

Chat gpt update idk why the font is so huge!!! But it won't matter when I put it in DSP

ISLAND DANCE ACADEMY POLICIES & PROCEDURES 2025–2026

WELCOME TO ISLAND DANCE ACADEMY!

We are so excited to share our fifth season with you. This Policies & Procedures guide outlines important information about tuition, performances, dress code, attendance, behavior expectations, and more. Please review it carefully, as it serves as your reference throughout the year. Our goal is to maintain a safe, organized, and inspiring environment for every dancer. If you have any questions, we're always happy to help—reach out anytime via email, text, or through your Parent Portal.

STUDIO COMMUNICATION

We strive to keep you well-informed and supported throughout the dance season. Important updates and reminders are shared through email, text messages, and the Parent Portal, so please make sure your contact information is always current.

For quick questions or simple updates (such as running late or reporting an absence), the fastest way to reach us is by texting our studio line at **251-929-4630**.

For more detailed questions or account inquiries, please use email (**info@theislanddance.com**) or message us through your Parent Portal.

Please avoid trying to speak with teachers during drop-off or pick-up. Most instructors teach back-to-back classes, and stopping to talk can delay the next class and disrupt the learning environment. The start of class is especially important for establishing focus and structure for our dancers. We appreciate your help in allowing teachers to stay fully present with their students.

REGISTRATION FEE & FIRST MONTH'S TUITION

To complete enrollment and secure your student's spot in class, the registration fee and first month's tuition must be paid in full.

TUITION & PAYMENTS

- Tuition is due on the 1st of each month and is based on an annual amount divided into equal monthly payments. It is not prorated for short months or

increased for longer ones.

- All accounts must enroll in Auto Pay using a debit card, credit card, or ACH draft. Payments process on the 1st business day of each month.
- If paying by cash or a different card, payment must be received *before* the 1st to avoid Auto Pay charges.
- Late payments incur a 10% weekly fee and may result in suspended classes until payment is made.
- Accounts over 90 days past due may be referred to collections and removed from class. A new registration fee may be required to re-enroll.

PERFORMANCES & ADDITIONAL FEES

- All students participate in our annual **Christmas Showcase**, held at the studio during the final week of December classes.
 - A \$35 Christmas Showcase Fee is due in November and will be charged automatically unless paid in advance. This fee includes a

Christmas T-shirt (used as the performance costume) and all necessary accessories or props.

- Our end-of-season **Recital** is held in June at the Orange Beach Performing Arts Center. All classes participate.
 - **Recital Costume Fees** are due in November and will be charged automatically unless paid prior. Each costume is \$85 and includes a garment bag and "recital only" tights.
 - **Recital Participation Fee** is due in March: \$105 per student or \$155 per family. This covers venue rental, staffing, a keepsake memory book, recital T-shirt, and a digital video of the performance.

DISCOUNTS

- A 10% sibling discount is available for immediate family members registered under the same account.

NSF PAYMENTS

- A \$35 fee applies to all returned checks or failed Auto Pay transactions.
 - ACH/eCheck payments may initially appear successful but later decline. If this occurs, your payment will be voided and you will be notified.
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WITHDRAWAL POLICY

- Tuition is non-refundable.
- A 30-day written notice is required to withdraw from class.
- Submit notice through the Parent Portal or email (**info@theislanddance.com**) and include:
 - Account holder's name
 - Student's name
 - Class(es) withdrawing from
 - Requested withdrawal date

- Auto Pay will stop 30 days after formal notice is received.

REFUNDS & ACCOUNT CREDIT

- Registration, tuition, supply, and costume fees are non-refundable.
- Refunds are only issued if Island Dance Academy cancels a class due to low enrollment or other uncontrollable circumstances.
- In the event of a government-mandated closure, no refunds will be issued if a comparable online class option is provided.

SCHEDULING & CLASS CHANGES

Island Dance Academy reserves the right to:

- Reschedule or combine classes
- Provide substitute instructors as needed

- Transition to online classes (Zoom or similar) in the event of inclement weather, natural disasters, or government-mandated closures. Regular enrollment, payment, and withdrawal policies still apply.
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ATTENDANCE POLICY

- Students who miss 3 or more consecutive classes without written notice may be removed from class if we are unable to reach you.
 - Tuition for missed classes is non-refundable and non-transferable.
 - Vacant spots may be given to students on the waitlist. Re-enrollment will be required if your child is dropped.
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DRESS CODE

- Dress code information is available under “Class Descriptions” on our website and on our online shop.

