ART DANCE ACADEMY

Admission Policies and Procedures Handbook

2026–2027 School Year

"Where Passion Becomes Excellence"

WELCOME TO ART DANCE ACADEMY

Welcome! Thank you for choosing Art Dance Academy (ADA) as your dance school. As we celebrate another successful year of operation, I am grateful for the opportunity to continue providing excellent instruction, customer service, and ongoing communication regarding your child's progress and development in dance.

An office assistant will be available to assist with questions, concerns, scheduling, and other administrative matters. This procedure is designed to provide students and instructors with a focused, distraction-free learning environment. During class time, our teachers must be able to give students their full attention to maximize learning and personal growth.

For this reason, individuals who are not enrolled in classes are asked to wait outside the studio unless otherwise authorized by ADA staff.

If you have questions, concerns, or would like to discuss your child's progress, appointments may be scheduled through the office or by email.

Website: www.artacademydance.com

Email: artdanceacademy16@gmail.com

Parents may also request appointments through the office staff.

ADA regularly shares important announcements, event information, photos, schedules, and updates through our official Facebook page and other social media platforms.

To help maintain a focused and distraction-free environment, parents and visitors are asked to refrain from using cell phones for calls, texting, recording, photography, or other activities inside the studio unless specifically authorized by ADA.

The studio reserves the right to use photographs and videos of students for performances, promotional materials, social media, websites, and special events. As a performing arts academy, photography and videography are an essential part of our programs and activities.

By enrolling in ADA, parents and guardians acknowledge and understand that photos and videos may be used in various forms of media for promotional and educational purposes. Objection to the use of photographs or video recordings may affect a student's participation in certain academy activities or programs.

The policies and procedures outlined in this handbook are intended to provide clear expectations and ensure a positive experience for all students and families during their time at Art Dance Academy.

Thank you in advance for your cooperation and support.

Sincerely,

Lisette Agüero Peña
Owner / Director
Art Dance Academy

ADMISSION & REGISTRATION

Admission and Enrollment

Classes begin in August 2026 and conclude in July 2027.

Following the annual recital, the Academy will be closed for one week for summer break (five business days and Saturday).

All students must re-enroll for the 2026–2027 school year regardless of their original enrollment date.

IMPORTANT

- Annual Registration Fee: $45.00
- The registration fee is non-refundable.
- All students must re-enroll at the beginning of each school year.
- Art Dance Academy reserves the right of admission and re-enrollment.

RIGHT OF ADMISSION

Art Dance Academy reserves the right to deny re-enrollment to any student.

Furthermore, during the school year, the Academy reserves the right to request the withdrawal of any student or family who fails to comply with the Academy's rules, regulations, policies, or standards of conduct.

TUITION & PAYMENTS

🔵 TUITION

Tuition must be paid in advance before services are provided.

🔴 PAYMENT POLICY

- Monthly tuition payments are due on the 5th day of each month.
- A 10% late fee will be applied to payments received after the 5th day of the month.
- After the 10th day of the month, student services may be suspended until the outstanding balance is paid in full.

Tuition may not be transferred to another student, class, or program.

🟧 IMPORTANT REMINDER

Tuition is required regardless of:

- Absences
- Illnesses
- Vacations
- Personal time
- Holidays
- Scheduled Academy closures

🔵 MAKE-UP CLASSES

Make-up classes are granted at the discretion of the Academy's administration and will be evaluated on a case-by-case basis.

🔵 COMMUNICATION AUTHORIZATION

By enrolling, parents or guardians authorize Art Dance Academy to send emails, text messages, reminders, notices, and other information related to the Academy.

🔵 MULTIPLE STUDIO POLICY

Due to potential conflicts of interest, students enrolled in multiple dance studios may not participate simultaneously at Art Dance Academy.

Enrollment in multiple dance studios may result in the cancellation of classes or participation in Academy programs.

🔴 **IMPORTANT**

All payments made shall remain non-refundable.

🔵 LATE PICK-UP POLICY

Parents or guardians who pick up their children after the scheduled dismissal time will be charged a $25 late pick-up fee.

CLASS RATES & ATTENDANCE

🔵 ANNUAL REGISTRATION

- **Annual Registration Fee: $45**
- **Trial Class: $20**
- **Mom & Me (30 minutes): $50 per month**

Classes Per Week	Monthly Tuition
1 Class	$100
2 Classes	$130
3 Classes	$150
4 Classes	$170
5 Classes	$190
6 Classes	$210
7 Classes	$240
8 Classes	$260
9 Classes	$280
10 classes or Unlimited Package	$300

UNLIMITED PACKAGE

Beginning with the 10-classes-per-week package, the plan is considered unlimited, allowing students to attend all additional group classes at no extra cost.

IMPORTANT

Private lessons are NOT included in the Unlimited Package.

