

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 same quarter as when the absence occurred.
2. **STUDENTS MUST BE DROPPED OFF AND PICKED UP IN THE STUDIO LOBBY.** Please ***DO NOT*** drop off your child in the parking lot or ask that he/she meet you there after class. Students must stay in the building and are not to wander around or off the St. Vincent's property. Your child's safety is of the utmost importance to us.
3. For students taking more than one class, be sure to send a snack and a water bottle with your dancer (items should be clearly marked with child's name). Students are to eat only in the designated eating areas. We ask that students clean up after themselves.
4. Smoking cigarettes, e-cigarettes, vaping, alcohol or other drug use is expressly forbidden on the MDT premises or the grounds of St. Vincent's at any time. 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 (ears ok). Girls' hair must be put neatly in a bun or pulled back if it's too short for a bun. No gum chewing is allowed.
6. The MDT office telephones are available to students for emergency and/or schedule change use only.
7. All faculty, parents and students will treat each other with respect and courtesy. Please be aware that we share St. Vincent's with other tenants. Please drive slowly and carefully when entering/exiting the St. Vincent parking lot (**speed limit is enforced at 10 mph**) and do not wander in areas marked "off limits" by the Catholic Youth Organization. Dogs are **NOT ALLOWED** on campus or in studios **AT ANY TIME.** We ask for your compliance in this campus-wide policy.
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: So Danca D-156 Princess cut light pink cap-sleeve leotard, white socks, pink ballet slippers

(NO tutus or skirts)

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

Elementary – Hair must be combed neatly in a bun (or pulled back if too short for a bun)

Girls: So Danca D-156 Princess cut black cap-sleeve leotard, pink tights, pink ballet slippers

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

Junior & Senior - Hair must be combed neatly in a bun (or pulled back if too short for a bun)

Girls: Motionwear #2524 or black Mirella camisole leotard, #207C childrens, M207L or M207LM adults, pink tights, pink ballet slippers (*no rhinestones, velvet leotards or colored straps*)

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

Dancewear may be purchased at:

D'Lynne's Dancewear
1137 4th Street
San Rafael, CA 94901
415-456-4747

Marin Dancewear
5420 Nave Drive
Novato, CA 94949
415-895-9090

- The 1st Quarter is from August 28, 2017 - October 28, 2017. Tuition is due August 14, 2017.
- The 2nd Quarter is from October 30, 2017 - January 27, 2018. Tuition is due October 16, 2017.
- The 3rd Quarter is from January 29, 2018 - March 24, 2018. Tuition is due January 15, 2018.
- The 4th Quarter is from March 26, 2018 - June 1, 2018. Tuition is due March 12, 2018.

Enrollment: A completed registration packet, annual registration fee, and tuition payment must be submitted at time of enrollment. A student may not attend classes until this administrative requirement has been met. A student may enroll in classes at any point during the quarter. The quarterly tuition will be prorated based on the start date.

Annual Registration Fee: Students new to the school will pay the \$65 registration fee at the beginning of their initial enrollment. All returning students are required to pay a \$65 registration fee at the beginning of the Fall Quarter.

(Continued on reverse)

Billing and Payment Procedures: The regular school program is from August, 2017 to June, 2018, and is divided into four quarters. Tuition for each quarter is due and payable **two weeks PRIOR** to the start of the session. The fee for returned checks is \$30.00.

Billing Disputes: Any billing disputes must be addressed *in writing* and sent to the attention of the Bookkeeping department. You may email questions regarding your account to billing@mdt.org. Please allow up to a week for a response.

Tuition Payments: Parents and students may submit their tuition by mail, in person at the MDT office, or by phone (credit card payments only). If no one is in the office, there is a secured metal “payment” box near the front door. Please place the payments inside an envelope and label it to the attention of “Bookkeeping”. A 10% discount will apply if the full year’s tuition is paid by August 14, 2017.

Late Fees: Tuition payments not received by the fourth week of the quarter are subject to late fees. A late fee of 10% of the balance due will be charged if payment isn’t received by the end of the fourth week of the quarter. 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. **Please note: New or continuing registrations will not be accepted if your account is delinquent, and students with delinquent accounts will not be eligible to participate in performances.**

Termination and Refunds: *Registration and tuition fees are non-refundable.* The school does not offer refunds for missed classes or withdrawal after the quarter has started. Refunds for extenuating circumstances are at the discretion of the MDT Board.

Performance Fees: All students are required to pay Performance fees in full by the due date. **Students with delinquent accounts will not be eligible to participate in performances.** Scholarship students *are* required to pay performance fees.

Parent Participation: Parents must sign the Parent Participation Program Contract, stating they understand they will be called upon to volunteer at MDT and that they agree to participate. Parents with children in a performance must volunteer to help with that specific performance or pay an opt-out fee of \$100 (SpringFest & SummerFest) or \$200 (Sophie).

Invoicing: 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.** Invoices are sent out two weeks prior to the due date.

Withdrawal: MDT must be notified when a student will be withdrawing from the school. If MDT is not notified, *in writing*, billing will continue on a quarterly basis. Marin Dance Theatre reserves the right to refuse admittance to classes and to terminate participation with MDT based on student and/or parent conduct or if their account is delinquent.

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, which then the higher tuition rate will prevail. If a student is advanced mid-quarter to a higher level, the lower tuition rate applies until the beginning of the next quarter, at which time the student will pay the new rate.

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

Trial Class: MDT offers trial classes for any new student. The trial class will be free of charge if the student does not enroll in classes. If a student enrolls, they will be subject to the full tuition for the level in which they are registering.

Make-up Classes: MDT has designated holidays and breaks during the school year. If your student’s class falls on an observed holiday, they can take a make-up class of the same level on an alternative day. Similarly, if your child misses a class (due to illness, etc.) they are also eligible to take a make-up on an alternative day. We ask that students take their make-up classes during the same quarter in which the class was missed.