- While we allow flexibility for comfort and individuality, students are expected to be in full compliance.
- No jeans, loose-fitting clothing, street shoes, or dangling jewelry.
- Hair must be pulled back and secure.
- For acro and tumbling classes, no bows or jewelry—these may be removed by the instructor.
- Boys may wear fitted athletic shorts/pants and T-shirts—avoid overly loose items for safety.
- Hip hop students must wear clean sneakers reserved for class use only.

INCLEMENT WEATHER POLICY

- Closure announcements will be made by 2:00 PM for afternoon classes (or by 6:00 AM for morning classes) via text, email, the Parent Portal, and social media.

- We do not automatically follow school closings, as conditions often improve by class time.
- Your tuition includes up to 2 weather-related cancellations per season. No refunds or credits will be issued for these.
- Additional cancellations may be made up via a weekend class, a similar class, or an online option.
- In case of severe weather (e.g., hurricanes), classes resume once power is restored and access to the studio is possible. Check texts, email, and social media for updates.

LOST & FOUND

- A lost and found basket is located in the lobby.
- Items not claimed by the end of the season will be donated.
- Island Dance Academy is not responsible for lost or stolen items. Please keep valuables at home.

HEALTH & ILLNESS POLICY

- Do not send your child to class if they are sick. Students must be symptom-free (fever, vomiting, or diarrhea) for 48 hours without medication before returning.
- If a child becomes ill during class, a parent will be contacted for immediate pickup.
- Keep your contact information current in the Parent Portal so we can reach you in case of illness or emergency.

BEHAVIOR POLICY

- We use positive reinforcement to create a respectful and encouraging learning environment.
- Corporal punishment is never used.
- Students who demonstrate unsafe or disruptive behavior will be redirected. If issues persist, a parent

may be called for early pickup.

- In rare cases where behavior cannot be resolved, the student may be dismissed from the program.
- Please share any behavioral or developmental concerns with us. Many of our staff have experience working with special needs, and with your help, we can better support your dancer's success.

ISLAND DANCE ACADEMY POLICIES & PROCEDURES 2024-2025

REGISTRATION FEE & 1ST MONTH'S TUITION

In order to complete the enrollment process and secure your student's place in class, Registration Fee and First Month's Tuition must be paid in full.

TUITION AND PAYMENTS

- Tuition fees are paid monthly with payments due on the 1st of the month. Tuition is based on a yearly amount that is divided into monthly installments for your convenience. Tuition will not be prorated for shorter months, just as it will not be increased for longer months.
- We require all accounts to set up auto pay for monthly tuition using an ACH, debit or credit card. Payments are automatically charged on the 1st business day of each month. If you wish to use an alternative form of payment (cash or alternative card), this payment must be made before the 1st of the month.
- Accounts not paid within terms are subject to a 10% late fee each week and discontinued services until payment is received.
- Accounts more than 90 days past due may be submitted to collection services and student will be dropped from roster. Re-enrollment and applicable registration fees may apply to continue services.

PERFORMANCES AND ADDITIONAL FEES

- All students will participate in our annual Christmas Showcase. This showcase is an informal performance held at the studio the last week of dance classes in December.
- A \$35 Christmas Showcase fee is due in November and will be automatically charged to the account on file unless alternative payment has been made prior. This fee includes a Christmas T shirt that will serve as the base of our "costume" for the performance. All other accessories and props will be provided by the studio.
- Our end of year Recital is held in June at the Orange Beach Performing Arts Center. All classes participate in recital. Refer to class descriptions for number of routines/costumes per class.
- Recital Costume fees are due in November and will be automatically charged to the account on file unless alternative payment has been made prior. Recital Costumes are \$85 each and include custom labeled garment bag and a pair of "recital only" tights. (Refer to class descriptions for number of recital routines per class).
- Recital Fees are due in March. This fee is \$105 per student or \$155 per family and will be automatically charged to the account on file unless alternative payment has been made prior. Recital fee is used to help cover the expenses of rehearsals and recital, including facility and staffing. Also included in the recital fee are a keepsake memory book for each student, a digital video of the performance and a recital t-shirt!

