

# Miller-Marley School of Dance & Voice

Fall 2008 thru Spring 2009 Enrollment Information

10448 Mastin Overland Park, KS 66212  
Phone: (913) 492-0004 Fax: (913) 894-2575

E-Mail: [MillerMarleydance@yahoo.com](mailto:MillerMarleydance@yahoo.com)  
Website: [www.MillerMarley.com](http://www.MillerMarley.com)

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Welcome to Miller-Marley School of Dance & Voice where your child's dance education is our number one priority. We look forward to making many happy memories with you and your family.

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 cooperation and support with regard to our policies and procedures is 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 of all students agree:

- To complete the basic information on the Student Registration Form every Fall Session and Summer Session.
- 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 Session 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 level for the student. Sometimes, an extended period of one to three weeks is required to observe the student in our classroom setting before this determination can be made.

## Changes to Schedule

After enrollment has been processed and tuition fees have been paid, any student wishing to initiate a change in his/her schedule by moving from one class to another will be assessed a \$5.00 processing fee. Under the following conditions students will not incur a processing fee:

- When the student's instructor has initiated a change in classes.
- When a student wishes to add "new" classes to his/her schedule.

## 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 or third 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.

## 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 lobby.

## Attendance and Make-Up Policy

Progress is dependant 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 Session in which the absence(s) occurred.
- Fall/Winter Make-ups may be carried over from one Session into another with the consent of the office.
- Make-ups are never carried over from the Fall through Spring Sessions to the Summer Session.
- Missed classes cannot be made up in a Session 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 had 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 Session.
- Before enrolling, prospective families are welcome to make an appointment to observe any class/classes of interest to them, with the consent of each individual instructor.
- 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.
- Out of respect for our teaching staff, 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. 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 lobby area. Food is allowed in the 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 provided in Studio #1 and #5.
- Students may not chew gum during class.

## General Rules

- Students and parents should be continually aware of all notices sent home throughout the year, including newsletters, notices posted around the studio and all information contained in the enrollment packet.
- Occasionally, the studio will send out group e-mails to the student body. Typically, these are general information memos and contain only the e-mail address of the recipient. All parties wanting to receive group e-mails must make sure that the office has a current e-mail address on file for them. Those parties who choose not to receive e-mails from Miller-Marley may opt out of this service.
- Miller-Marley cannot be held responsible for personal belongings left at the studio. A Lost and Found is located in the lounge area of Studio #5.
- To promote a neat, clean and orderly environment, the studio asks that all patrons make a conscious effort to help out by properly discarding trash and picking up personal belongings.

## Tuition

Fall, Winter & Spring Class fees are based on three continuous 11-week Sessions and are calculated on a "1 hour class per week" basis. All Preschool, Preschool Combo 1, Preschool Combo 2, Kindergarten Combo, Combo 1 (1st - 2nd) and Combo 2 classes are 45 minutes in length. These classes are charged at the "1 hour class per week" rate.

### **COST PER SESSION - FALL, WINTER & SPRING 11-WEEK SESSIONS**

<u>1 Instructional Hour Per Week (11 classes)</u>	<b>\$145.00</b>	
<u>1.5 Instructional hours Per Week</u>	<b>\$212.50</b>	
<u>2 Instructional Hours Per Week (22 classes)</u>	<b>\$280.00</b>	(2nd class is \$135.00)
<u>2.5 Instructional hours Per Week</u>	<b>\$342.50</b>	
<u>3 Instructional Hours Per Week (33 classes)</u>	<b>\$405.00</b>	(3rd class is \$125.00)
<u>3.5 Instructional hours Per Week</u>	<b>\$460.00</b>	
<u>4 Instructional Hours Per Week (44 classes)</u>	<b>\$515.00</b>	(4th class is \$110.00)
<u>4.5 Instructional Hours Per Week</u>	<b>\$562.50</b>	
<u>5 Instructional Hours Per Week (55 classes)</u>	<b>\$610.00</b>	(5th class is \$95.00)
<u>5.5 Instructional Hours Per Week</u>	<b>\$647.50</b>	
<u>6 Instructional Hours Per Week (66 classes)</u>	<b>\$685.00</b>	(6th class is \$75.00)

Each additional 1-hour class is \$75. Each additional 1/2-hour class is \$37.50

### **ABSOLUTELY NO ENROLLMENT FEES!**

We accept Mastercard, visa, check and cash as payment.

Any account over \$1,000.00 per Session  
will qualify for our UNLIMITED CLASSES PROGRAM!

### **ALL FEES ARE NON-REFUNDABLE**

ALL TUITION is due by the first class of the Session, unless special arrangements are made for monthly accounts. In that 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. per Session for this service.

### **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.
- Full payment is due by the first class of each Session.
- 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 Session.
- There will be a 10% non-refundable charge to drop a class after enrollment information has been processed.
- Tuition is never pro-rated. Students who enroll after a Session has begun are required to make-up any missed classes within that Session.

**Late Fees:** Any account 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 & Voice, all families give permission to the studio to photograph, video, film and/or audio record their children and further, consent to the use of such material for all uses including recital videos, class photos and all promotional material, including the studio website.

**Liability Disclaimer**

The Miller-Marley School of Dance & Voice and its instructors are not liable for personal injuries or loss of 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.

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

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**Office Hours Fall 2008 thru Spring 2009**

Monday: Noon to 9:00 pm  
Tuesday: 10:00 am to 9:00 pm  
Wednesday: Noon to 9:00 pm  
Thursday: Noon to 9:00 pm  
Friday: Office Closed  
Saturday: 9:00 am to 12:30 pm  
Sunday: Office Closed

Office Manager: Nancy Durig  
Assistant Office Manager: Sharon Ingebritson  
Libby Bradley

The times listed above are those during which a member of the office staff is available in the office. 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 someone will return your call as soon as possible during business hours. For general information, please visit the studio's website at: [www.MillerMarley.com](http://www.MillerMarley.com)