



Musical Arts of Dover
Music Lessons, Dance Class Etiquette, Studio Policies Handbook 2025-
2026
PLEASE READ AND SIGN LAST PAGE!

PAYMENT OF TUITION FEES

- Tuition is payment for a reserved time slot in your teacher's weekly schedule.
- Tuition is paid by automatic account debit by credit card or bank account between the 26th — 28th of the previous month in which lessons are received. Full Semester payment is available with a discount, please contact the office to inquire.
- An annual registration fee of \$35 per student enrolled is charged at the time of registration. Consecutive family members taking lessons receive a 10% discount after the first full-priced class, or students taking multiple classes receive 10% off consecutive classes after the first full-priced class. All fees are non refundable.
- Semesters are divided into September through January 28, and January 31 through June 17. Two semesters of 5 months. 18 classes/ lessons are built into each semester. Performance recital times are built as a bonus for families into the cost of lessons (ie, we do not charge a recital fee for time music teachers give to host recitals outside of costumes or dance venues)
- Holiday breaks are built into each session's payment calendar (i.e. Christmas, February, April). Some months you may have between 2-5 classes or lessons each month. (Holidays are built into the calendar, so some months there may not be 4 lessons or classes.)

WITHDRAWALS AND REFUNDS

- Dance students may withdraw through March 1 with one month (30 days) written notice from the first of the month.
- Music students may withdraw with one month written notice from the first of the month.
- To withdraw, an adult must complete and sign a withdrawal form provided by the school office. Withdrawals will not be accepted over the phone. All automatic bank debiting will stop after the one month notice.

EXTREME WEATHER—CANCELLED CLASSES

If the school must cancel classes due to extreme weather or events beyond our control, we will make every effort to schedule makeups. There are no refunds for makeup lessons/classes missed due to these reasons.

MAKEUPS AND CANCELLATIONS

- Please notify the school or your private teacher 24 hours before any absence, or as soon as possible in the case of sickness. E-mail or call: musicalartsd3@gmail.com (603) 343-5336 *Makeup classes are only considered when notifying the office before the class starts.*
- There are no refunds for missed lessons or classes. School activities such as ski trips, band trips, sport games, etc. do not qualify for makeup lessons. Music students may arrange up to 2 make up lessons each month with their private teacher. Students may also attend departmental music workshops as a makeup.
- Dance students may arrange with the teacher or office to attend another class of similar level as a makeup. Student's makeup class can be of a different style of dance but not higher level than the class missed and will be of their appropriate age/ level at the discretion of the dance program director. We cannot guarantee that another makeup class is available.
- Make up lessons are for the student who missed, and can't be transferred to another family member.
- Make-ups must be made within a month of the missed lesson. There will not be crossover make up lessons from dance to music and vice versa because of the different billing systems. 2 makeup classes each semester is the maximum amount permitted.
- *Missed classes or lessons will not result in a credit for tuition.* Make-ups will not be carried over as a deduction from the next month's tuition. Missed lessons for "No-Shows" will not be made up. All teacher absences will be rescheduled. A lesson that was rescheduled due to teacher absence, and missed by the student will not be made up. When school systems are off due to Teacher's Workshops, there will still be lessons.
- *Dance Program:* Too many absences leading up to a show may result in students being pulled from the piece. If you or your child misses 2 weeks consecutively in a row, they will miss class material, choreography, hinder their progress and hold the class back as a whole. To have the best experience all around, good attendance is very important as a dancer.

MUSIC LESSON TIME CHANGES

Lesson time availability is limited. During the year, there may be a need to change a student's schedule at the student's request. If it's necessary to permanently change your scheduled time please notify the instructor with at least one month's notice. The studio will try but cannot always guarantee your accommodation.

CARE OF STUDENTS

The school is not responsible for providing before or after class care of students.
Parents with students under the age of 6 are to remain in the school during classes.

INJURIES

Parents, legal guardians of minor students, and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during, or after the class time.

PHOTO RELEASE

The school is hereby granted the permission to take photographs of students to use in brochures, website, and social media. Please note here with "NO" if you do not grant this permission: _____

PRACTICE AND STUDENT ORGANIZATION

Students are expected to buy their own music books at their teacher's recommendation and keep a music folder to hold worksheets and music they may be given during lessons. Students must bring their music folder and books with them to each lesson. Printing extra music is costly and charges for copies will accrue on monthly tuition if music is consistently forgotten.

