



## *Studio Guidelines and Policies*

It's our absolute pleasure to warmly welcome you into our family at **RDA Studios LLC dba Ryann's Dance Academy (RDA)**. RDA is thrilled to see many familiar faces at the studio and even more excited to see some new faces join our community. While we would love you to take the time to read this information carefully, we have it here on our website for you to refer to as you need, don't forget that we are always here to help and will happily answer any questions you may have. Nothing is too big or too small, we promise!

### **Registration**

A Registration Form must be completed for every student before enrolling in any lessons or participating in any trial classes. A non-refundable registration fee of \$25 will be charged for every student. ALL class placements are solely at the discretion of the Instructor and/or Studio Director. All waivers must be signed before a dancer can participate in a class. Registration fees are non-refundable.

### **Attendance**

Your child's attendance in class is very important to their peers and our teaching staff. It is a commitment for you to ensure your child attends their classes on time each week. Not only do absences impact the recital routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group. If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know. If your child is too unwell to attend class, we ask that you inform us as soon as you can so we can let the teachers know. Tuition is not refunded for any class your dancer misses.

### **Tuition**

Tuition is based on the total cost for classes and is payable monthly. Tuition is due on the **1st** of each month.

Our dance season runs from September through the end of April/beginning of May. There will be no reduction in tuition for months with holidays, vacation weeks, or due to illness. In the case of an extended illness, please call the studio to make special arrangements. **Acceptable methods of payment include cash, check, credit card or Venmo.** All checks should be made payable to Ryann's Dance Academy.

- Payment for classes must be made by the **1st** of the month, with a grace period of 10 days. On the 11<sup>th</sup> of every month any tuition not paid will incur a \$10.00 late fee and will be added to your account continuously for each month your payment is late.
- All sales are final and are not refundable or transferable.

- There is a \$25.00 fee for returned checks.
  - 1<sup>st</sup> class is \$33 + tax per month
  - 2 classes \$58 + tax per month
  - 3 classes \$78 + tax per month
  - 4 classes \$93 + tax per month
  - Unlimited classes \$103 + tax per month
  - There is a 10% discount for families with 2 or more students enrolled with RDA
- **Private Lesson:** Must be booked online through the parent portal. If you are a no show/no call you will still be charged for the lesson fee. If you let RDA know within 24 hours of your lesson time that you need to cancel or reschedule, you will NOT be charged for the lesson. The soloist and the teacher's time is valuable and needs to be respected. By letting RDA know ahead of time that you need to reschedule or cancel that allows another dancer to take the available spot. Private lessons are \$30 per hour, \$15 for the half hour.
- Monthly tuition is never pro-rated but determined from an average of the entire season of classes for 8 months. Registration fees and/or tuition are **NON-REFUNDABLE & non-transferable**. If a student account is one month behind, the student will not be allowed to attend class until account is current.

## Expectations

Ryann's Dance Academy promotes kindness, leadership discipline and teamwork. To create an excellent dance environment, students will adhere to the standards set forth in the policies.

We expect our students to behave properly while in class. They must be respectful of their teacher and peers at all times. Should a student become disruptive in class, the Teacher/Director has the right to remove him/her from class. The student will be allowed back into class at the Teacher/Director's discretion. We do not tolerate any form of disrespect from any student or parent at RDA. We reserve the right to have individuals removed for being disrespectful, rude, threatening or creating conflict.

Please also come prepared to dance or tumble. This means appropriate attire is necessary (no jeans or jean shorts) and hair pulled back and away from their face.

## Social Media

Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards RDA staff, students, families or RDA as a business will subject the owner to disciplinary or legal action. This includes posts made by any parent, student, grandparent, in law, etc. If this is found and RDA is contacted of content on social media being negative towards the studio, **RDA will have the right to remove the student from class and/or recital with all fees being non-refundable to the parent.** Any content revealing or referring to sensitive studio information is not allowed to be shared online. Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children in your care.

All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all

communication, complaints and feedback to be communicated to the Artistic Director/ Studio Owner directly.

