

FRONT AND CENTER DANCE COMPANY
Procedures and Acknowledgements

- **PAYMENT PROCEDURES** – We have 8 monthly payments that begin in August and the last payment will be due in March. All accounts will be charged on the 1st of each month. All payments are due on or before the 15th of each month. All delinquent accounts will be charged a \$5 late fee. This fee will increase by \$5 for every month a bill is unpaid. You can drop your payments in the drop box in the lobby (sealed envelope with dancer's name on outside of envelope AND on note section of check) or turn it in to the office during our business hours. **We accept cash, check, or online payments. Online payments are now accepted through your Jackrabbit Account, free of charge.**

Office hours are 5-7, Monday thru Thursday.

You may also mail payments to **PO Box 610, Cecilia LA, 70521.**

All registration and revue payments are non-refundable. Costume payments may be refunded if the costumes have not been ordered. Absolutely no refunds on early tuition payments, if student withdraws from F&C after Feb 1st, regardless of when the payment was made or how much.

In reference to unpaid balances, if a balance is unpaid for 2 months, the student will not be allowed to participate in their class until balance is paid. Please contact us to discuss options to bring account up to date if necessary.

- **COSTUMES** – Costumes are ordered in November. Your account must show a zero balance in order for your child's costumes to be ordered. You must also have a zero balance for the student to receive their costume once it comes in. Costumes usually start to arrive in February. Only students with zero balances will be allowed to receive costumes.
- **AD SALES** – You are not required to sell ads but you may choose to do so to offset the cost of picture spaces. Ad Sales paperwork goes out in December. Ads turned in after the stated deadline will only be accepted if there is space available.
- **RECITAL** – Our recital will be held on Sunday, April 30th. It will be a busy week and all students will be rehearsing during the week prior to the recital. Please make sure that you will be in town and present for all extra practices as well as regularly scheduled classes.
- **AWARDS** – As we approach the recital, please make sure that we have the correct information for all students regarding years of experience and awards. No changes will be made after the deadline that will be set by Front and Center. Please make any necessary changes ASAP.
- **ATTENDANCE** – No student will receive credit for the year if he or she misses more than 9 classes. The student may still be able to participate in the recital but will not receive credit. If a student will miss more than one class in a row, please contact us to let us know. **Students that are in attendance but do not follow the dress code will not be considered for Perfect Attendance!**

- **STUDIO BEHAVIOR/DRESS CODE** – Students can be dropped off no earlier than 10 mins before class and must be picked up within 15 minutes of the end of class. If a student will be picked up late, please contact us to let us know.

Parents - please monitor your children before they enter the classroom and after they exit the classroom, especially in the parking lot.

Absolutely no gum or food allowed in the classroom. Students can **only bring water** to class.

**Please review Front and Center’s Dress Code available on our website.

- **COMMUNICATION** - We will communicate with you many times through the year. Please make sure we have your correct email address and good contact numbers. You may also receive notes from your child’s teacher via jackrabbit class or a written note. Please check their bags every week to ensure you don’t miss something. These notes are usually available on our website as well – frontandcenterdancecompany.com. You can also contact us with questions at our email address – frontandcenterdance5678@gmail.com or through jackrabbitclass by simply clicking on the Contact Us button.
- **STUDIO CLOSURES** – If the St Martin Parish schools are closed for a holiday, the studio will be closed as well. If schools are closed due to inclement weather, the studio will be closed as well. If you are unsure about closure, please visit our website or check emails for more information.

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Please sign below to acknowledge that you have read and understand our policies and procedures.
Return ASAP.

Student’s name _____

Parent/Guardian Signature _____ Date _____