DISCOUNTS

- We offer a 10% Sibling Discount for families with multiple students. This is for immediate families only and accounts must be registered together.

NSF PAYMENTS

- Non-sufficient funds on paper checks, auto-debit, or auto-charge payments will incur a \$35 NSF fee which will be paid at the front desk along with the tuition.
- Due to the unique nature of ACH/eCheck payments, errors and failures do not appear immediately (as they do with credit card payments). ACH Payments may appear as paid and later declined. If this occurs, your payment will be voided and you will be notified of the failed payment.

WITHDRAWAL FROM CLASS

- Tuition is non-refundable. A 30-day notice in writing is required to withdraw and discontinue further tuition payments. To withdraw, please submit an email through your Parent Portal or info@theislanddance.com with Account Holder's name, Student's Name, classes from which they are withdrawing and the date in which you wish the withdrawal to take effect. Automatic payments will be discontinued 30 days AFTER formal withdrawal notice is received.

REFUNDS/CREDIT ON ACCOUNT

- Tuition, registration fees, supply fees, and costume fees are not refundable for any reason. Refunds are only issued when Island Dance Academy cancels a class due to low enrollment or other extenuating factors beyond our control.
- No refunds will be given if a similar online class is provided in place of an in-studio class in the event of government mandated shutdowns.

SCHEDULING

Island Dance Academy reserves the right to

- reschedule or combine classes.
- provide a substitute or replacement teacher as deemed necessary.
- conduct classes via Zoom or any other online system in the event of extreme weather, natural disasters, or government-mandated shutdowns. Enrollment, payment, and withdrawal policies will apply.

ATTENDANCE

Students who miss 3 or more consecutive classes without written notification (email info@theislanddance.com) can be made inactive forfeiting their reserved place in class if attempts at contact are unsuccessful. No refunds, transfers, or credits will be allowed on any "unused" tuition payments. Class space is limited and those on waiting lists will be allowed the opportunity to take classes in the absent students' place. Students who have lost their enrollment may be placed on the waiting list for any future openings and may be subject to registration fee.

DRESS CODE

Students are required to adhere to the dress code for their class. These can be found under Class Descriptions on the website and on our online shop. Our dress code is quite flexible as we want each dancer to be able to express their individuality and feel comfortable as they learn. For this reason, we expect each dancer to always be in full compliance. No loose-fitting clothing, jeans, street shoes or dangling jewelry. Acrobatic and tumbling students should not wear bows in their hair or jewelry. Bows and jewelry will be removed by instructor and we cannot guarantee that they will not be lost. Hair should always be pulled back and secure.

Male students may wear athletic shorts/pants and t-shirts. Please be mindful of fit as we will be moving and flipping. Too much loose fabric can be a danger. Hip Hop students should have a pair of shoes solely for class (not their everyday sneaker). This is to ensure that our floors and equipment remain sanitary for all students.

INCLEMENT WEATHER POLICY

In the event of inclement weather, an announcement will be made via the Parent Portal, a text and email will be sent and a social media post made by 2pm if classes are canceled (by 6am for morning classes). We do not necessarily follow school closings as roads are often cleared by the time studio classes begin.

Please note that our class schedule allows for up to 2 weather days per season. These are included in your yearly tuition and are not subject to proration. For any additional weather days that may occur, we will provide alternative class opportunities which could include an additional class on a weekend, the option to attend a similarly scheduled class or an online session. In case of severe inclement weather (hurricane season) classes will resume as soon as the dance studio has power and access is granted to the island. Please check the Parent Portal, our Facebook page and your texts and emails for updated information about when the studio opens.

LOST AND FOUND

- The Island Dance Academy will have a lost and found basket available
- Please check the lost and found basket regularly as all lost and found items will be donated to charity at the end of the year.
- The Island Dance Academy is not responsible for any lost or stolen items. Please do not leave belongings unattended.

HEALTH & SAFETY/ILLNESS

Do not send a sick child to the studio. A child must be free of fever, diarrhea, and/or vomiting for 48 hours (without medication) before returning to the studio. Should your child become ill while at class, you will be called to pick him/her up. It is imperative that we are able to contact parents when children are ill or in emergency situations. Please be sure to save our number in your contacts and to update your contact information through the Parent Portal should you have any changes.