Dancers and Parents/Guardians are not allowed to represent RDA or the owner/director in any private social media groups or networking sites. RDA has an official Website, Instagram and Facebook page. Dancers and Parents/Guardians are encouraged to participate on any official RDA social media or networking site that is started by the studio owner of RDA. Remember, respect and kindness are expected at all times. If there is any commentary deemed to be disrespectful or inappropriate by the owner of RDA, it may lead to probation, suspension and/or expulsion from RDA.

You may not post photographs/videos that feature RDA dancers other than your own online without the consent of their parent/guardian.

## General Policies

- Classes may be cancelled due to inclement weather. IF the Mount Ayr Schools cancel or let out early due to weather, RDA dance classes will be canceled. No refund in tuition will be given for any classes that get canceled due to weather.
- RDA will **NOT** have dance classes on the following:
  - **Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas, Christmas break (Dec 23-Jan 6, 2025), Spring Break (March 17-21, 2025)**
- Please be prompt in dropping off and picking up your dancer ~ **no dancer should be dropped off more than 10 minutes prior to class.** IF they are, your account will be charged a minimum of \$25 an hour for babysitting services.
- No gum chewing in the studio or waiting room at any time
- No Food or Drink allowed in the studio or waiting room (water ok)
- Parents are responsible for monitoring all siblings not in lessons.
- Please refrain from peeking through the door. This is a distraction to teachers and students.
- Ryann's Dance Academy and it's staff are not liable for any damage to or losses of personal property or valuables
- Any choreography learned by a student is the sole property of Ryann's Dance Academy and may not be copied or used for any activity outside of the Studio. Permission must be granted by the Studio for any student to use Studio choreography at any venue where the member is not with the Studio or acting on behalf of the Studio
- NO person(s) allowed in the dance space without an RDA instructor present
- It is the responsibility of the parent to inform RDA of any changes of enrollment – accounts will not be refunded if a dancer takes a month off and has not informed RDA
- Make up classes are offered as a courtesy and will not be guaranteed by RDA.
- 30 Day notice is required to cancel an Account Holder's studio account. Without a 30 day notice, the Account Holder agrees to pay tuition for all months charged. Students will not be considered withdrawn from the studio or any specific class until the director is notified in writing.

## Recital

All RDA students are given the opportunity to perform in our Recital at the end of our season. Participation in our Recital is not mandatory for our dances, however, we must be notified in writing by January 1 if your dancer will not be participating in the Recital. Parents are responsible for costumes deposits and balances by the due dates. Costume payments will be due on January 10, 2024 and are non-refundable and non-transferable. Parents are also responsible for purchasing tickets to RDA performances in advance – RDA makes no guarantee that tickets will not sell out. Tickets are non-refundable and no exchanges can be made.

**There is a non-refundable recital fee of \$45 (includes a free recital t-shirt and two recital tickets) due by March 1<sup>st</sup>.**

- Students must be enrolled by October 1 to participate in the recital.
- At the Director’s discretion a new student may be invited to perform regardless of enrollment date
- Dress Rehearsals and Recitals are held locally. This year there will be 3 recitals. Recitals will be held the weekend of April 26-27<sup>th</sup>, 2025.

### **Inclement Weather**

In case of inclement weather, please call or text **RDA at 641-202-9507**. An email will also be sent to the email address you provided at registration, we will send out timely notices when possible. You can also check our social media accounts for updates. If the Mount Ayr Community Schools are closed, dance classes are canceled.

### **Communication**

RDA sends primary communications via **EMAIL**. We do not share email addresses with anyone. Monthly newsletters, invoices, and important studio information is all sent via **EMAIL**. Please check with Ryann or the front desk to make sure that we have your correct email address on file.

Thank you so much for joining our dance family!

“Behind every dancer who believed in themselves, is a teacher who believed in them first”

Live Your Best Life

Ryann Martin, Owner

RDA Studios LLC dba Ryann’s Dance Academy