

# MDW POLICIES 2023-2024



## COMMUNICATION POLICY

**STUDENT ACCOUNT PORTAL:** Each family will have a student account portal to process payments, register for classes, etc. It is your responsibility to keep all info (contact info, payment info, etc.) up to date. You can sign up or log in via the home page of our website. Please contact [info@montanadanceworks.com](mailto:info@montanadanceworks.com) with any questions about your portal and/or account info.

Communication with our families is so important to us! We send announcements by email, social media, and via our website, [montanadanceworks.com](http://montanadanceworks.com). Please add "info@montanadanceworks.com" as a contact in your email and let us know if you are not receiving updates. We also post updates to our website frequently, and we'd love to have you "like" us on Facebook to stay on top of what's going on at the studio. MDW also has an app available to download!

## DRESS CODE

Please make sure your dancer is set up for a great class experience by providing them with the appropriate attire and shoes. You can find a dress code description and shoe requirements on our website under dress code. Jeans and jewelry are strictly prohibited. Shoes can be ordered and fitted at the front desk. MDW also carries dance attire, leotards, shorts, skirts and tights. Ballet classes require leotards and tights and/or leggings for class with hair back in a bun.

## GENERAL RULES

Please discuss these rules with your dancers! Thank you!

- No food or drinks other than water inside the studios.
- No cell phones are allowed in the dance rooms at any time. If they are inside a dance bag, they should be turned off.
- All personal belongings may be kept in the dressing room or in the hallway cubbies. Montana Dance Works is not responsible for items left behind/lost at Montana Dance Works. Please make sure you check for all your belongings before leaving the studio. Please leave ALL valuables at home including cell phones, fit bits, smart watches, jewelry, etc. Please check the bins in the changing room for lost items. All unclaimed items are donated to charity monthly.
- Preschool and Kindergarten-1st Grade Parents: Please take your dancer to the restroom BEFORE class begins to avoid accidents and disruptions to class.
- Preschool and Kindergarten-1st Grade Parents: Please have your dancer bring all of their belongings into the classroom with them. This helps us keep everything organized.
- Please make an effort to be prompt! Excessive tardiness picking up your child will result in additional fees.
- No parents, friends, or siblings are allowed in the classroom at any time. This is for the benefit of your dancer. They will learn far more if we have their complete attention.
- If your dancer drops a class, a 30-day written notice via email is required. You will be responsible for payment until the written notice is received.
- For the safety of our dancers, we follow Butte Silver Bow County's decisions on inclement weather and school closures for any reason. However, you should always use your own judgement when deciding to travel due to weather. We will confirm our closing via email when inclement weather affects Montana Dance Works. We will also communicate all schedule changes on social media as well! All classes missed due to inclement weather can be made up at your convenience using our existing class schedule.
- Our front desk is available during class hours to answer any questions you might have! If you need to speak with your child's teacher, please call or email to set up an appointment as we will not have time in between classes. You can reach us at [info@montanadanceworks.com](mailto:info@montanadanceworks.com) or 406.299.2381.

## WITHDRAWAL POLICY

If your student must withdraw from a class, please do so in writing via email to [info@montanadanceworks.com](mailto:info@montanadanceworks.com). You are responsible for your student's monthly tuition until withdrawal notice has been received by the administrative office. Please note that the tuition balance is due and payable upon withdrawal.

# MDW POLICIES 2023-2024

## IMPORTANT DATES

**2023-2024 CALENDAR:** We generally follow the Butte School District Academic Calendar for closing.

- Open House: August 23, 2023 (4pm-7pm)
- First Day of Class: Monday, September 11, 2023
- Costume Halloween: October 24-30, 2023
- CLOSED - Halloween: October 31, 2023
- CLOSED - Thanksgiving Break: November 20-26, 2023
- CLOSED - Winter Holidays: Thursday, December 21, 2023 - Wednesday, January 3, 2024
- OPEN - MLK, Jr. Day: January 15, 2024
- OPEN - President's Day: February 19, 2024
- CLOSED - Spring Break: Wednesday March 27, 2024- Tuesday April 2, 2024
- Picture Week: April 15 - 19, 2024
- MANDATORY Dress Rehearsals: May 9, 10 and 11, 2024
- Year-end Recitals: May 13, 14, 15 and 16, 2024

## PARKING AND DRIVE THRU LANES

Please use the drive thru lanes for pick up/drop off **ONLY**. Please do not park in the lanes as it creates a traffic jam behind you. In efforts to keep traffic moving, please loop around until your child is ready at the door. Also, please help us be good neighbors by avoiding using the parking lot of the adjacent businesses. Street parking on Discovery Drive is available for overflow parking. We will continue to bring dancers out through the side door for pick up. Please meet us out on the parking lot side to retrieve your dancer. We appreciate your cooperation!

## PAYMENT POLICIES:

**2023-2024 registration and tuition payment information:**

All families are required to have a credit/debit card or checking account on file. If you wish to pay with cash or check, you may do so before the 1st of each month but must still keep a card/account on file to process any unpaid balance. All monthly tuition payments, recital costumes, recital fees, and merchandise charges will be auto-drafted to the card/bank account on file. Tuition is due on the first of every month and will be auto-drafted on the first of each month. Recital costumes fees will be auto drafted on November 1, 2023. Year-end recital fees will be auto drafted on March 1, 2024.

