

HOUSTON METROPOLITAN DANCE CENTER

CHILDREN'S PROGRAM - POLICIES & PROCEDURES

ENROLLMENT

Three semesters of classes are offered throughout the year.

- Fall Semester: September – December • Spring Semester: January – May • Summer Semester: June/July/August •

Class Enrollment does NOT roll over automatically into a new semester.

A Registration Fee is charged each semester for ALL children enrolling to HMDC.

Fall Semester Registration Fee:	\$10.00 if paid by Aug 20 • \$20.00 if paid after Aug 20	PLUS either full semester or 1 st month's payment
Spring Semester Registration fees:	\$10.00 if paid by Dec 17 • \$20.00 if paid after Dec 17	PLUS either full semester or 1 st month's payment
Summer Semester Registration fees:	\$10.00 if paid by May 19 • \$20.00 if paid after May 19	PLUS 3 weeks sessions payment

TUITION PAYMENT OPTIONS

1. Semester Payment in Full

2. Monthly Installment Plan:

- Tuition payment DUE the 1st of every month.
- \$10 LATE FEE is charged on the morning of the 11th and every week following until payment is received.
After 30 days past due, your child will no longer be allowed to take class until tuition is paid
- An Automatic Payment Plan is available if you would like to pay with a credit card each month. See office for details.

3. Payment Methods:

- **Cash**
- **Credit** - American Express / Master Card / Visa
- **Checks - Written to: HMDC or Houston Met Dance Center**
CHILD's NAME in Memo Please
\$30 charge on all returned checks

If Necessary Mail To:

Houston Metropolitan Dance Center
P.O. Box 980457
Houston, TX 7709

ATTENDANCE

- **We do not refund** or pro-rate classes. Registration is a commitment to be active the entire semester.
- If you do not attend/pay the entire semester the full registration fee is due again before re-enrolling.
- **Make-up classes** may be taken within the Semester Only. There is no carry over into the next semester.
- Visit the front desk when your child takes a **make-up class**. Students will be given a slip that must be handed to the teacher when he/she enters class.
- If your child does not attend class for a one-month period of time and the office has not been notified, he/she will be dropped, their place in class can be filled, and the full registration fee must be paid again when re-registering.

HOLIDAYS AND OTHER IMPORTANT DATES

First Day of Children's Fall Semester	Tuesday, September 6, 2011
Thanksgiving	Wednesday, November 23 – Sunday, November 27, 2011
Last Day of Children's Fall Semester	Saturday, December 17, 2011
Christmas/New Years Break	Monday, December 19 – January 2, 2012
First Day of Children's Spring Semester	Monday, January 2, 2012
Easter	Friday, April 6 – Sunday, April 8, 2012
Children's Recital 2012	May 26, 2012
Children's Summer Program 2012	June 4, 2012

CLASS ATTIRE

NO Street Clothes in dance class. HAIR must be secured out of the face. Please use the restroom before class.

Creative Dance – any type of dancewear (no color requirements) and ballet shoes

Ballet Classes – tights & leotards (no color requirements, no skirt unless permitted by teacher) & ballet shoes

Jazz & Tap Classes – general dance wear (biker shorts, jazz pants, and leotards) & appropriate shoes: jazz or flat tap shoes.

ARRIVING AND DEPARTING

Students must wear street clothing and street shoes to and from the studio. Please do not wear your dance shoes from the car into the studio. PARENTS, please be prompt in picking up your child! Your child is to stay inside the lobby until they see you and NOT stand on the porch. We are not responsible for children once they leave the inside of the building.

OBSERVING CLASSES AND SPRING PERFORMANCES

Parents may watch class through the viewing windows of studio doors. We will begin preparing for the Student Recital in February. It will be held on May 26, 2012 at the Wortham Center/Cullen Theater. More details to come.