PRIVATE LESSONS

Private Lessons	Price
1 hour – 1 student	$80
30 minutes - 1 student	$50
1 hour -2 or more students	$90
30 Minutes – 2 or more students	$60

- **Quinceañeras**
- **Bodas**
- **Eventos especiales**

ATTENDANCE

Each school year, students are prepared to participate in recitals, competitions, and special performances.

To maximize their potential, regular attendance is essential.

In the event of an absence, we kindly ask parents or guardians to notify the Academy in advance.

In addition to attending classes regularly, students are expected to:

- **Arrive on time**
- **Follow the dress code**
- **Bring the appropriate dance shoes**
- **Be prepared to participate actively**

Students must be ready to be picked up immediately at the conclusion of their class.

Parent–Teacher Communication Policy

At Art Dance Academy, our teachers are committed to providing quality instruction and maintaining a focused learning environment for all students. To ensure that classes and rehearsals are not interrupted, parents who wish to discuss their child's progress, concerns, scheduling, or any other matter with a teacher must schedule an appointment in advance.

Brief questions may be addressed after class; however, conversations will be limited to a maximum of 5–10 minutes when time permits. If additional discussion is needed, an appointment will be scheduled at a mutually convenient time.

Teachers are not available for extended meetings before, during, or immediately after classes, rehearsals, competitions, or performances. We appreciate your cooperation and respect for our teachers' time and responsibilities.

🔴 IMPORTANT

Parents may not interrupt classes, rehearsals, private lessons, competitions, performances, or Academy activities to engage in conversations with instructors.

We appreciate your understanding, cooperation, and respect for the time and responsibilities of our teaching staff.

HOLIDAY AND SCHOOL CLOSURE SCHEDULE

2026–2027 School Year

- Labor Day
- Halloween
- Thanksgiving Break
- Christmas and New Year's Break
- Martin Luther King Jr. Day
- President's Day
- Spring Break
- Memorial Day
- Independence Day

The Academy will publish the official 2026–2027 calendar dates at the beginning of the school year. .

IMPORTANT

Tuition will not be prorated or adjusted due to vacations, holidays, or scheduled Academy closures.

All monthly tuition obligations remain due in full.

The Academy will be closed for one week following the Summer Recital for summer vacation.

DRESS CODE

Students must attend class prepared to make the most of their instructional time.

Therefore, students are required to wear the appropriate uniform, hairstyle, and footwear designated by Art Dance Academy for each class.

- Students must attend class in the required uniform.
- Hair must be properly secured according to the requirements of each class.
- Appropriate footwear must be worn for the corresponding dance discipline.

IMPORTANT

- Jewelry, watches, and accessories are not permitted during classes.

Art Dance Academy is not responsible for lost, damaged, or forgotten personal items left on the premises.

GENERAL RULES

- Academy facilities are for enrolled Art Dance Academy students only.
- Food and beverages are not permitted inside the classrooms.
- Students participate in classes and activities at their own risk.

SAFETY

Art Dance Academy shall not be held liable for any injuries, accidents, or incidents that occur on Academy premises or during off-site events, competitions, performances, or Academy-related activities.

COMMUNICATION AUTHORIZATION

By enrolling, parents or guardians authorize Art Dance Academy to send:

- Emails
- Text Messages
- Reminders
- Important notices
- Promotional information
- Academy- related communications

SOCIAL MEDIA & WEBSITE

We invite you to follow Art Dance Academy through our official platforms:

🌐 **www.artacademydance.com**

📱 **Facebook**

📱 **Youtube**
📸 **Instagram**
💼 **LinkedIn**
🐦 **Twitter**

Once again, thank you for choosing Art Dance Academy.

We look forward to supporting each student's artistic, personal, and academic growth throughout the 2026–2027 school year.

Sincerely,

Lisette Agüero Peña
Owner & Director
Art Dance Academy

ADDITIONAL POLICIES AND LEGAL TERMS

1. NO REFUND POLICY

All payments made to Art Dance Academy are final and non-refundable.

2. NON-REFUNDABLE DEPOSITS

All deposits made for competitions, recitals, productions, national events, costumes, props, travel expenses, or special events are non-refundable and non- transferable.

3. WITHDRAWAL FROM RECITALS, COMPETITIONS, OR PRODUCTIONS

Students who voluntarily withdraw from recital, competition, production, or special events after accepting participation may be subject to a $300 administrative withdrawal fee.

4. FINANCIAL RESPONSIBILITY

Absences, injuries, vacations, relocation, schedule conflicts, or personal decisions do not release families from their financial obligations.

5. PARTICIPATION ELIGIBILITY

Enrollment in Art Dance Academy does not guarantee participation in recital, competitions, productions, or special events.

Students must remain current on all financial obligations and comply with Academy policies and regulations.

6. PHOTO, VIDEO, AND MEDIA RELEASE

Parents and legal guardians authorize Art Dance Academy to use photographs, videos, and audiovisual materials for promotional, educational, print, digital, and social media purposes.

