



## Allegra Dance Greenwich Studio Policies

Dear Parents and Dancers,

Welcome to Allegra Dance Greenwich! Please read the following guidelines and policies so that we may best work together towards a successful dance year! Please sign the last page and return it to our office, registration is not complete until we have received a signed copy.

### **General Information**

Allegra Dance Greenwich has two semesters:

- Fall Semester: September through the end of January
- Spring Semester: February through early June.

Company members are required to attend both semesters.

We offer Summer dance classes and a Summer Day camp.

Placement in classes is at the discretion of the directors and not necessarily based on years of experience or age. A trial class will help us to best place your child in the correct level. Private lessons are available by appointment.

### **Code of Conduct and Safety**

Please note that dancers are supervised by Allegra Dance Greenwich staff members during class time only. Please make every effort to pick up your child on time. If a parent is late, students are welcome to sit in the lobby or quietly watch class (if they are invited to do so by the instructor). In the case of an emergency, please contact the office at (203) 629-9162.

We have a zero-tolerance policy for inappropriate, disruptive or offensive behavior (whether verbal or physical) by Allegra Dance Students or their parents. Students who exhibit this behavior will be immediately terminated from the program without refund. Allegra strives to provide the best dance training in a nurturing environment where everyone feels comfortable and valued.



### **Attendance and Tardiness**

Regular, punctual attendance is important to a child's progress. Being on time for class is essential. Dancers should not disrupt class by entering late or leaving early. Classes begin with warm up exercises to prevent injuries. If a student is more than fifteen minutes late, she/he will be asked to observe the remainder of class as it will not be possible for them to be properly warmed up to join the other dancers. Dancers who must leave early are required to get prior permission from their instructor. All students must notify the Allegra Dance Greenwich office at 203-629-9162 or at [office@allegradancegreenwich.com](mailto:office@allegradancegreenwich.com) of any absence or tardiness. **Students who have more than one absence per month will not be eligible for participation in the recital; after three consecutive (unexcused) absences students will be terminated from the program with no refund.**

### **Attire**

**Ballet** students are required to purchase an official Allegra Leveled Leotard. Order forms will be available at registration. Ballet students may purchase other leotards in their level's color at their discretion. It is recommended that dancers purchase at least two leotards, one ballet skirt (no shorts allowed) and three pairs of convertible pink tights. Ballet students are also required to wear pink ballet shoes with elastics sewn on. Hair **must** be worn in a neat bun – secured with bobby pins, hair elastics and a hair net.

**Jazz/Modern/Contemporary/Acro** students are required to wear a leotard (any solid color) jazz pants, tights or short shorts (with tights underneath). Black jazz shoes and foot undies are optional. Hair **must** be pulled back into a neat ponytail or bun.

**Hip Hop** students are required to bring clean sneakers (not worn outside) and comfortable clothing that they can move in (no jeans or shorts; nothing too revealing).

**Tap** students are required to wear black tap shoes and a leotard (any solid color) jazz pants, tights or short shorts (with tights underneath). Hair **must** be pulled back into a neat ponytail.



### **Closures**

Please see our online calendar at [www.allegradancegreenwich.com](http://www.allegradancegreenwich.com) for scheduled closures and upcoming events. In the event of inclement weather, you will receive an email and it will be posted on our Facebook and Instagram pages. Please ensure that you have updated your email address with the office and that you are receiving our emails (please add us to your contact list to prevent emails from going into your spam: [office@allegradancegreenwich.com](mailto:office@allegradancegreenwich.com)). Allegra Dance Greenwich reserves the right to combine or cancel classes due to the number of participants.

### **Registration and Refunds**

A Registration fee of \$40 is paid per semester and is non-refundable. Families with more than one dancer will be charged a \$25 registration fee per sibling. The entire balance is due upon registration.

Refunds will only be issued immediately **before** the first class session. All refunds will include a 20% processing fee. A credit will be issued due to a medical condition (doctor's note required). Students who enroll later in the semester will receive a prorated amount of no more than three classes. Missed classes can be made up until the end of the current semester by attending another Allegra class. Please schedule make-up classes with the office. No refunds will be given on classes missed due to school holidays, inclement weather, illness or other activities.

Classes are non-transferable between students.

### **Late Fees**

All balances not paid by the agreed upon date will be charged a late fee of \$50.00 which must be paid immediately in full with outstanding balance. Any accounts still delinquent by December for the Fall Semester and April by the Spring Semester, will incur an additional \$20 late fee. Dancers will not be allowed to participate in the Nutcracker or Spring Recitals if their accounts are not up to date. There will be no grace period and **late fees will not be waived for any reason.**



## Recital and Costume Fees

Allegra Dance Greenwich has three major performances per year.

- *The Nutcracker* will be performed by all ballet students (Levels I and up) and is held either the first or second Saturday in December. A *performance fee* of \$70 will be charged per student.
- *The Lower School Recital* will be held in May. Students in the Rising Stars program, lower school classes and company members will participate in this show.
- *The Upper School Recital* will be held in June. Students in the upper school classes and company members will participate in this show.

Ticket prices, exact location, mandatory rehearsal schedules and all other related information will be supplied to you at a later date via email and information packets.

A costume fee of \$70 will be charged per class for the Lower School and Upper School Recitals. If your child *cannot* participate in the Lower or Upper School Performances, please inform us in writing via email by **March 1**. If we do not receive this information by March 1, we will assume that your child is performing and you will be charged a **non-refundable costume fee**. Once a costume has been ordered it cannot be returned to the manufacturer. If you let us know that your child cannot perform in the show after the costume has been ordered, you will be responsible for the costume payment. Costume fees are due upon Spring registration to ensure that all costumes arrive on time. A **\$15 late fee** will be charged per costume for Rush Processing and expedited shipping & handling. Alterations are the responsibility of the parent.



We are thrilled to have you as a part of the Allegra Dance Greenwich family! If you have any questions, please do not hesitate to contact Emily Isidori or Carrie Page at [office@allegradancegreenwich.com](mailto:office@allegradancegreenwich.com) or 203-629-9162. We will be happy to answer any questions or concerns that you may have.

I have read the Allegra Dance Greenwich Studio Policies and agree to the terms stated in this document.

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SIGNATURE OF PARENT/LEGAL GUARDIAN

DATE

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PRINT PARENT/LEGAL GUARDIAN NAME

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SIGNATURE OF STUDENT (If over 18)

PRINT STUDENT'S NAME