



Maumelle
DANCE ACADEMY

MDA Studio Policies & Student/Parent Handbook

Attendance & Punctuality:

- Please have students arrive 5 minutes before class.
- We ask that trial/drop-in class payments are made prior to class.
- At pickup, parents should arrive 5 minutes before class ends.
- We kindly ask that dancers be picked up on time. A \$1 per minute fee may be applied for pick-ups more than 5 minutes late.
- Regular attendance is essential for your child's progress and for recital preparation.
- Please notify us of absences in advance by email (maumelledanceacademy@gmail.com).
- Students should stay home if they have had fever or any contagious symptoms (e.g. cough, sore throat, vomiting) within the last 24 hours.
- If a student must miss class due to illness, no refund is given, but they may attend a comparable class on another day/time to make up their absence.
- If the instructor is sick and cancels class, a scheduled makeup lesson will be offered.

Inclement Weather Policy:

- MDA will follow Pulaski County Special School District weather closings.
- Updates will be posted via email and parent portal.
- No refunds are given for inclement weather closings.

Drop-off/Pick-up Procedures:

- When dropping your kids off, please watch them enter the building and ensure they make it up the stairs to class.
- Parents are welcome to escort their child to and from class.
- For pick-up, we ask that you meet your child in the upstairs waiting area or the main lobby.
- Children are not allowed to leave the building until a parent or authorized guardian arrives.
- To prevent distraction, family members are not permitted to observe regular weekly classes.
- Parents will be notified of any scheduled observation days via email and parent portal.
- For students not yet potty-trained, we ask that they wear a pull-up and parents remain at the studio.
- Instructors cannot assist students in the bathroom.

Dress Code:

- Solid-colored (any color) dance/athletic wear is required for all dancers.
- Leotard and tights are preferred for ballet.
- Fitted attire is necessary for proper instruction on body positioning and alignment.
- T-shirts and other loose clothing are not allowed.
- Sweaters and wraps are allowed for warm-ups.
- Pink (or skin-toned), split-soled canvas ballet slippers are required for all ballet classes.
- Tan (or skin-toned), split-soled jazz shoes are required for all jazz classes.
- Hair should be pulled back and secured away from the face.
- Buns are preferred for ballet.
- For safety reasons, jewelry, other than stud earrings, is not allowed.
- Please label all shoes/belongings.

Studio Etiquette:

- Students will respect teachers, peers, and the space.
- Students must refrain from hanging on the ballet barre or handling the mirrors.
- Students may bring water in leak-proof bottles. Food and gum are not allowed.
- Bullying and inappropriate behavior will not be tolerated.
- Staff reserve the right to dismiss a student for unsafe or disruptive behavior.
- The use of phones is not allowed during class unless the instructor needs students to film choreography for practice purposes.
- Parents are expected to model kindness and respect, and to address any concerns directly with staff in a private setting.

Tuition, Fees, & Payments:

- We require auto-draft payments through Studio Pro.
- Monthly tuition is collected automatically on the 1st of each month through Studio Pro.
- Cash or check payments are not accepted.
- If you register for classes in the middle of a month, that month's tuition will be pro-rated (so you aren't paying for classes you didn't attend).
- **Tuition is based per dance season, divided into equal monthly payments, and does not change due to holidays, closures, or the number of weeks in any given month.**
- There are **no refunds for holidays, weather closures, or cancellations due to illness.**
- Payment methods can be updated at any time through your online parent portal.
- If a payment fails, the system will automatically retry after 24 hours.
- A late fee of \$10 may be applied if payment is not received within 5 days of the due date. An additional \$10 charge may be applied if payment is not received within 10 days of the due date.
- Students with overdue balances may be asked to sit out of class until the account is current.
- **Drop-in/Trial Class Rate is \$15 per class for 45 minute classes and \$20 per class for 1 hour classes.**
- Currently, the drop-in rate option is only available to the adult classes.
- Trial classes are available to prospective students in any class desired.
- Please arrive early to complete drop-in/trial class payment via Venmo, PayPal, or Studio Pro.

Recreational Class Pricing:

Weekly Class Duration:	Monthly Tuition:
30 minutes	\$50
45 minutes	\$60
1 hour	\$70
1 hour 15 minutes	\$80
1 hour 30 minutes	\$90
1 hour 45 minutes	\$100
2 hours	\$110
2 hours 15 minutes	\$120
2 hours 30 minutes	\$130
2 hours 45 minutes	\$140
3 hours	\$150
3 hours 15 minutes	\$160
3 hours 30 minutes	\$170
3 hours 45 minutes	\$180
4 hours	\$190

Private/Semi-private Lesson Tuition:

- Private lessons are available for students wanting to compete or those who wish to receive more individualized instruction to strengthen technique and focus on personalized goals.
- Tuition is a flat monthly rate, based on the full dance season, and does not change due to holidays, closures, or the number of weeks in any given month.
- There are no refunds for holidays, weather closures, or cancellations due to illness.
- If the instructor must cancel for illness, a scheduled private makeup lesson will be offered.

Private/Semi-private Instruction Pricing:

Weekly Class Duration:	Monthly Tuition:
30 minute solo	\$150
45 minute solo	\$225
1 hour solo	\$300
1 hour duet	\$150 per student
1 hour trio	\$100 per student

Studio Fees:

- Annual Registration Fee: \$50 per family (auto-charged to account at time of enrollment). This is a yearly fee that helps cover studio operations, administrative costs, and insurance. It is non-refundable.
- Costume Fee: \$85 per dancer/per costume (auto-charged to accounts on January 1st). This fee is non-refundable. *Costume fees for competition dances may be higher due to intricacy of design and rhinestoning.
- Recital Fee: \$50 per family (auto-charged to accounts on April 1st). This helps cover venue rental, programs, staffing, and recital production costs. This fee is non-refundable.
- Adult Ballet Classes do not require costume or recital fees.

Withdrawal/Refund Policy:

- All withdrawals must be submitted by email to maumelledanceacademy@gmail.com.
- Tuition is billed monthly on the 1st, and we require notice prior to the next billing cycle to stop future charges.
- Tuition and fees already paid are non-refundable.
- Students are responsible for tuition through the end of the current month regardless of attendance.
- Account must be current. Withdrawals cannot be processed if the account has an outstanding balance.

Recital:

- Most classes will perform in our annual recital (location, date, and time are to-be-determined, but will fall in mid to late May).
- Parent volunteers help our recital run smoothly and are greatly appreciated!

Communication:

- The best way to communicate with the studio is via email at maumelledanceacademy@gmail.com.
- Most updates and announcements will be emailed, but there will be occasional paper handouts as well.

*****The following information applies to competitive dancers only! Please disregard if your child is only taking recreational classes.*****

* Competition fee prices depend on the type and number of routines the dancer has.

* Competition fees are determined by which competitions we attend, as their pricing varies.

Typical fees are:

- Solo: \$200 - \$300 per competition.
- Duet: \$100 - \$150 per dancer, per competition.
- Group Routines: \$75 - \$125 per dancer, per routine, per competition.

* These fees are non-refundable and are due 8 weeks before the scheduled event.

* In the unlikely event a competition is cancelled, refunds/credits are subject to the competition company's policies—not the studio's. Instead of a refund, oftentimes, a credit may be issued to attend that competition the following season.