Montana Dance Works tuition is based on an entire season of dance. Our season runs from September 11, 2023- May, 2024. All dancers are required to pay for the entire season. Tuition is not based on the number of classes in a month or attendance. There is no refund for missed classes.

You may pay the entire season tuition in full or divide it up into 9 monthly installments. The first installment is due with your registration fee, and this installment is non-refundable. The other installments are due by the 1st of each month, October 2023 - May 2024.

# MDW POLICIES 2023-2024

## PAYMENT POLICIES (CONTINUED)

Tuition is due on or before the 1st of every month regardless of what day of the week, holidays, etc. You may pay online through your student account using a credit card or checking account, at the front desk during class times, or using our locked mailbox to the left of the front entrance.

If you pay the entire season in full and costume(s) on or before September 1, 2023, you will receive a 5% discount on the tuition. Please note: If you pay your dancer's tuition for the full year and withdraw from classes for any reason (loss of interest, school obligations, injury, illness, etc.), a 30% penalty will be applied to your refund for the remainder of the year. We suggest you only pay the year in full if you are 100% confident your dancer will participate fully in the entire season.

Late Fee: If your card on file is declined, an alternate payment must be made within 48 hours. Students with a past due account exceeding 60 days will be dropped from the class(es) and will not be allowed to participate until their account is paid and up to date. A \$15 late fee is applied to your account if payment is not received by the 5th of each month. This includes declined charges for cards on file for any reason.

Returned Check Fee (NSF): \$25.

## REGISTRATION FEE

A non-refundable registration fee of \$25 for each dancer is due upon registration. In addition, your first tuition installment is due at this time. This is also non-refundable. Payment in full is required for the registration fee. You will receive a payment confirmation email once your payment has been processed.

## FAMILY TUITION RATES

We offer two payment options: full season or monthly installments.

### MONTHLY INSTALLMENTS

Monthly Tuition Per Family

\$47 - 1 Class per Week

\$86 - 2 Classes per Week

\$125 - 3 Classes per Week

\$160 - 4 Classes per Week

\$195 - 5 Classes per Week

\$224 - 6 Classes per Week

\$254 - 7 Classes per Week

\$283 - Unlimited Classes per Week

# MDW POLICIES 2023-2024

## FULL SEASON COST

Yearly Tuition Per Family (Prepaid 5% Discount) + Costume Fee(s)+ Recital Fee  
Must be paid on or before September 1st, 2023.

\$401.85 - 1 Class per Week Tuition + Costume Fee (\$70/\$80 per class) + Recital Fee (\$40 per student)  
\$735.30 - 2 Classes per Week Tuition + Costume Fee (\$70/\$80 per class) + Recital Fee (\$40 per student)  
\$1068.75- 3 Classes per Week Tuition + Costume Fee (\$70/\$80 per class) + Recital Fee (\$40 per student)  
\$1368.00 - 4 Classes per Week Tuition + Costume Fee (\$70/\$80 per class) + Recital Fee (\$40 per student)  
\$1667.25 - 5 Classes per Week Tuition + Costume Fee (\$70/\$80 per class) + Recital Fee (\$40 per student)  
\$1915.20 - 6 Classes per Week Tuition + Costume Fee (\$70/\$80 per class) + Recital Fee (\$40 per student)  
\$2171.70 - 7 Classes per Week Tuition + Costume Fee (\$70/\$80 per class) + Recital Fee (\$40 per student)  
\$2419.65 - Unlimited Classes per Week Tuition + Costume Fee (\$70/\$80 per class) + Recital Fee (\$40 per student)

## YEAR-END RECITAL

We produce fun and fabulous productions at the end of the year with all MDW dancers. The 2024 recital dates will be May 13, 14, 15, and 16 2024. Dress Rehearsals will be May 9, 10 and 11 2024. This is an exciting and rewarding part of the season that everyone looks forward to! Stay tuned for 2024 recital details to be released throughout the year. PLEASE NOTE: Dress rehearsals are MANDATORY in order to participate in the recitals. This is for the safety of your child and the other children on the stage. Please plan accordingly! SAVE THESE DATES NOW!

## YEAR-END RECITAL COSTUMES

Costume costs are \$70 per costume for students third grade and younger and \$80 per costume for students fourth grade and up. Costume fees are due on or before November 1, 2023. After this fee is processed on November 1, 2023, it is non-refundable. Any costume alterations needed will be the responsibility of the parent. We welcome payments in full before the due date, or installments. We cannot guarantee that costumes will arrive in time for the recital if payment is not received by the due date. Costumes will not be handed out to students with a balance due. Costume fees are NON-REFUNDABLE. If your dancer will not be participating, you are required to notify us by email to [info@montanadanceworks.com](mailto:info@montanadanceworks.com) no later than November 1, 2023. Please do not rely on your dancer to inform us that she or he will not be dancing in the recital!

## RECITAL TICKETS

Tickets to our year-end recitals will need to be purchased and will be available to purchase online through Dance Recital Ticketing. Dancers performing in the show do not need a ticket. More information on Year-End Recital Tickets, including when they will be available to purchase, will be included in the 2024 Recital Information Packet.

## YEAR-END RECITAL FEE

A \$40 Year-End Recital Fee will be assessed on March 1, 2024. Families with 2 or more students will be charged a flat fee of \$80 per family. This fee helps cover the costs associated with planning the production, recital rehearsals, a special year-end gift for the student and a digital download of the recital upon video completion.