

## REGISTRATION/TUITION FEE PAYMENT POLICIES

Payment is required at time of registration. No registrations will be accepted without payment in full or by selecting the payment installment option. All registrations are done online at: [www.themkda.com](http://www.themkda.com) through *SportsEngine*.

Deadline to register for the 2023-2024 dance season is **September 11<sup>th</sup> 2023**. After this date, the online system will not allow for any new registrations.

### **Payment Options:**

1. **Full-year payment** - Fees may be paid in full with one payment using a credit card.
2. **Payment by Installment** – Fees may be paid by installment using a credit card.

### **Costume Fees:**

Costume fees are included in the initial registration. Costume fees are non-refundable after October 9<sup>th</sup> 2023. There are no exceptions to this. When costumes arrive, dancers will be able to take them home provided all term fees have been paid in full.

### **Competition Team Fees**

If your child auditions and is selected for the competition team, there are additional fees to cover extra classes, competitions, costumes, etc., to which no studio discounts apply.

### **Outstanding Accounts:**

Students with outstanding balances will not be permitted to pick up their recital costumes nor participate in recital until fees are paid in full. MKDA reserves the right to decline the re-enrollment of students with outstanding balances from previous years.

## WITHDRAWAL/REFUND POLICIES

- You must notify the school **in writing (letter or email)** if you intend to withdraw from a class. Voicemail is not acceptable.
- There are NO refunds after October 9<sup>th</sup> 2023.

## DISCOUNTS

- **Multiple Class Discount:** The online system automatically applies the multi-class discount if the total tuition is beyond a certain amount. For example: If the total tuition for the year comes up to \$2000, a 2% discount will be applied.
- **Early Bird Discount:** Every year, MKDA offers 10% *Early Bird Discount* for those who pay in full between July 1<sup>st</sup>-31<sup>st</sup> 2023.
- **No Discounts will be applied to those who choose the “payment by installment” option.**
- **Multi-Athlete Discount:** The online system automatically applies the multi-athlete discount if there are two or more dancers in a registration.

## CLASS POLICIES

**STUDENT CLASS PLACEMENT FOR RETURNING STUDENTS:** MKDA faculty makes all placement decisions. Teachers consider students individually in order to determine which level of dance is the most appropriate for them for the coming dance season. It is not uncommon for students to attend the same level for more than one year, because there is great development and many layers of learning within each level. Appropriate levels of classes are determined by the teacher. Levels are not determined by age, but with the best interest of each student in mind. Individuals develop at different rates and every student has their own level of commitment and dedication. Teachers understand that friends like to be together, but they do not take this into consideration when providing personal recommendations for students. We hope that parents will discuss recommendations with their children and explain the benefits of being in the level(s) that have been carefully selected for them. Faculty members will review all students' placements for accuracy in the first three weeks of classes each fall. If a class adjustment is advisable, the teacher will approach the parent to discuss class options.

**STUDENT CLASS PLACEMENT FOR NEW STUDENTS:** With the exception of our competition team acceptance into the school is based on class availability, age, and previous experience. If a student is new to MKDA, a faculty member may need to assess the student to ensure that they are placed in the appropriate level. Please provide the studio with details of your dance background, if any. Faculty members will review all students' placements for accuracy in the first three weeks of classes each fall. If a class adjustment is advisable, the teacher will approach the parent to discuss class options.

**MISSED CLASSES:** Progress is built upon regular weekly attendance to class. If the dancer is unable to attend class due to illness or extenuating circumstances, please email the studio to let the office know. If a dancer misses four or more classes during Term 2, it will be to the teacher's discretion whether a dancer is able to participate in the year-end recital. If a dancer misses 2 or more classes of competition practices, it will be to the teacher's discretion whether a dancer is able to continue on the competition team.

**CLASS SIZE/WAITING LISTS:** Class sizes are limited to provide an appropriate student-teacher ratio, helping to ensure student feedback and a high standard of dance education. Each year, we present a schedule that will meet the needs of our new and returning students. If a class is full, you can be put on a waitlist. MKDA also reserves the right to cancel any class that has low enrollment.

**CLASS CANCELLATIONS:** Every attempt will be made to contact each student if we cancel a class due to weather or other extenuating circumstances. In the event that a class is cancelled, we will attempt to contact each dancer affected by the cancellation through telephone or email. Please ensure MKDA has correct and up to date contact information for your child. We will also post on our website, the MKDA Facebook page and Melissa Kelly-Lavoie's Facebook page. There are no refunds or guaranteed make-up classes for classes cancelled due to weather, holidays, studio event cancellations, or extenuating circumstances.

## GENERAL POLICIES

Upon entering the studio, a positive and professional attitude is expected by all students **and their parents**. Most importantly, **HAVE FUN, SMILE AND DANCE!** Students and parents will be respectful to each other and the faculty. Profanity, un-sportsmanlike conduct, bullying, intimidation or gossip will not be tolerated by students or parents. Melissa Kelly-Lavoie reserves the right to ask you to leave the building and possibly be removed from the program permanently.

No peanuts or any kind of nuts are permitted in the Dance Academy due to severe allergies.

MKDA security guard has the authority to ask people to leave the building if he/she feels they are not respecting the dancers or the premises at his discretion. There is no loitering on the Dance Academy premises.

Parking in Melissa Kelly-Lavoie's driveway is strictly prohibited. This is a personal driveway, not a studio driveway, thus please respect this rule. Our security guard will ask you to move your vehicle if you are parked in the driveway. If you refuse, your vehicle will be towed at your expense.

At MKDA there is a privilege of watching dancers through a viewing window in both Studio A and Studio B. We ask that no one enters the studio during class time. This is very distracting to the dancers. The observation area is not a place for socializing; it is a place of silence and observation. Please do not put the teacher in the position of asking you to leave if you create a distraction to the dancers.

At MKDA, our teachers have the right to a non-intimidation setting while teaching. If an individual, who observes class, intimidates or makes our teachers feel uncomfortable in any way, will receive an email from the Director, Melissa Kelly-Lavoie, with a warning. If the problem persists, the privilege of observing class will be removed for the individual in question.

The Melissa Kelly Dance Academy is entitled to train student teachers as assistants and full-time teachers at any point. Professional guidance and assessments will be given to any full-time teacher.

## MKDA CORRESPONDENCE AND COMMUNICATION

COMMUNICATION: Good communication between Melissa Kelly Dance Academy and our students is very important to us! MKDA prides itself on a high level of administrative service to its clients. We work diligently to ensure that parents are kept well informed of every aspect of the studio. Please note that MKDA does not give out faculty phone numbers. If you need to speak to an instructor, please call or email the studio and we will be happy to pass your contact numbers on to them. Do you have a question? We are always willing to help. Feel free to contact us by calling or emailing the studio: Phone: 705-268-1116 Email: [melissa@themkda.com](mailto:melissa@themkda.com).

NEWSLETTERS: To provide clear and consistent information, we publish monthly newsletters and announcements which we post on our website and Facebook page. It is the responsibility of the student/parent to stay current on studio news.

EMAIL: We use email to send important reminders, flyers, studio information, and account information throughout the year. Please ensure that you write your email address down carefully as you register online so we can keep the lines of communication open!