

Miller-Marley School of Dance & Voice

Fall 2009 thru Spring 2010 Enrollment Information

Wycliff West Shopping Center 10448 Mastin Overland Park, KS 66212

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Policies - Procedures - Tuition

The following information pertains to our tuition, policies, procedures, dancing school etiquette and attire. Our policies are in effect to ensure the integrity of each class and to promote a professional working environment that is conducive to learning.

The safety, security and well being of the students is our utmost concern. Miller-Marley is constantly striving to better serve its customers and to maintain the highest standards possible. Your support and cooperation with regard to our policies and procedures will be greatly appreciated.

ENROLLMENT

All continuing students are required to enroll again prior to the first day of fall classes. Upon enrolling, every family is required to complete a new Student Registration Form. By signing the Student Registration Form the parents and students agree:

- To complete the basic information on the Student Registration Form every Fall Quarter and Summer Quarter.
- To release and hold harmless the Miller-Marley School of Dance and Voice, its employees, officers or agents for any and all liability for any injury, claim, demand, cause of action or loss of any kind.
- To promptly pay all tuition by the beginning of each and every Quarter and agree to pay any and all late fees and costs of collection.

CLASS PLACEMENT

At the beginning of every Fall Session and Summer Session, returning students will be given proper class placement. Class placement is at the sole discretion of our teaching staff. New students will take a placement class during which the instructor will determine the correct class for the student. Sometimes, an extended period of two to three weeks is required to observe the student in our classroom setting before this determination can be made.

CANCELLATION OF CLASSES

There must be a minimum of 10 students enrolled to provide a class. If fewer than 10 students are enrolled by the second week, the class will be cancelled. At that time, the studio will try to re-schedule the student and if this is not possible, tuition will be refunded minus \$15.00 per class taken.

DROPPING A CLASS

- Once enrollment fees have been processed, there will be a 10% charge to drop a class or classes.
- A Drop Class Form must be completed and turned in to the office by the 1st day of the Quarter.
- If the Drop Class Form is received after the 1st day of the Quarter, the responsible party still will be obligated to pay the tuition for the dropped class/classes and any and all fees for that Quarter.
- Regardless of whether a student is attending class/classes, the studio will continue to charge the account for any and all fees until a Drop Class Form has been received.

ATTENDANCE AND MAKE-UP POLICY

Progress is dependent upon consistent attendance. Making up missed classes is an indication of a conscientious student. Please observe these policies with regard to make-up classes.

- Make-up classes should be taken during the Quarter in which the absence(s) occurred.
- Make-ups may not be carried over from either the Fall/Winter/Spring Quarter to the Summer Quarter.
- Missed classes cannot be made up in a Quarter for which the student has not paid.
- The correct day and time of the make-up class should be verified with the instructor in advance. Occasionally, classes are cancelled before the studio has a chance to delete them from the printed schedule or the website. Please call to confirm.
- Students are encouraged to make-up classes in advance, if possible.

OBSERVATION POLICY

- Parents and guests are welcome to observe classes during Parent Watch Week, held at the end of each Fall, Winter and Summer Quarter. The Recital/Dance Showcase takes the place of the Spring Watch Week.
- Before enrolling, prospective families are welcome to make an appointment to observe any class/classes of interest to them.
- After enrolling, any party who wishes to observe a class for reasons other than those listed above, must obtain permission from the instructor to do so.
- Observation is not permitted when a substitute teacher is conducting the class.

RULES OF CONDUCT

Each student is expected to conduct himself/herself in an appropriate manner and to show respect for his/her instructors and fellow classmates at all times. Miller-Marley will not allow the behavior of one student to jeopardize, in any way, the safety and/or the physical/emotional well being of another student.

- Students are required to arrive on time for class. Students who walk in late miss valuable class time and are a distraction to the students who are already there. Continual late arrivals to class must be approved by the instructor.
- Miller-Marley cannot be responsible for students who leave the premises during breaks between classes. It is preferred that students remain at the studio during their breaks.
- All students under 16 years old, who have a break between classes and wish to leave the premises unaccompanied by an adult, must have written permission from a parent to do so. This note must be presented to the receptionist on duty prior to their departure.
- Students 16 years old and over must notify the receptionist on duty in the office of their whereabouts if they plan to leave the premises during a break between classes.
- Food or drink is not allowed in the office area. Food is allowed in lounge area of Studio #5. Water, in a plastic container, is the only beverage allowed in the studios. Each student should have his/her own water bottle, labeled with his/her name. Purified water is available in Studio #1 and Studio #5.
- Students may not chew gum during class.

ARRIVAL AND DISMISSAL

All parents must be responsible for being on time when dropping off and picking up their children.

- Parents are strongly advised to call the studio if they will be late in picking up their child.
- Parents should not arrive late, after the studio is closed.
- Miller-Marley cannot be responsible for any children who are left unattended in empty classrooms, the office area or outside the studio.
- Upon arrival, please do not leave children under 12 years old unattended in a classroom where an instructor is not present. Usually, instructors are in the process of switching rooms and will arrive shortly.
- After class has been dismissed, those children who have not been picked up will be sent to the studio office.

TUITION

Class fees are based on an 11-week Session and are calculated on a “1 hour class per week” basis. All Preschool Combo 1 and 2, Kindergarten Combo, Combo 1 and Combo 2 classes are 45 minutes in length. These classes are charged at the “1 hour class per week” rate.