Students are expected to practice a minimum of 3 times per week, and ideally 5 times per week. Beginners may start at two times per week and work up to three times. Duration of practice will be determined at lesson and all practice assignments will be written and included in music folder. Frequent, short practices are more effective than infrequent, short practices. Practice is necessary to perform appropriate level repertoire and to improve skills.

Parents are encouraged to monitor their children's practice habits and to encourage them to demonstrate their developing skills. Please ask if you would like to receive a chart to monitor progress and time spent practicing.

DANCE ETIQUETTE

- Be kind, respectful and supportive to other dancers.
- Please arrive to dance classes on time. It is important not to miss part of the

warmup to prevent injury. Additionally, being late will make you or your child miss out on important class material. Any later than ten minutes is considered unsafe. If you or your child arrives before the ten minute point, they must enter the studio room quietly and warm themselves up on the side a little before joining the rest of the class.

- The school is not responsible for providing before or after class care of students. Parents with students under the age of 6 are to remain in the waiting area during classes.
- If you are picking up your child, please arrive on time to help the next class start promptly and to be considerate of our staff.
- For everyone at Musical Arts, face masks must be kept on during class, in the lobby and restrooms with exception of water breaks in designated areas.
- Listen and participate.
- If you are in a ballet class, please arrive with your hair in a bun or pulled back if your hair isn't long enough.
- No pjs or tutus should be worn in class. Distracting accessories and no jewelry that would get caught in anything. (example: long dangle earrings)
- Please no talking while the teacher is talking.
- Chewing gum or eating isn't allowed in class.
- Phones should be kept on silent or vibrate and should not be used during class.
- Please take your street shoes off and put in a cubby before entering the dance studio room.
- Running is not permitted in the studio or lobby.
- Keep your hands to yourself.
- Be respectful of the space. This includes not hanging on the barres, jumping on furniture, not touching the mirrors, piano or studio equipment (or setting anything on them), and picking up after yourself in the studio, lobby and restroom.
- If you have an injury, let the instructor know at the beginning of the class.
- If you're in an aerial class, please help your instructor put away mats/crash pads at the end of class.
- Say thank you to all instructors after class.

Level Placement

Children under 6 years old will be placed by age to fit their developmental level. Students 7 years and up will be placed by the teacher. Each student progresses at different speeds and it is normal to stay at the same level anywhere from a year to many more years. New students 7+ need to take a mandatory placement class. All level placements are at the discretion of the teacher. Be encouraging of your child and refrain from comparing them to other students. Being kind, supportive and respectful of others will help everyone grow!

Children must use the restroom before class so that they are less likely to go during the class and miss class material.

Dress Code:

Shoes

- **Creative Movement, Pre-Ballet, Intermediate Ballet, Advanced Ballet and Adult Ballet:** Ballet shoes
 - *Ballet shoes without drawstrings are most desired. If you or your little one has drawstrings, they must be double knotted and cut to be an inch and tucked inside the shoe. This prevents tripping and keeping your little one from playing with them in class or stopping the class to have their shoes tied.*
- **Intermediate Jazz:** Jazz shoes
- **Jazz/ Theater:** Jazz shoes
- **Modern, Contemporary, Lyrical Dance:** No shoes
- **Hip Hop:** Sneakers, Athletic shoes with flat bottom.
 - *Please have a pair that are **only** to be used inside the studio and not out in public to keep floor sanitary and to keep the dance floor in good condition.*

Hair

Hair must be pulled back from your face so that it doesn't get in the way of your dancing. For ballet please wear your hair in a bun. (If your hair is not long enough for a bun, a headband may be used) For Modern and Jazz classes you may wear a ponytail. For more info or questions please ask the office.

Clothing

We ask that you choose from the list of options below for your dance classes. Dance attire should be fitted enough to see your lines and movement and comfortable to move in: Leotard, pink, black or skin tone tights, ballet skirt, leggings, yoga pants, athletic shorts, tank tops/tshirts

We want you and/or your child to feel comfortable in what they choose and be able to express themselves by wearing whichever combo of these clothing items for any class suits them.

- Some example combos: Leotard+tights+ballet skirt, Tank top+athletic shorts, Leotard+ leggings, T-shirt+yoga pants
- No tutus or PJ's should be worn in class. Distracting accessories should not be worn in class and no jewelry that would get caught in anything. (Example long dangle earrings.)

Please keep the Policy Handbook for reference, sign and return just this page.

I have read and agree to the 2021-2022 Musical Arts of Dover Studio policies including care of students in studio, tuition fees, make up lessons/ classes and withdrawals/cancellations.

SIGNATURE _____ DATE _____