



Menlo Park Academy of Dance 2021-22 Policies

Academy Decorum

- Be on time for class.
- No talking in class.
- Be neat and clean in appearance to show body alignment. Dress code for each class is compulsory.
- Warm up clothes and t-shirts are not permitted in class. Students may wear a fitted ballet wrap sweater in winter.
- Hair must always be secured off the face & neck for all classes. A classical ballet bun with hairpins & hairnet is required for ballet levels I & up.
- Do not wear bracelets, necklaces, watches or dangle earrings.
- Do not chew gum in class.
- Food is not permitted in any of the buildings.
- **Cover-ups are required** before and after class when entering and leaving the building.
- NO photography or filming of classes at any time.
- Menlo Park Academy of Dance does not teach technique to students who compete with a Competition Team at other local dance studios, as this represents a conflict of interest within the classroom and student body.

Dress Code

Please visit: <http://www.menloparkacademyofdance.com/dress-code/> to get the dress code for each class. RAD Ballet levels uniform is available for purchase from the Studio Pulse Parent Portal.

Class Levels

Below is a guideline for selecting the appropriate level of classes. Please contact the office if you have any questions regarding which level to enroll your student

- Primary - 1st grade in school
- Ballet I - 2nd grade in school
- Ballet II - 3rd grade in school
- Ballet III - 4th grade in school
- Ballet IV - 5th grade in school

- Ballet V - 6th grade in school
- Intermediate & Advanced level placement is at the discretion of the MPAD Director.
- Students must take corresponding ballet, jazz & lyrical levels.
- Lyrical Students level I-V are required to be enrolled in a Ballet class at MPAD.
- Ballet V students may take Saturday Intermediate Ballet at 11am ONLY if they are enrolled in THREE Ballet V classes.
- Enrollment in Advanced level classes is **by permission of Director only**.
- 3 Ballet Technique classes are required to be eligible for Pointe. Intermediate & Advanced contemporary classes are not counted as part of this requirement.
- Contemporary students are required to be enrolled in a Ballet class at MPAD. Intermediate Contemporary is only open to Intermediate Ballet level and up. Ballet V students are NOT permitted in this class.
- **Permission from the studio director is needed to change class level.**

If you are not sure which level is appropriate for your child, please email or call the office before registering.

Parents

Students must be picked up promptly at the end of each class. Menlo Park Academy teachers are not expected to wait for parents or care givers to pick up their dancers at the end of each day.

Registration policy

- **Registration is exclusively available online. Parents can register or add classes online but need to contact the office via email to switch or cancel classes.** Annual Non-Refundable Registration fee: \$85.
- An electronic signed waiver is required before confirmation of registration of any class online. A printed version (available online) must be signed for a single class/drop in lesson and emailed to the office 24 hours prior to the class.
- Tuition is paid on a monthly basis online and is due on the first of the month. Methods of payment accepted are Visa, MasterCard, Check or Cash. Automatic payments will be charged on the 5th of the month, except for August. A \$10.00 late fee will be charged for manual or declined credit card payments received **after the 5th of the month**. A \$25.00 fee will be charged for returned checks. Monthly class tuition cannot be pro-rated.
- August tuition (1/2 month) is due at time of registration in order to reserve placement in class.
- **There are no refunds for missed classes.** Make up classes should take place:
 - the same month as the missed classes
 - by taking a class the same level as the missed class
 - the teacher must be informed if the class is a make-up.

Missed Classes - New Policy: Make up classes can only be taken via Zoom due to restrictions on the number of students for in-person classes. Please contact the office for a Zoom link to make up a class.

- **Termination of attendance must be given in writing via email to the office by the 20th of the month.**

Tuition

Single class/Drop in	\$30
1 class per week	\$100
2 classes per week	\$192
3 classes per week	\$276
4 classes per week	\$368
5 classes per week	\$440
6 classes per week	\$528
7 classes per week	\$588
8 classes per week	\$672
9 classes per week	\$720
10 classes per week	\$800
11 classes per week	\$836
12 classes or unlimited* per week	\$912

**Unlimited does not include competition classes*

ALL classes are either ONE hour or 1.5 hours in length except for Monday Pointe classes.

Studio Holidays

- **Labor Day:** Monday September 6th, 2021 the studio will be closed. Please make up the class you will miss – there are no refunds for missed classes due to Labor Day.
- **Thanksgiving break:** Thursday November 25th through Sunday November 28th, 2021. Please make up the class(es) you will miss – there are no refunds for missed classes due to Thanksgiving break.
- **Winter break:** Monday December 20th, 2021 through Sunday January 2nd, 2022. Classes resume Monday January 3rd, 2022.
- **Memorial Day:** Monday May 30th, 2022 the studio will be closed. Please make up classes you will miss – there are no refunds for missed classes due to Memorial Day.
- **Last day of class:** Friday June 10th, 2022. There are no classes on Saturday June 11th. Please make up the class you will miss. There are no refunds for missed classes due to the Recital.

****Please note:***

From Monday August 16th to Saturday December 18th, there are 18 weeks (4 1/2 months of tuition) therefore August is half month tuition & September, October, November and December are full month tuition. From Monday January 3rd to Friday June 10th, there are 23 weeks (5 3/4 months of tuition) therefore June is 3/4 month tuition.

Adult Classes

Adults have three options:

- Drop In \$30, payment & signed waiver must be received prior to taking a class.
- Regular online registration
- 5 class (\$100) card. The card must be purchased by emailing the office before the first class and used within 2 months. A waiver must be signed upon purchase of class card. **There are no refunds on class cards.**

Competition team

- Competition team is **by invitation only**.
- Please note students participating in another school's competition team cannot register for classes at MPAD as it represents a conflict of interest.
- Separate monthly fees apply for solos, duos, trios, groups & productions rehearsals.