BEHAVIOR POLICIES

We believe in positive reinforcement to maintain a healthy learning environment. We do not, under any circumstances use corporal punishment. Students exhibiting problematic behavior will first be redirected or removed from the situation. Should the behavior persist, or if at any point should the child become a danger to themselves, other children or adults in the classroom, the parents will be called to pick-up the child early from class. While extremely rare, if the behaviors cannot be resolved in a timely manner, we reserve the right to dismiss the child from the program.

Please be transparent with us about any behavioral concerns or issues. Many of our teachers are very familiar with special needs and behavioral disabilities. With proper information, we can do our best to address each child's situation with care, giving everyone the best chance at success!

WINTER ENROLLMENT

ISLAND DANCE ACADEMY POLICIES

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In order to complete the enrollment process and secure your students place in class, the Registration Fee and First Months Tuition must be paid in full.

*** For Winter Enrollment we require payment for 1 recital costume at time of enrollment. Any additional costumes must be paid within 30 days of enrollment to participate in recital. Refer to class descriptions for more information about number of costumes/routines per class.

TUITION AND PAYMENTS

- Tuition fees are paid monthly with payments due on the 1st of the month. Tuition is based on a yearly amount that is divided into monthly installments for your convenience. Tuition will not be prorated for shorter months, just as it will not be increased for longer months.
- We require all accounts to set up auto pay for monthly tuition using an ACH, debit or credit card. Payments are automatically charged on the 1st business day of each month. If you wish to use an alternative form of payment (cash or alternative card), this payment must be made before the 1st of the month.
- Accounts not paid within terms are subject to a 10% late fee each week and discontinued services until payment is received.
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- Recital Fees are due in March. This fee is \$105 per student or \$155 per family and will be automatically charged to the account on file unless alternative payment has been made prior. Recital fee is used to help cover the expenses of rehearsals and recital, including facility and staffing. Also included in the recital fee are a keepsake memory book for each student, a digital video of the performance and a recital t shirt!

DISCOUNTS

- We offer a 10% Sibling Discount for families with multiple students. This is for immediate families only and accounts must be registered together.
- Students enrolled in Island Kids Club will receive a 20% discount on any additional dance/acrobatic classes they choose to enroll in. This discount will not automatically apply, be sure to reach out to us so we can update your account!

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Please be transparent with us about any behavioral concerns or issues. Many of our teachers are very familiar with special needs and behavioral disabilities. With proper information, we can do our best to address each child's situation with care giving everyone the best chance at success!

Main Page Text (settings, portal, messages)

Welcome to our Online Registration! Here are a few tips to help you navigate our program:

- Age cut offs for Summer Camps are calculated as of July 1st. For example, if Suzy turns 5 in October she would still register for 3-4 year old classes as our age cut off is September. It is important that children are placed in the proper class for their age and development.
- Be sure to choose the tab that corresponds to the classes you are searching for. If you are looking for dance classes, click the tab that says "2024-25 Dance Season"
- We do require autopay. If you are stuck on the classes page, scroll to the top and check for red boxes to give you further direction.
- If your desired class is full please use the Waitlist option. We almost always are able to find you a spot or, with enough interest, open a new class. (Registering for the waitlist does not obligate you to enroll when space becomes available.)
- Please be sure to read through policies and procedures thoroughly. We address most frequently asked questions in this section and pride ourselves in being very transparent about all costs and expectations.
- As part of our Winter Enrollment, we require full payment of first month's tuition, registration and 1 costume. For students enrolling in classes that require more than 1 costume or for multiple classes, all costume fees must be paid within 30 days of enrollment. Costume fees are \$85 each and include costume, garment bag and recital tights. For more information about number of costumes/recital routines per class, please refer to class descriptions.
- If you run into any other issues or if you would like to reach out to us we would be happy to help. You can email through the portal or info@theislanddance.com or call/text the studio line at 251-929-4630 (please leave a message and we will return your call as soon as possible)

Monthly Tuition Rates for Dance & Acro Classes:

\$55- 30 min

\$65- 45 min

\$75 - 1 hour

\$80 - 1.25 hrs

\$90 - 1.5 hrs

\$100 - 1.75 hrs

\$110 - 2 hrs

\$120 - 2.25 hrs

\$125 - 2.5 hrs