

## SCHOOL POLICIES



**Registration:** To register, please complete the Enrollment Agreement and Release from Liability. The completed form and check or money order (class fee and annual registration fee) made payable to "Larry Cervi School" should be returned to the office. A tuition payment is required to have a name placed on a class roster. Classes are filled on a first come, first served basis.

**Late Registration:** Students who register after the third week of a term are not eligible for term payment, but may choose the monthly payment schedule, plus the annual registration fee.

**Payments:** Students and/or their parents may choose one of three payment plans:

1. Full payment for term is due before the first day of class of the term. A \$10 service charge will be applied to payments received after the 7th day of the term.

2. Three monthly payments due no later than the 7th of each month, regardless of absences. A \$5 service charge will be applied to late payments. Monthly classes must be taken consecutively. Single classes are available; payment must be made prior to class.

3. Single Class payment option is available for all classes except Ballet 4-7. Payment is due before taking the class. Students who participate in our spring recital cannot pay by single class in the winter and spring terms.

\*All financial obligations must be paid in full prior to registration for the next term or to perform in the recital.

**Discounts:** Five percent (5%) will be deducted from full term payments for students taking multiple classes. This also applies to families with two or more members taking classes. We also offer a 5% discount on total tuition for early registration if received before the dates

indicated on the school calendar. There are no discounts available for classes taken individually or for private classes. Special discounts are available for parents, families totaling more than 6 hours of instruction per week, and those taking multiple lessons of the same subject.

**Refunds:** There are no refunds for missed classes. Missed classes may be made up by attending a class at the same level or lower during the term of the missed class. To withdraw, a student must notify the office in writing after the second class and prior to the third class. After the third class, the student is liable for the full tuition. No exception to this policy can be permitted. Students taking private classes must speak with the individual teacher regarding makeup policy.

**Class Absences:** Students and/or parents are asked to call the school in advance to report an absence. Students may make up classes during the same term only. Should prolonged illness or injury occur, students may receive credit to be used within the next term by providing a doctor's certificate to the school office. Without consent of the school, classes may not be made up in alternate terms. No monetary reimbursements can be given for missed classes. Cancellation of classes due to inclement weather or teacher illness (where no substitute is available) will be rescheduled at an appropriate time.

**Inclement Weather:** If we must cancel classes, an announcement will be made on the answering machine, KDKA, WTAE, WPXI, our web site ([www.cervischool.com](http://www.cervischool.com)) and our Facebook page.

**Private Lessons:** Private lessons in all subjects are available on an individual basis. Tuition for private lessons is \$25 per ½ hour. Please contact the school office to arrange an appointment.

**Class Adjustments:** Any class that has less than five students will be treated as a semiprivate class and the time will be adjusted accordingly. Small classes may be combined with other classes for the recital.

**Recitals:** Believing that stage performances are beneficial to the students, we present a recital in June to showcase the students' achievements. Students must take two consecutive terms (winter and spring) of instruction to be eligible to participate. (Exceptions to this are at the teacher's discretion.) Participation in the recital is not mandatory. Costumes are measured, paid for, and ordered in December and cannot be cancelled. The recital ticket sale will start on an announced date.

**Studio Etiquette:** Punctuality is very important. Warm-up basics for all classes are given at the start of the class. Whether or not to allow a student to enter a class late is at the teacher's discretion. Late arrivals are disruptive to the teacher and the class.

Snacks and drinks are available in the waiting room. Please, no food or drink in the studios or dressing room. Dispose of all trash in the containers provided and clean up after yourself. Please be responsible for all your belongings.

Students are asked to conduct themselves as polite ladies and gentlemen while in the waiting areas, halls, and dressing room. Children waiting for relatives or friends in class are encouraged to bring homework or a "quiet" activity to occupy them. Parents are encouraged to reinforce the importance of these rules and conduct so that coming to class will be a pleasant experience.

**Ballet:** Ballet students in levels 4-7 must attend class twice per week.

### DRESS CODE

**Ballet:** Black leotard, pink tights, and pink ballet shoes.

**Contemporary:** All ages—Leotards, tights, and bare feet.

**Hip-Hop:** Any comfortable street clothes and non-slip sneakers or jazz shoes may be worn. No bare legs or feet. No jewelry.

**Intro to Dance:** Play clothes, or leotards and ballet shoes, or sneakers are acceptable.

**4-Way Sampler:** Black leotard, pink tights, pink ballet shoes, and black tap shoes are required. Colored leotards, tutus and dance skirts are discouraged at this level.

**Jazz:** All ages—leotards, tights/unitards/jazz pants, are acceptable for class. The warm-up may be done in bare feet. Jazz shoes should be worn for floor work.

**Tap:** Leotards and tights are preferred and jazz pants and shorts are acceptable. Tap shoes with screw-on taps are recommended.

**Tumbling:** Leotards and tights or shorts, bare feet.

**Hair Styles:** Ballet students must wear their hair in a bun. Ponytails are acceptable for Contemporary, Tap, Jazz, Hip-Hop, and Tumbling.

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