

METdance

2017-2018 CHILDREN'S SCHOOL YEAR PROGRAM - POLICIES & PROCEDURES

ENROLLMENT

Enrollment is for the full School Year – August 28, 2017 – May 26, 2018

A registration fee of \$35.00 is charged for all students new and returning.

TUITION PAYMENT OPTIONS:

One Payment: Full School Year Tuition August 28, 2017 – May 26, 2018- 5% discount

Six Payments: There is a mandatory \$35 non-refundable registration fee and \$100 deposit, which will hold your students place in class and is part of your tuition. Balance of tuition will be made in 6 payments in September, October, November, January, February and March. Monthly Payments are due on the 1st of each month; a \$10 LATE FEE is assessed on the 11th. If you select this option; you are responsible for all six payments.

Payment Methods:

- **Cash**
- **Credit** - American Express / Master Card / Visa
- **Checks - Written** to: **HMDC** or **METdance**
CHILD's NAME in Memo Please

\$30 charge on all returned checks

If Necessary Mail To:

Houston Metropolitan Dance Center
P.O. Box 980457
Houston, TX 77098

ATTENDANCE:

- **There are NO REFUNDS:** Registration is a commitment to be active the entire school year.
- **Make-up classes:** For students registered in the school year makeups may be taken September – May
Your account must be current and in good standing to take make-up classes.
Visit the front desk when your child takes a **make-up class**. Students will be given a slip that must be handed to the teacher when he/she enters class.
- **Terminating Classes:** To terminate your student from the program, you will need to fill out the early termination form available in the office and there will be a **\$100 early termination fee**. Otherwise you will be held responsible for the completion of tuition payments for the year. If your account balance becomes behind by more than 30 days, then your child be be denied entry into the class.

HOLIDAYS AND OTHER IMPORTANT DATES:

First Day of Children's Semester	Monday, August 28, 2017
Labor Day Holiday	Friday, September 1- Monday, September 4, 2017
Thanksgiving	Wednesday, November 22 – Sunday, November 26, 2017
Holiday Break	Monday, December 18, 2017- Monday, January 1, 2018
Classes Resume	Tuesday, January 2, 2018
Spring Break	March 12-18, 2018
Easter	Friday, March 30 – Sunday April 1, 2018
Last day of Classes	May 25, 2018
Children's Recital 2017	May 26, 2018

CLASS ATTIRE:

NO street clothes allowed in class. HAIR must be secured out of the face. Please use the restroom before class.

Creative Dance – any type of dancewear leotards, tights, dance dresses (no color requirements) and ballet shoes

Creative Dance Combo – same as above but also needs tap shoes

Ballet Classes – tights & leotards (no color requirements) & ballet shoes

Jazz & Tap Classes – general dance wear (biker shorts, jazz pants, and leotards) & appropriate shoes: jazz or flat tap shoes.

Hip Hop Classes - general dance wear (biker shorts, jazz pants, and leotards) and clean tennis shoes

Boys – Dance or Athletic Wear including tshirts, athletic shorts, sweat pants.

ARRIVING AND DEPARTING:

Students must wear street clothing and street shoes to and from the studio. Please do not wear your dance shoes from the car into the studio. PARENTS, please be prompt in picking up your child! We are not responsible for children once they leave the inside of the building.

HEALTH PROTOCOL:

Every year, a number of students become ill for many reasons, including exposure to other ill children in the classroom. To help you make decisions about whether or not to send your child to school, we have put together a list of indicators to help you to decide.

Please do not bring your student to class if any of the following condition(s) are present:

1. Fever 100 degrees or higher. A child must be fever-free for 24 hours (without medication) before returning to class.
2. Persistent cough.
3. Sore throat with fever and/or white spots on the throat.
4. Rash with fever illness, such as chicken pox, measles, etc.
5. Nausea, vomiting, or diarrhea. A child must be free from symptoms for 24 hours before returning to class.
6. Red, itchy, and draining eyes. If conjunctivitis or "pink eye" is diagnosed, the child must be on medication for 24 hours before returning to class.
7. Prolonged headache and/or stomachache.
8. Swelling or pain at a level that may interfere with learning.
9. Earache.
10. Toothache.

Head lice - A child must remain at home until treated with medicated lice shampoo and the nits are removed.