



2017 – 2018 Listing of Important Dates & Policies

This chart lists important dates and deadlines that pertain to the 2017 – 2018 BDA Dance Season.

Date	Event
Thursday, September 7	BDA Classes Begin
Tuesday, October 10	Costume Deposits are Due (\$40.00 per Recital Costume)
Thursday, October 26	Altoona Area Trick or Treat - CLOSED (Tentative)
Early to Mid-November	Costume Balances will be Posted
Tuesday, Nov. 21 - Saturday, Nov. 25	Thanksgiving Break - CLOSED
Monday, December 11	Costume Balances must be PAID IN FULL
Tuesday, Dec 19 - Monday, Jan. 1	Winter Break - CLOSED
Monday, March 26 - Sunday, April 1	Spring Break - CLOSED
April 16 - 20	Blair Dance Academy Picture Week
Friday, May 25 - Monday, May 28	Memorial Day Holiday - CLOSED
Friday, June 8	Last Day of BDA Instructional Classes
Monday, June 11 - Friday, June 15	Recital Tech Week @ the Jaffa Shrine
Thursday, June 14	Recital Dress Rehearsal (Evening Show) @ the Jaffa Shrine
Friday, June 15	Recital Dress Rehearsal (Matinee Show) @ the Jaffa Shrine
Saturday, June 16	Recital @ the Jaffa Shrine

- 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 September 8, 2017 and ending on June 17, 2018. 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 (September – June), regardless of the number of class meetings in each month.

• TUITION COMMITMENT

- Customer agrees to make monthly payments for tuition based on the 2017-2018 pricing on the registration form.
- Payments will be made each month starting September 2017 and ending on June 2018 (10 months.)
- 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.**
- A \$25.00 fee will be assessed for any check that is charged back to BDA due to insufficient funds.
- We do offer credit card auto payments! Contact the office for the form if you wish to use this payment method.
- 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 reduced by 50% (\$10.00) if registered before August 1, 2017.**
- We accept Cash, Checks, Visa, MasterCard 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. Any unused portion of tuition will remain in your account and will be applied to the following 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.
- Customers choosing to pay their tuition in full for the year will receive a 5% discount if paid before September 30, 2017.

- 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 young dancers 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 August 1st. Therefore, only registrations received prior to August 1st 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
 - Missed classes must be made up with-in **30 days** of the absence and prior to the end of the last three weeks of classes.
 - 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.
 - When making up a class, the student must first obtain a "Class Make-up Form" from the office, take it to the class, have the instructor sign it and return it to the office when the class is finished. Students will not be given credit for the class if the form has not been turned in to the office. **There are NO exceptions to this policy.**
 - To schedule a make-up class, please stop in the office or e-mail joan@blairdanceacademy.com

- COSTMES
 - **A deposit of \$40.00 per recital class is due by Tuesday, October 10, 2017. The balance of the costume fee will be due Monday, December 11, 2017.** This structure is required to ensure the costumes are ordered in time for the BDA Picture Week as well as the Recital. Many of the costumes are customized "in-house" and time is needed to complete the enrichments.
 - 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, 2017 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 (I hope we don't have any!) 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.)
 - We also offer text message notifications for weather closings. Please visit our website for details.

- CONFLICT RESOLUTION
 - **It is the responsibility of the dancer and/or guardian to notify Joan Conway, BDA Business Manager, immediately if they have any concerns surrounding their experience at BDA. (joan@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