

## Marin Dance Theatre's Participation Policies

1. Students are expected to attend all scheduled classes and rehearsals. Students are expected to be prompt and prepared when class begins. Attendance will be recorded. Please notify the school in the event of an absence. A missed class may be made up within the quarter.
2. Students must be dropped off and picked up in the studio lobby. Please DO NOT drop your child off in the parking lot or ask that he/she meet you there after class. Students must stay in the building or in the immediate area, i.e. they are not to wander around or off the St. Vincent's property. No child will be allowed to leave the lobby without a parent or guardian.
3. Be sure to send snacks and a water bottle (clearly marked with child's name) with your dancer. Students are to eat only in the designated eating areas. Seniors may eat upstairs on the terrace, juniors at the table in the lobby or on the bench in front of the school. Trash must go in the garbage cans and the recyclable items in the appropriate receptacles.
4. Smoking, alcohol or other drug use is expressly forbidden on the MDT premises or the grounds of St. Vincent's at any time and such usage may constitute grounds for dismissal from the MDT program.
5. Students are expected to dress according to the MDT dress code as specified. This includes NO dangling earrings or other jewelry, no nail polish, no visible tattoos (temporary or permanent), and no piercings excepts ears. Students may not alter the natural color of their hair. Girls' hair must be put neatly in a bun. No gum chewing is allowed in the studio.
6. The MDT office telephones are available to students for emergency and/or schedule change use only – NOT personal calls.
7. All faculty, staff, parents and students will treat each other with respect and courtesy. Please be aware that we share St. Vincent's with other tenants and we ask that you treat everyone with the friendliness for which we are known. Drive slowly and carefully when entering or exiting the St. Vincent parking lot and do not wander in areas marked "off limits" by the Catholic Youth Organization. Dogs are NOT ALLOWED on campus or in the studios.
8. Bicycles, skateboards, scooters, etc. are not allowed on the St. Vincent's campus.

### Marin Dance Theatre Dress Code

#### Introduction to Dance and Pre Ballet

Girls: Pink short-sleeved leotard, white socks, pink ballet slippers. **(NO TUTUS OR SKIRTS)**

Boys: Black shorts, white T-shirt, white socks, black ballet slippers

#### Elementary

Girls: Black short sleeved leotard, pink tights, pink ballet slippers

Boys: Black shorts, white T-shirt, white socks, white ballet slippers

#### Junior & Senior

Girls: Motionwear #2524 or black Mirella camisole leotard, #207C childrens, M207L or M207LM adults, pink tights, pink ballet slippers

Boys: Black tights, white T-shirt, white socks, white ballet slippers

Dancewear may be purchased at either:

The Dance Shop  
1201 2<sup>nd</sup> Street  
San Rafael CA 94901  
415-459-4008

D'Lynne's Dancewear  
1137 4<sup>th</sup> Street  
San Rafael CA 94901  
415-456-4747

The Dance Shop  
19 Kentucky St.  
Petuluma, CA. 94952  
707-778-3188

- The first quarter is from September 7 to November 6, 2010; tuition is due August 23, 2010.
- The second quarter is from November 2, 2010 to January 29, 2011; tuition is due October 25, 2010.
- The third quarter is from January 31 to April 2, 2011; tuition is due January 17, 2011.
- The fourth quarter is from April 4 to June 10, 2011; tuition is due March 21, 2011.

**Enrollment:** A completed registration packet, annual registration fee and tuition payment must be submitted upon enrollment. A student may not attend classes until this administrative requirement has been met.

**Annual Registration Fee:** Students new to the school will pay the \$55 registration fee at the beginning of their initial enrollment. All returning students are required to pay a \$55 registration fee at the beginning of the fall quarter.

**Billing and Payment Procedures:** The regular school program is from September, 2010 to June, 2011 and is divided into four quarters. Tuition for each quarter is due and payable two weeks PRIOR to the start of the session. Failure to meet the tuition schedule will result in late fees. (See Late Fees below.) Unpaid accounts will be turned over to MDT's Board of Directors for further action. The fee for returned checks is \$25.00.

**Billing Disputes:** Any billing disputes must be addressed in writing, Attention Administrator.

**Tuition Payments:** Parents and students may submit their tuition by mail or in person at the MDT office. If no one is in the office, there is a "Payment" box near the front door. Please place the payments inside an envelope addressed to the Marin Dance Theatre, Attention Administrator. Since class size is limited, each student placement in the class represents a reservation. Students must attend the required number of classes for their grade level. A teacher may grant an exception to a student's attendance, but this exception in no way reduces the tuition fee. A 5% discount will apply if the full year's tuition is paid by August 23, 2010.

**Late Fees:** Tuition payments not received by the second week of the quarter are subject to late fees. A late fee of 10% of the balance due will be charged on a monthly basis until the balance is paid in full. Delinquent accounts may be turned over to the Board of Directors at any time for further action.

**Overdue Accounts:** MDT is a non-profit organization that relies heavily on prompt tuition payments in order to offer quality dance education and manage ongoing day-to-day expenses. Overdue accounts are subject to the late fees as described above and will be turned over to MDT's Board of Directors. Please note: New or continuing registrations will not be accepted on accounts past due. Students with past-due accounts will not be eligible to participate in performances.

**Termination and Refunds:** *Tuition is non-refundable.* Since it is difficult to recruit and integrate students mid-quarter, the school does not offer refunds for missed classes, including withdrawal from the school, vacation, illness or dismissal for any reason. The only exception is in the case of a documented medical emergency.

**Performance Fees:** All students are required to pay performance fees in full. Students with past-due accounts will not be eligible to participate in performances.

**Parent Participation:** Parents must sign the Parent Participation Program Contract, stating they understand they will be called upon to volunteer at MDT and agree to participate. Parents with children in a performance must volunteer to help with that specific performance or pay an opt-out fee.

**Invoicing:** Enrollment is for the entire academic year program. Parents/guardians will be invoiced for the academic year in four quarterly billings. **Invoices are generated automatically for each quarter unless the school is notified in writing that a student will be withdrawing from the program.**

**Withdrawal:** MDT must be notified when a student will be withdrawing from the school. If MDT is not notified, billing will continue on a quarterly basis.

**Tuition for mixed-level students:** Please note that students at mixed levels will pay the lower tuition fee until 50% or more of their classes are at the higher level, then the higher tuition rate will prevail. If a student is advanced to a higher level during a quarter, the lower tuition rate applies until the beginning of the next quarter. In the following quarter, the student is required to pay at the rate of their new level.

**Sibling discount:** Families with more than one student enrolled at MDT shall pay the highest-level tuition first, with the next oldest sibling eligible for a 20% reduction in tuition, and subsequent siblings eligible for a 25% reduction in tuition. If an oldest sibling is awarded a scholarship, the next sibling is to pay the standard tuition fees, with subsequent siblings eligible for a 20% reduction in tuition.