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## **CBDA POLICY & GUIDELINES**

### **Early Registration:**

- Early Bird Registrations receive an additional 10% discount on 1<sup>st</sup> Term or first 2-Month fees. After the above dates, regular fees and discounts will apply. Early Registration helps solidify classes and guarantee student placement.

### **Payments & Discounts:**

- **NO registrations will be processed without post-dated cheques attached.** All Cash payments require minimum two (2) months or one (1) term payment in advance.
- 10% discount is applied to all "Annual" fees paid in one payment. A 5% discount is applied to all Term fees when paid with 4 post-dated cheques. Regular rates apply for all monthly and cash payments. A 50% discount applied on all "boy's" fees.
- A \$25.00 service charge will automatically be added to the Student Account for payment for each returned / NSF cheques.
- Family Discounts (on recreational fees): 5% off 2nd sibling, with discount being applied to lowest package.
- Competitive Students: The first student will submit a regular fee payment. A 45% discount off the 2<sup>nd</sup>, and 20% off the 3<sup>rd</sup> sibling's lowest package.
- Discount offers can NOT be combined, do not apply to solo, duet or trio fees - and "siblings" must belong to the same immediate family.

### **Year-End Performance Costumes:**

- All students will perform in the CBDA annual recital - **unless Parent advises CBDA in writing by Nov. 1.**
- Costume deposits will be paid with Registration fees (cheques dated Oct. 30), and are non-refundable.
- **Costumes are automatically ordered for ALL students unless Parent advises CBDA in writing by Nov. 1.**
- Costumes are bought and/or custom made for all dance forms - including the Competitive Teams. Our students keep all purchased costumes after the year-end performance. When/if feasible, some costumes may be recycled or borrowed to help reduce costs.
- Recreational costumes will cost approx. \$60-\$100. Competitive costumes, which require more elaborate detailing, will cost approx. \$165-\$225. If the costumes are less than costume deposit, a refund credit will be added to your CBDA account. Students may possibly fundraise to help offset expenses.
- Optional professional Dance pictures & Recital videos can be ordered during April/May. NO cameras allowed in the Theatre.

### **Withdrawal:**

- A **written** withdrawal must be received in our office ten (10) business days prior to the cheque withdrawal date in order to receive post-dated cheques back. Once cheques have been deposited, that particular term / month fee will be forfeited. A \$40.00 cancellation fee will be charged, and remaining cheques returned.
- If student withdraws from a program or Studio prior to commencement date, all post-dated cheques / cash payments will be returned minus the non-refundable registration and cancellation fees.
- Upon withdrawal, refunds will be given for the remainder of a year/term/month - less classes taken, cancellation fee. and all non-refundable fees already paid.
- If a student enrolls in multiple classes and drops one/more classes, the remainder of the term / month fees may be recalculated if applicable, and transferable to remaining terms.
- If a student from the same family withdraws from a class or the school, the remaining fees already paid for that particular student may be transferred to the other siblings belonging to the same immediate family. Fees will be re-calculated, and the remaining post-dated cheques returned (for replacement if necessary).
- Registration and costume deposits are non-refundable.

### **Classes:**

- Classes run from September to May, and are limited in size.
- Each student will be placed - in the class, and at the level - their Teacher and Director feel that student will benefit the most.
- Students are placed / promoted in accordance with their ability, and not necessarily as a class group. Students usually require two (2) years to complete each dance level.
- Students who are not on the teacher's class list will not be able to participate.
- Limited make-up classes will be permitted. Classes cancelled by Studio may be rescheduled if required.

### Trial Classes:

- All students wishing to participate in, or observe a FREE class, must complete a Trial Class form. Before they will be allowed into any class, the form must be signed by both the parent (if student is under 18 years old) and CBDA Administrator.
- Concluding the trial class, the student and parent will also receive feedback from the teacher. Before being able to participate in any further classes, the student must then fully register with CBDA, and be added to the teacher's class list.

### Change of Classes:

- All registered students, who wish to change classes, or received a recommendation from their class teacher, must provide (1) written approval from their parent(s), and (2) a Change Class Slip from CBDA Administrator PRIOR to entering the new class. This enables the teachers to know who is current in their classes. Please note that students may not be able to change classes if the class is full. With all class changes, their CBDA Account will be updated accordingly, and a new invoice or credit note issued to the parent if required.
- To ensure a successful dance year for each student, their progress, attendance, effort in class, and attitude towards peers and teachers will always be considered by CBDA before recommending any class changes.

### Dress Code / Class Behaviour:

- Students are to wear the proper clothing and footwear to each class. See CBDA "What To Wear" sheet.
- All female students are to wear hair in a bun for Ballet classes and a ponytail and off face/neck for all other classes.
- Teachers have permission to deny students entry into class, and/or refer them to the Director, if student is not dressed correctly, hair properly pulled back, or displaying inappropriate behaviour in class.
- Any students caught demonstrating inappropriate behaviour in, or around the vicinity of the CBDA studio, or while representing CBDA at any performing events may receive a two-week suspension. No refunds for classes missed.

### Dance Exams / Performing Company:

- Students wishing to take examinations must be enrolled in a minimum of one ballet class/week, as well as the class chosen for examination (e.g. jazz, tap, etc.). Exams and exam classes will be tentatively scheduled during June.
- Students participating in Pointe classes must also take a minimum of one additional ballet class per week.
- Pre-Competitive students are strongly recommended to take the Company (Strength & Stretch) Technique classes to complement their other dance classes.
- Students wishing to become a member of the CBDA Performing Company and/or Pre-Competitive Teams must audition and then be invited by the CBDA Director. To ensure a successful competition year for each student, their progress, attendance, effort in class, and attitude towards peers and teachers will also be considered when invited.

### General Guidelines:

- **NO PEANUTS OR NUT PRODUCTS (including peanut butter) ALLOWED IN STUDIO.** Several of our students have severe life-threatening allergies.
- **Classroom Etiquette: Students should be dressed properly, on time, have a good work attitude, be respectful to your teachers and supportive of your fellow dancers.** All students are to arrive at the studio 15 minutes before to their specified class time and wait at the studio door 5 minutes before the class is to start. Students arriving 10 minutes late may be asked to only "observe" the class. Students repeatedly arriving late may be denied access into class or referred to CBDA Director.
- No gum chewing during class. Please discard prior to entry.
- All jewellery and valuables are to be left at home. CBDA is not responsible for loss.
- "Street" shoes and boots are not permitted in any of the dance studios. Please leave shoes on trays at Studio entrances.
- Parents are asked to wait in the Reception areas and/or entrance halls only - and are NOT to enter classrooms while classes are in progress unless personally invited by Teachers (i.e. during Parents' Week in Dec.).
- Students and parents are asked to keep the noise level down while classes are in progress. Please do not allow children to climb jump on the furniture, kick or write on walls or furniture, or eat at Computer areas.
- Students are to eat, finish homework, or warm-up for their class in snack room, downstairs' entrance hall, or Reception areas.
- Please do not eat in change rooms as little visitors may appear. All empty food cartons cups & spilled food must be placed in designated garbage bins. Water bottles are to be taken with you after class and thrown in garbage.
- We ask that parents enforce that their child/children clean up the toys, books and clothes in play areas
- **Parents are to check their personal Mailbox and CBDA bulletin boards regularly** for notices & upcoming events.
- Parents - In consideration of our teachers, **your child must be picked up 15 minutes after his/her last class.** Like you, our teachers would like to go home on time after a long day.

Thank you for your consideration and co-operation.

Charma Belnavis CBDA Artistic Director

Charmaine Penney CBDA Administrative Director