



Policies and Guidelines

* BalletCNJ asks that all students and parents read over and respect the nature of these policies and guidelines.

Tuition

1. Tuition is due on the first of every month. There will be an exception made if it falls on a Holiday and/or day that the school is closed. Tuition should then be paid on the first day that the school reopens.
2. BalletCNJ will allow a 7 day grace period on tuition. If tuition is not paid by this time it will be subject to a \$20.00 late fee.
3. In the case of returned check or insufficient funds, BalletCNJ will charge a fee of \$25.00.
4. At the end of each month, BalletCNJ will send out a Tuition Payment Reminder via email.
5. BalletCNJ will charge an annual registration fee of \$25.00 for a single student and \$45.00 per family.
6. There are no deductions, refunds, or credits for missed classes. Open/Adult students are responsible for their class cards. Class Cards expire 6 months after purchase.
7. Year Round tuition paid in full will receive a 5% discount off the total amount. These discounts do not apply for scholarship students.

School Policy

1. If a student decides to drop or change a class or in the case of a student leaving our program before years end, BalletCNJ should be notified 30 days in advance. If notification isn't received in that time, parties may be billed the next tuition installment or a prorated amount. A cancellation fee of \$25.00 will be charged for each class that is cancelled or dropped.

2. All payments are non-refundable.
3. Students and parents should always be aware of the integrity and standard in which BalletCNJ operates by. We strongly discourage against the use of foul language and behavior on the premises. All students, parents, and visitors should be respectful to one another and help to create a positive environment.
4. For any issues that may arise concerning students, parents, and teachers (Level placement, performance roles, etc.) BalletCNJ will be happy to set up a meeting. Specific conversations and conflicts should be addressed with the Directors/Teachers in a private matter and setting. BalletCNJ respects the privacy of all our students.
5. Students should arrive 15 minutes prior to the start of his or her class. Students who are late must respectfully and quietly wait for permission from the teacher in order to enter the class.
6. BalletCNJ requests that parents and students notify the school about any absences, schedule conflicts, injuries, or illness as soon as possible.
7. Students are responsible for making up any missed classes and must notify teachers or directors if they do so. In some cases students may be asked to provide a note written by his or her doctor or guardian. BalletCNJ permits dancers to take a class of the same level/style and will schedule designated make up weeks during the year. Class make up in other level/style must be permitted by directors/teachers.
8. BalletCNJ is not responsible for any lost or stolen items, however if an item is found it will be placed in a Lost and Found section or at the front desk for safe keeping.
9. In the case of a regular teacher's absence from his or her class, experienced and sufficient substitute teachers will carry on with classes and curriculum.
10. If inclement weather or any other circumstances should affect our regular class times and schedule, parents and students will be notified immediately of any changes. BalletCNJ will most likely follow the Hamilton Twp. Protocol on severe weather. Please check Facebook page, email, or website notifications.
11. Gum, mobile devices, food, and beverages will not be allowed in the studios at any time. Closed water bottles are permitted.

12. Students must wear appropriate dance attire suitable for their class. Classes will require proper form fitting attire for placement and alignment as well as hair neatly secured away from the face. Please, refer to our dress code guidelines in the Year Round Information packet.
13. Students and parents may be suspended from classes or asked to leave the facility if they do not abide by the rules and/or display disrespectful behavior that jeopardizes the positive environment or other clientele.
14. Individuals responsible for students are advised to provide medical insurance for the student or participant. In the case of emergencies where responsible parties/emergency contacts are not available, BalletCNJ will seek out medical treatment and/or render medical aid. A first aid kit will be available for any individuals on the premises. Students are advised to carry any prescribed medicine or medical devices that they may need during an emergency at all times.