

GROUP CLASS POLICIES

August. 10th 2026 - May 29th 2027



Group Class Registration

Visit our website and create an account to enroll in group classes. Enrolled students are committed to the entire session, and an annual \$40 registration fee is required at the time of registration. Please notify us if your child has any injuries or illness of which we should be aware.

Group Class Placement

Dance students ages 2 - 2nd grade should enroll in the class that suits their age group. Please email info@arseneaudanceacademy.com to be placed into the appropriate dance class level. During the first few weeks of classes, instructors may recommend a different level. Depending on enrollment, it may be necessary that dance technique levels are combined. Instructors are subject to change.

Class Procedures

Students should store any personal items in the dressing rooms. Boys may keep a bag with them. Parents are responsible for their children until the start of each dance class. Once the studio door is opened, students should enter for class. All students should use the restroom prior to the start of class to avoid class disturbance. Dance classes that incorporate multiple genres (KinderCombo, Blend Classes) will allow time for students to change shoes and minimal attire during class.

Pointe

For the safety of our students, admission into pointe classes is by instructor discretion ONLY. Email info@arseneaudanceacademy.com with any questions regarding admission into the pointe program. Pointe students are also required to be enrolled in a ballet class.

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Injuries

ADA requires a doctor's note for all students reporting an injury. If a student is injured and not able to continue in a group class (out for four weeks or more), the student's account will be prorated for the amount of weeks for which he/she attended, and a refund will be issued for any overpayment within 30 days. Refunds are not issued for costumes that have already been ordered. For short-term injuries, students should watch class and provide a doctor's note when they are ready to begin participating. Refunds and credits are not provided for short-term injuries of three weeks or less.

Parent Viewing

Parents are responsible for their children until class starts. Students must not be unattended in the dance studio class rooms. Studio doors remain closed during all classes. Parents may view classes on the TV monitor in the waiting area. It is not recommended that parents accompany their child into the studio, as it may cause the student or class to become distracted.

Enrollment Deadlines

Students may enroll at any time, and will pay a prorated rate. The enrollment deadline for performance participation is February 1st. Students may enroll after this date, but they may not be able to participate in the Recitals.

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Attendance

All absences must be reported to the office via email (info@arseneaudanceacademy.com) or phone (224-223-3160). For the students safety, a student who arrives more than 10 minutes late to a group class may be asked to observe the class only. Parents will be addressed if a student is consistently tardy. Students who accrue four absences during 2nd semester, and do not schedule a private, will not be allowed to participate in the recital. Students who accrue four absences in a row will be dropped from classes. To schedule a student for a private please email the office at info@arseneaudanceacademy.com.

Dress Code

Students will not be allowed to participate in group classes without proper attire, no exceptions (dress code is listed on the website). Dance students may be required to purchase tights, bun kits, etc. if they are not prepared for class.

Private Lesson Policies

Weekly Private Lessons

If you are a serious student and you are able to commit to a half-hour or hour-long private lesson each week for the session, then weekly lessons would be great for you! Enrolling in a weekly lesson means that you have a reserved lesson spot each week. Students may enroll at any time, but once enrolled, they are committed for the remainder of our session, which runs from September to May. An annual \$40 registration fee is required at the time of registration. Students who do not wish to participate in a recital or performance should notify the office upon registration to avoid additional fees.

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How to Enroll

Email info@arseneaudanceacademy.com to check studio and teacher availability.

Conflicts of Interest

Students who are enrolled in private lessons will not be allowed to take the same type of lesson from a teacher at a different studio. Teaching methods and philosophies may vary greatly from studio to studio, and may hinder, rather than help, a students progress.

Private Lesson Absences & Make-ups

All absences should be reported by emailing the ADA office (info@arseneaudanceacademy.com) at least 24 hours before the start of the scheduled lesson. Students who are absent from a makeup lesson will not get another opportunity to make it up. Due to studio & instructor availability, dance students may not be allowed to make up missed private lessons. Students who accrue three absences per 16 weeks of lessons will not be allowed to participate in the recitals. Students who accrue four absences in a row will be dropped from their private lesson spot, with no refund. No refunds or credits will be issued for any student absences.

Recital Policies & Fees

Recital Handbooks

Handbooks for the Recital will be available on the ADA website. Handbooks will also be emailed to all recital participants.

Recital Opt-Out

Recitals at ADA are not mandatory, but are encouraged. To opt out of performances, email info@arseneaudanceacademy.com upon registration.

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Dance Costumes

Dance students participating in the Performing Arts Recitals will be measured for costumes by students guardian, and will receive their costumes near the start of second semester. Costumes may require additional alterations, and should immediately be inspected to ensure proper fit and inclusion of all costume pieces. Any alterations are at the expense of the family. Once a costume has been shipped it is non-returnable and non-refundable. Students are required to wear recital hair & makeup as indicated on the ADA website. A costume deposit is due by October 30th for each recital dance (KinderCombo and Blend classes may have multiple recital dances). Any remainder is due by January 30th. Costume fees do not include shoes, tights, or jewelry. Jazz and Hip Hop classes may require the purchase of alternative shoes for the recital. Company students should see the Company Handbook for separate Company costume pricing. You can view costume fees on the class page. Any unclaimed costume/s will be donated after 3 months.

Tuition & Withdrawal Policies

Payment Options

Arseneau Dance Academy allows for two payment options:

Payment in full with a check or credit card (due upon the start of the session) (3.5% fee for Credit cards)

Monthly auto-payments on the 30th of each month, August-May (Month of Feb will be drafted on the 28th) (credit card are available with a 3.5% fee) (ACH is available with a 0% Fee)

Late Fees/Returned Checks

Return check fee: \$25. Late fee: \$10, applied every 10 days a balance is overdue.

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Overdue Balances

If tuition becomes 30 days overdue, student attendance is suspended until tuition is paid. All missed classes/ lessons count as an absence. Students with a tuition payment that is overdue for 60 days will be dropped from classes & lessons, and an invoice will be mailed for the amount due.

Rates

Arseneau Dance Academy is a private organization, and rates are subject to change.

Withdrawal Procedure

If a student enrolled in a weekly class desires to withdraw after the session has begun, a parent must email the office at info@arseneaudanceacademy.com to request withdrawal. The email must include the student's name, class, and the reason for withdrawal. Students will be required to pay for any classes that have already passed upon their withdrawal, in addition to a \$50 withdrawal fee. Any payments that are owed will be charged upon the withdrawal notice. No withdrawals or refunds for tuition or costumes will be allowed after December 1st.