COST PER EACH - FALL, WINTER & SPRING 11-WEEK SESSIONS	
<u>1 Instructional Hour Per Week (11 classes)</u>	\$145.00
<u>1.5 Instructional hours Per Week</u>	\$212.50
<u>2 Instructional Hours Per Week (22 classes)</u>	\$280.00 (2nd class is \$135.00)
<u>2.5 Instructional Hours Per Week</u>	\$342.50
<u>3 Instructional Hours Per Week (33 classes)</u>	\$405.00 (3rd class is \$125.00)
<u>3.5 Instructional Hours Per Week</u>	\$460.00
<u>4 Instructional Hours Per Week (44 classes)</u>	\$515.00 (4th class is \$110.00)
<u>4.5 Instructional Hours Per Week</u>	\$562.50
<u>5 Instructional Hours Per Week (55 classes)</u>	\$610.00 (5th class is \$95.00)
<u>5.5 Instructional Hours Per Week</u>	\$647.50
<u>6 Instructional Hours Per Week (66 classes)</u>	\$685.00 (6th class is \$75.00)
<u>6.5 Instructional Hours Per Week</u>	\$722.50
Each additional 1/2 hour class is \$37.50. Each additional 1 hour class is \$75.00.	

**ABSOLUTELY
NO
ENROLLMENT
FEES!**

**Mastercard,
Discover, Visa
and Cash
are accepted
for tuition
payment.**

ANY ACCOUNT OVER \$1,000 WILL QUALIFY FOR OUR UNLIMITED CLASSES PROGRAM!

ALL FEES ARE NON-REFUNDABLE.

ALL TUITION is due by the first class of the Quarter, unless special arrangements are made for monthly accounts. In this case, the responsible party must give the studio his/her credit card number and the account will be automatically charged on the 10th of each month. A \$5.00 processing fee will be assessed for this service per Quarter.

TUITION POLICIES

- New customers must pay in full before a class position is held. Continuing customers may hold a place for their child by paying a \$75.00 deposit per child.
- Full payment is due by the first class of each Session. Miller-Marley does not send out statements.
- All fees are non-refundable. Once a student is enrolled and has taken a single class, there will be no refunds for any reason unless the class is cancelled.
- There are no deductions for missed classes and no credits transferred to another Quarter.
- There will be a 10% non-refundable charge to drop a class after enrollment has been processed. See the Drop Class Form for more information.
- Tuition is never pro-rated. Students who enroll after a Quarter has begun are required to make-up the classes they have missed.
- Payment to performing groups must be made separately. Performing groups do not accept credit cards.

LATE FEES

- All accounts not paid within 30 days will be charged a 10% late fee.
- Accounts 60 days late will be charged a 20% late fee.
- Accounts 90 days late will be submitted for collection.
- Any account submitted for collection will be charged for all costs of collection including attorney’s fees.
- All returned checks will be assessed a \$20.00 fee.

PARKING

- All adult and teenage drivers should drive safely in the parking lot and watch carefully for other drivers and pedestrians, especially small children.
- Do not park or wait in undesignated parking areas.
- Parents are advised to caution children to use the crosswalk when entering or exiting the parking lot.

INJURY

- Where matters of safety are concerned, Miller-Marley reserves the right to correct the behavior of any child who is behaving in such a way as to cause physical harm to himself/herself or others.
- Though injuries seldom occur, should a child become injured, the parent(s) will be notified immediately. Parents are strongly advised to carry their cell phones with them at all times and to have all emergency phone numbers on file in the office.

SECURITY

All families associated with Miller-Marley must take seriously and observe any and all rules contained herein that have been established to provide for the security and well being of the student body.

PHOTO, VIDEO AND AUDIO CONSENT

By enrolling in Miller-Marley School of Dance and Voice, all families give their permission to the studio to photograph, video, film and/or record their children and further consent to the use of such materials for all uses including recital videos, class photos and all promotional material, including the studio website.

LIABILITY DISCLAIMER

The Miller-Marley School of Dance and Voice and its instructors are not liable for personal injuries, loss of or damage to personal property. Since dance is a physical activity, injuries may occur. Each student may decline to participate in any activity that the student deems harmful and must inform the instructor of any physical limitations that may prevent full participation in class.

OFFICE HOURS

Office hours are: Monday, Wednesday and Thursday, Noon to 9 pm - Tuesday, 10 am to 9 pm and Saturday, 9 am to 1:00 pm. The office is closed on Friday and Sunday. Office personnel do not work on Friday and Sunday. If you need assistance when the office is closed, please call the studio at (913) 492-0004 and leave a message. For general information, please visit our website at: www.MillerMarley.com

September 2009 thru May 2010 Calendar

Tues. Sept. 8:	Fall Quarter Classes Begin - TUITION DUE
Tues. Nov. 24 - Sun. Nov. 29:	THANKSGIVING BREAK
Tues. Dec. 1:	Winter Quarter Classes Begin - TUITION DUE
Sun. Dec. 20 - Sun. Jan. 3:	WINTER BREAK
Mon. Mar. 1:	Spring Quarter Classes Begin - TUITION DUE
Sun. Mar. 14 - Sat. Mar. 20:	SPRING BREAK
Sat. May 22:	Spring Quarter Classes End
Sat. May 29 & Sun. May 30:	Miller-Marley Recital for Little Stars

The Miller-Marley School of Dance and Voice does not discriminate on the grounds of age, race, color, ethnicity, gender, national origin, religion, creed, disability or sexual orientation.