



## 2018-2019 Studio Policies

*Please read all the way through as some of our Studio Policies have changed, and new dates have been placed on the calendar for 2018-2019!*

### Registration

Register online at

[www.StepstoGrace.com](http://www.StepstoGrace.com)

Registration begins July 16, 2018. You may also mail your completed registration form, registration fee, and your first month's tuition to: Steps to Grace Dance Academy, 7326 North CherryVale Mall Dr. Rockford, IL 61112.

**\*\*Enroll Early!** - classes fill fast & class size is limited.

### Tuition Fees & Payments

STG 2018-2019 Registration fee is \$20.00 per child/\$35.00 per family due upon registration. Class Tuition rates are set for the full session (Sept-May, including studio holidays), not by the number of classes in a month. 2 payment options: Full payment or Automatic Monthly Payments on the 1st of each Month Registration fees & first month tuition fees must be made before a student may begin the session. When choosing the Automatic Monthly payment your monthly tuition payments will be deducted for the first month upon enrollment and every other on the 1st of every month (Oct —May).

### Discounts

10% discount is given per student for every class after the 1<sup>st</sup> class

### NSF Payments

NSF on paper checks, auto-debit, or auto charge payments will incur a \$25 NSF fee which will be paid at the front desk along with the tuition.

### Withdrawal From Classes

\*There is a one month minimum for all lessons. 30 days notice from the first of the month is required to discontinue any payments. To withdraw a parent must 1) inform the studio in person, 2) complete and sign a withdrawal form. All automatic monthly charges will stop after the one month notice period. If withdrawal is due to illness or injury exceptions may be made.

### Refunds/Credits on Account

- \* Refunds are only issued when STG cancels a class due to low enrollment.
- \* Account credit will be issued when the student initiates the schedule change. Credit will be applied to any STG tuition or fees due within one year.

### Class Transfer/Change

Changing classes is allowed within 3 weeks of registration without a fee. After the initial registration period (3 weeks after registering) there is a \$10.00 charge for changes or cancellations.

### Attendance

**Regular attendance is vital to a student's progress and group choreography.**

Please make every effort to attend each class. If a student misses a class due to illness, etc. they may make up a class if another class of the same level is available up through April 1st.

### Lost & Found

STG will have a lost & found basket. Please check the basket regularly. All items will be donated to the Rockford Rescue Mission last day of month.

### Communications

At STG we go to great lengths to keep you informed and up to date.

- E-mail Notices & Newsletters, Facebook, New Website and Lobby Displays
- "Recital Info" - available on website & email by March 1.
- Questions- We are happy to answer any questions you may have regarding your dancer or our programs. Let us know if we can help in any way!

### 2018-2019 STG Calendar

Our regular season will be a full year Sept - May. Your enrollment will be ongoing, and your account will continue to be charged on the 1st of each month through May unless we receive a written notice from you that your student will be withdrawing from class.

#### IMPORTANT DATES TO REMEMBER

**Tuesday, September 4** - STG First Day of 2018-2019 Classes

**October 31** STG Closed—no classes

**November 12-15** / Costume Measuring & Recital Commitment forms/Costume deposits DUE

**November 21 & 22** Thanksgiving Break (Wed/Thurs)

**Saturday, November 24, 2018** - Stroll on State (Rockford)

**December 7-9, 2018** - STG 15<sup>th</sup> Anniversary Christmas Spectacular Performance (location TBA)

**December 21-Jan 6** STG Christmas Break

**January 7, 2018** Classes Resume

**February 1-3, 2019** - Dance Revolution Convention CHICAGO!

**March 25-March 31** Spring Break (1 week)

**May 14-19, 2019** 15<sup>th</sup> Anniversary STG Dance Rehearsals & Recitals (at Belvidere High School Performing Arts Center)

### Visitors Week

**Last 10 min of the Last lesson of each Month**

During our visitors week, you are invited to be our guests in the classroom for the lesson. We ask that you observe quietly, and that siblings are monitored and quiet during observation.

### Inclement Weather Policy

In the event of inclement weather, a message will be left on the studio answering machine regarding the status of classes. An email will be sent as well. Please note that we do not necessarily follow school closings as roads are often cleared by the time studio classes begin.

**Any cancelled classes may be made up on your own time from our regular schedule of classes.**

### Costume Orders/Exchanges

\*All classes will have a costume for our Spring Recital.

**\*A Recital Commitment contract form must be filled out & turned in no later than Nov. 15, 2018. Costume fees will also be due by Nov. 15, 2018.**

Costumes will be ordered in December and early January so that we have all of our costumes early enough to allow for any alterations. Measurements will take place in November, and we will add growth room to each measurement to ensure it fits in May.

Costume fees are **\$55.00 per class for Tiny Steps, Tutu's for Tots, Kidance, & Hippy Hop.**

**All other classes are \$65.00 per class.** We are collecting payments in full this year due by **November 15, 2018.**

Costumes will arrive between Feb.-April.

### Steps to Grace Dance Academy's 15<sup>th</sup> Anniversary Spring Recital

Each year, we end our season with our fully staged, professional Spring Recital. All dress rehearsals and shows will be held at the Belvidere High School Performing Arts Center. Tickets will go on sale mid April - more details to follow.

Thank you for dancing with us at STG! We are glad you are here ☺