



Registration & Fees



How to Register:

*Read Policies and Procedures thoroughly, consult the upcoming schedule of classes and determine which class or program you are interested in registering your child for. Call our office with any questions at 615-587-7903.

*Fully complete Student Registration Form in its entirety. This form must be signed and dated by a parent or guardian.

*Turn in,EMAIL, or mail completed forms, along with an annual non-refundable registration fee to Diamond Academy of Dance (639 S. Mt. Juliet Rd, Mt. Juliet, TN 37122).

Fees:

Early Registration Fees: (through NOV. 1st)

Returning students: \$35.00 per student (\$30 second child, \$25 third child, free fourth child)

New Students: \$45.00

This fee is payable upon registration per year and is non-refundable. After Nov. 1st: \$55.00 per student

Monthly Tuition Fees:

Monthly tuition fees are taken out on the 1st of every month. MONTHLY FEES REMAIN THE SAME REGARDLESS OF THE NUMBER OF LESSONS TAUGHT WITHIN A MONTH DUE TO HOLIDAYS OR REGARDLESS OF CHILD'S ABSENCES.

RETURNED CHECK FEES:\$25.00

Accepted Forms of Payment:

We accept cash, check and debit cards.

Every customer is required to do Automatic debit/credit or autodraft. You also have the option of paying a year in full.

“AUTODRAFT”

CUSTOMERS must fill out an auto-draft form and turn it in to the front desk along with a cancelled check.

Year in Full Discount: A 15% discount off full year tuition, if paid before AUGUST 30TH *If a dancer quits due to moving or injured (with Dr. note) before the full year is up, a refund will be issued, but regular tuition will be factored in for months attended.*

If paying with credit card, a 3% fee is added.

Recital Fees:

A “Recital Fee” of \$105 per student is due by **February 1st**. This fee covers the auditorium rental and other associated costs. With this fee, you will receive a Recital DVD, recital t-shirt and two recital tickets (dancers are free) in April once tickets go on sale. Additional tickets may be purchased at a certain cost- TBA. **The Recital Fee is NON-REFUNDABLE. NO exceptions.**

Costume Fees:

All Recital costumes are \$82

A \$30 deposit will be due on **December 1st** for each costume your dancer needs for the recital. Remaining costume balance of \$52 per costume will be due by February 1st.

All recital **costume fees are NON-REFUNDABLE.** *A \$15 late fee per costume will be charged if payments are not received by February 1st.*

Twinkle Toes Preschool Program:

Twinkle Toes is a specially designed dance combo class for dancers ages three to five (students must be potty trained)

Students learn technical dance steps through fun and games. They don't even realize they are learning because they are having so much fun! The curriculum changes each month to add new skills and themes so that students never get bored Most classes are a combination of Ballet and Tumbling or Ballet and Tap

Dress Code for Twinkle Toes: pink or black leotard, tights, skirts are allowed. Pink ballet shoes for ballet class. Barefeet for tumbling. Tan MaryJane style tap shoes for tap class.

Tuition is \$65 per month

(class meets once per week)

There is a one-time Activity Fee of \$10 per student when registering for Twinkle Toes 1 to cover supplies and props we use in class.



Policies & Procedures



Attire:

All Diamond Academy of Dance Students are required to wear **BLACK/PINK** dancewear.

*T-Shirts of ANY kind, basketball shorts, baggy pants, baggy tank tops, or tights with holes are **NOT** permitted.

*Sports Bras and Fitted tops that show stomachs ARE permitted.

*Acceptable Dance Wear: Fitted Dance tops, Sports Bras, Dance Capris, "Booty" or "Demi" DANCE Shorts.

*Boys may wear loose fitting clothing.

Class Procedures:

Please have your child arrive five minutes prior to class start time (NO MORE THAN 15 minutes early) dressed in the proper attire, shoes and hair pulled away from face. Proper technical warm-ups are done at the beginning of class and are vital to preventing injuries.

Class Cancellation:

Diamond Academy of Dance reserves the right to combine classes, change times, provide substitute teachers or replacement teachers, and cancel or combine any class with four or less students. These decisions will be made by the director and you will be notified prior to class if there is a time change.

Class Cancellation for WEATHER:

Most of the time we go with the decision of the WILSON COUNTY school system, but please check e-mail and FACEBOOK for final decision on studio closings. If it is clear, we will continue with our classes.

Before/After Class

Dancers should be supervised by an adult until class begins. Please do not arrive more than 15 minutes early. When one class ends, another will begin and teachers are not able to watch students once class has dismissed. If your child will not be picked up on time due to an emergency, please call and let our staff know. We will make sure your child is safe until a ride is there. **Students are never permitted to wait outside for rides.**

Observance:

Parent's observance of classes is welcomed. Parents must view through the viewing windows and are not to sit inside the classroom, unless given the okay from an instructor. Instructors may invite the parents in at the very end of class every once in a while to give the parents a quick show. This is up to the instructor's discretion.

Please do not go into a class room while a class is going on.

Due to the small space for viewing in the hallways, please be courteous to other parents and our staff by not

allowing young siblings to run around, bang on windows, or clutter the halls in a way that makes other parents or staff not have an open walkway.

Absences:

You may make-up missed classes in other classes that fit the dancer's age and skill level. Missed classes are not refundable. Tuition is still due to hold the spot for your child. There are no refunds if you drop a class(es) in the middle of the month, choose other activities other than dance class, or simply skip a class. We request that a parent call or email the studio to inform the teacher and staff of any absences, illness, or problem as student might be having. If your child has a contagious illness, fever, etc. or is injured, please keep them out of class until they are recovered and can participate fully without risk or relapse or re-injury. In case of serious injury, that would require students to miss a month or more of class, tuition might be waived (determined on a case-by-case basis).

Dropping/Adding Classes

If a student would like to add a class after they are already enrolled, they are welcome to a free trial class. At which time they must inform the instructor that they are trying the class. After the free trial, if you'd like to add the class to your schedule you **MUST** inform the office manager. Any extra tuition associated with the class will be due upon the addition of the class to their schedule, but will be prorated if it is in the middle of the month.

Since dance fees are charged on a month-to-month basis you may drop out of a class at any time. However, refunds are not given if you choose to drop mid-month. Please notify us in writing, via email or a note to the front desk, that your child will no longer be attending so that you are not charged for monthly tuition.

If your child is absent for a consecutive period of four weeks, it is assumed they have dropped and will be removed from our class roll and the spot opened for new students.

If you are re-enrolling in the same season, after having dropped all classes from the studio, there will be a re-enrollment fee of \$15.