

School of Classical Ballet and Dance Policy Information

as of 04-21-23 for School Year 2023-24

Communications

- * Our communications are via email. It is very important for you to provide us with a current email address(es) and that you check your email.
- * Our email is scbd@myscbd.com. Please email us using this address to contact us and ensure your account will receive emails from @myscbd.com. Please remove scbdwdm@gmail.com from your address book.
- * Please read each email and DO NOT REPLY to a group email
- * Voice messages will be returned Monday - Thursday 9:00 a.m. - 1:00 p.m.

Parent and Student resources are available on our website at <https://myscbd.com/current-student-forms/>

Enrollment Commitment

When you enroll, you reserve your child's spot in that class and commit to the class for the Full School Year – Fall and Spring semesters.

No Refund Policy

- * **We have a NO refund policy**

Tuition and Payments

- * All Payments are due upon Emailed Invoice Receipt. All invoices must be paid online. No checks or cash. No payments will be automatically processed.
- * A \$25 late fee will be assessed, and the invoice will be emailed again
- * Invoices more than 30 days past due will receive an additional late fee
- * SCBD reserves the right to drop a student for non-payment.

Recital

- * **Recital is Sunday, May 19th** – this date is provided on the registration form as well as the registration packet available on the website
- * Recital and costume fees are due at registration.
- * If you drop a class, recital and costume fees are not refundable and will not be credited.
- * For students not participating in recital; we expect them to stay in class and learn the choreography. This will benefit the student and is respectful to all.

Your children are your responsibility

As the parent, you are responsible for your child. Teachers are in classes teaching and cannot watch your children. You must be there on time to pick up your child from class. Students must be instructed to stay inside if they must wait on you. If we must wait after hours for you to pick up your child, you

will be charged the hourly private rate.

Dropping a Class(es)

- * To drop a class(es), please fill out the form office.myscbd.com/drop.html. You will receive a confirmation of completion of your form upon submission
- * Your drop will be verified with an additional email from us stating the drop has been processed
- * You will be charged for and must pay until a drop is received

Attendance

We are a ballet school and place great emphasis on attendance. Many classes have a waiting list. If attendance is not maintained, SCBD has to the right to drop a student from the class without refunds or credits.

To notify us of absence, please fill out this form office.myscbd.com/absence.html. This form automatically notifies the teacher and school upon submission.

Behavior Issues

- * A student may be asked to leave a class for poor behavior.
- * Students may be dropped without refund or credit for behavior. Poor behavior may be in or out of the classroom.

Weather Cancellations

- * In bad weather it is extremely important to check your email and the website.
- * Classes cancelled due to weather will not be rescheduled.

Private Lessons and Choreography

- * Please fill out this form office.myscbd.com/requestprivate.html if you are interested.
- All Private Lessons and/or Choreography from a SCBD staff member or student must be arranged and billed through the school. Please note Studio Space and Teacher availability is limited. Privates are offered to SCBD students only.

Links and Forms

- * Absence - office.myscbd.com/absence.html
- * Drop - office.myscbd.com/drop.html
- * Private Request - office.myscbd.com/requestprivate.html