



MDA 2026-2027 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 for 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.
- No refunds are given for inclement weather closings.

Drop-off/Pick-up Procedures:

- When dropping your kids off, please ensure they make it up the stairs to 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. There is ample seating in the lobby just outside of the studio.
- Parents will be notified of any scheduled observation days via email.
- 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) leotards -or- dance/athletic wear is required for all dancers.
- 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.
- 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 or PayPal.

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 February 1st). This fee is non-refundable. *Costume fees for competition dances may be higher due to intricacy of design and rhinestoning.
- Recital Fee: \$100 per family (auto-charged to accounts on April 1st). This helps cover venue rental, videographer, programs, staffing, and recital production costs. This fee is non-refundable.
- Adult Ballet Classes do not require costume or recital fees.

Withdrawal/Refund Policy:

- 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.
- In extenuating circumstances where a refund is approved for classes that have been paid for but not yet taken, all non-refundable payment processing fees incurred by the studio on both the original transaction and any refund transaction will be deducted from the refund amount.
- 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 as follows:

- Solo: \$275 per competition.
- Duet/Trio: \$175 per dancer, per competition.
- Group Routines: \$125 per dancer, per routine, per competition.

* Competition fees include choreography, competition registration and entry processing, required administrative coordination, staffing coordination, and mandatory competition fees (including media fees when required by the competition). Fees are structured to cover the additional time and expenses associated with preparing dancers for competition.

* Competition 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.