7. RIGHT OF ADMISSION AND CONTINUED PARTICIPATION

The Academy reserves the right to deny admission, suspend, or terminate the participation of any student or family whose conduct or actions negatively impact the Academy.

8. PROFRAM MODIFICATIONS

The Academy reserves the right to modify schedules, classes, instructors, choreography, casting assignments, competitions, recitals, and events whenever necessary.

9. CASTING CHANGES AND SUBSTITUTE PERFORMERS

The Academy may assign substitute performers, modify casting assignments, or make artistic changes to ensure the success of a production or competition.

10. INTELLECTUAL PROPERTY

All choreography, productions, music edits, educational materials, and creative works are the exclusive intellectual property of Art Dance Academy.

11. TRADEMARKS, LOGOS, AND BRAND IDENTITY

The names “Art Dance Academy,” “ADA,” logos, trademarks, promotional materials, and visual identity elements are the exclusive property of the Academy and may not be used without prior written authorization.

12. PUBLIC REPRESENTATION

Only individuals authorized by the Academy may officially represent Art Dance Academy, organize activities, conduct fundraising efforts, or use the Academy's name, logo, or brand identity.

13. COLLECTIONS AND LEGAL ACTION

The Academy may pursue collection efforts, mediation, arbitration, small claims proceedings, or legal action to recover outstanding balances. The responsible party agrees to pay all reasonable collection costs, court costs, and attorney's fees incurred.

14. ACKNOWLEDGEMENT OF AGREEMENT

By signing this document, the parent, legal guardian, or responsible party acknowledges that they have read, understood, and accepted all policies, regulations, and financial obligations of Art Dance Academy.

REGISTRATION FORM

2026–2027 School Year

STUDENT INFORMATION

Student Name	
Date of Birth	
Age	
Parent/Guardian Name	
Cell Phone	
Email Address	

PAYMENT INFORMATION

Card Type	☐ **Visa** ☐ **MasterCard** ☐ **American Express**
Name on Card	
Card Number	
Expiration Date	
CVV	
Billing Address	
City/ State / Zip Code	
Cardholder Signature	

IMPORTANT
Payments made by credit card are subject to an additional transaction processing fee.

In the event of a serious medical emergency requiring immediate medical attention, Art Dance Academy will first call 911 and then contact the parent or legal guardian.

STUDENT EMERGENCY INFORMATION

2026–2027 School Year

STUDENT INFORMATION

Student's Name	
Date of Birth	
Address	
Parent/Guardian Name	
Cell Phone Number	
Allergies	
Medications and Reason	
Insurance Company / Policy Number	

MEDICAL EMERGENCY PROCEDURES

If the parent or legal guardian cannot be reached, the Director or a designated representative may accompany the student to the hospital until an authorized family member arrives.

For non-emergency situations, Art Dance Academy will contact the authorized emergency contacts listed below.

AUTHORIZED EMERGENCY CONTACTS

Name	Relationship	Phone Number

Parent / Guardian Sugnature: _____

Date: _____

ACKNOWLEDGMENT AND SIGNATURE

2026–2027 School Year

ACKNOWLEDGMENT OF AGREEMENT

By signing this document, the parent, legal guardian, or responsible party acknowledges that they have read, understood, and agree to comply with all Admission Policies, Procedures, Regulations, Legal Terms, Financial Responsibilities, and all other provisions contained in the Art Dance Academy Parent Handbook for the 2026–2027 school year.

Furthermore, the parent or legal guardian acknowledges that the student's participation in classes, recitals, competitions, productions, travel activities, special events, and all other programs organized by Art Dance Academy is subject to compliance with the policies and requirements established by the Academy.

PARENT / GUARDIAN	ART DANCE ACADEMY
Name:	**Representative:**
Signature:	**Signature:**
Date:	**Date:**

IMPORTANT

The signing of this document constitutes a legally binding agreement between the parent, legal guardian, and Art Dance Academy for the 2026–2027 school year.

ART DANCE ACADEMY

2026–2027 REGISTRATION & TUITION AGREEMENT
School Year: August 2026 – July 2027

Student Information

Student: _____ DOB: _____ Age: ____
Parent/Guardian: _____
Phone: _____ Email: _____
Emergency Contact: _____ Phone: _____

Class Enrollment (Check All That Apply)

☐ Ballet	☐ Jazz	☐ Tap
☐ Hip Hop	☐ Contemporary	☐ Lyrical
☐ Acro	☐ Tropical	☐ Conditioing
☐ Turns & Jump	☐ Stretching	

Monthly Tuition Packages

Package	Monthly	Package	Monthly
☐ 1 Class	$100	☐ 6 Classes	$210
☐ 2 Classes	$130	☐ 7 Classes	$240
☐ 3 Classes	$150	☐ 8 Classes	$260
☐ 4 Classes	$170	☐ 9 Classes	$280
☐ 5 Classes	$190	☐ 10+ Unlimited	$300

Unlimited package includes all additional group classes. Private lessons are not included

Parent Signature: _____ Date: _____