COMMUNICATION
 - Nearly 100% of our correspondence will be done via email. Account statements, newsletters, important notices and weather cancellations will be done via email. When registering for classes, please list a valid email 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.)

- 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