



Welcome to Harmony Dance Company!

Below you will find the information necessary for your child's success this year. Please feel free to keep an open line of communication should you have any questions throughout the year.

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## **Class Structure and Payment Schedule**

60-Min Classes

**\$500**

Full-Season Fees (36 weeks of class)

### **Payment Options:**

**Full-Season Payment:** \$500 due at the time of registration (a 5% discount is applied)

**2-Instalments:** \$250 due at time of registration and \$250 due January 28, 2019

**Monthly-Instalments:** Full-Season payment divided into 10 equal payments due the first of each month

*Looking For A Shorter Term? Please see our policy regarding withdrawal and refunds found below.*

### **Additional Fees:**

**Registration Fee:** \$20 due at the time of registration

**Costume and Recital Fee:** \$80/class due March 1st, 2018  
(participation in the year-end Showcase is not mandatory)

### **Terms and Conditions**

- Fees may be paid online by credit card or e-transfer and in-studio by cash or cheque
- Post-dated cheques or registration in our auto-pay system is required for all monthly payment plans
- HST (13%) is added to all fees
- Credit is not given for missed classes or for holidays
- An administrative fee of \$45 is due for each returned cheque

## Withdrawing from a Class

**Refund Policy:** Registration fees are non-refundable. Students may withdraw from a class with 30 days written notice provided to [harmonydancecompany@gmail.com](mailto:harmonydancecompany@gmail.com) before the 1st of a billable month. A refund (less any discounts previously given for full-season payments) for the remaining pre-paid tuition fees will be issued, provided 30 days notice was received.

If a student withdraws from a class for a period of time with the intent to return, the \$20 registration fee will be applicable. In these circumstances, your placement will not be held, re-registration is only possible if there is space in the class.

## Studio Information

### Important Dates

**Season Dates:** September 10th, 2018 - June 9th, 2019

**Spring Showcase Recital (Tentative Date):** Saturday, June 15th 2019

### Holidays (Studio Closed)

**Thanksgiving:** Monday, October 8th 2018

**Winter Holidays:** December 24th 2018 - January 6th 2019

**Family Day:** Monday, February 18th 2019

**March Break:** March 11th - March 27th 2019

**Easter:** April 19th - 22nd 2019

**Victoria Day:** Monday, May 20th 2019

### Inclement Weather

If weather conditions make it dangerous for staff or students to travel to the studio, the studio will not open and classes will be cancelled. Classes cancelled due to inclement weather will not be made up. Cancellations are posted on our social media platforms and class participants are emailed.

### Class Attire

Information about appropriate dance wear for your child's class can be found on our website at: [www.harmonydancecompany.com/registration-information](http://www.harmonydancecompany.com/registration-information)

Appropriate clothing is important for teachers to see your child's body movement to ensure they are stretching and dancing safely. When students look like dancers, they feel like dancers! All the necessary dance wear is available for purchase in studio and online through your parent portal.

## Information for Children's Classes

### Pick-Up

To ensure our entryway stays safe, please remain outside at the end of your child's class. Within 5 minutes of the end of their class, our staff will help students dress in their outdoor gear and meet you at the front door. This ensures that students entering are able to come in safely and keeps from overcrowding in the winter months. Thank you for understanding!

Please notify your child's teacher if your child will be picked up or going home with someone other than the person who dropped them off. Without your consent, we will only release children to the adult who dropped them off or a contact listed at the time of registration.

### Attendance and Missed Classes

Classes are progressive throughout the season and each class builds on what was taught the previous week. If your child becomes ill or is unable to attend, please contact the studio to let us know that they will not be present. Refunds are not issued for missed classes.

### Class Observation

Parents, family, and friends are unable to observe classes as it can be distracting and may discourage some of our shy students from participating fully. Parents and families will have an opportunity to see the result of their child's hard work at our end of season recital performance! You will also have access to a private google drive (accessible only with the provided link) where photos and videos from your child's class will be posted on a regular basis. If you have any questions or concerns about your child in class, please make an appointment to speak with their teacher or contact us by email.

### End of Season Recital

In June students will participate in an end of season recital performance to celebrate their hard work throughout the year. Parents will receive detailed information about the recital in the Spring when the date and venue have been set. The end of season consists of several important dates including a dress rehearsal, picture day, and final performance.

**If you have any questions, please contact us!**

**613.882.6162**

**[harmonydancecompany@gmail.com](mailto:harmonydancecompany@gmail.com)**