



The following policies and procedures apply to all classes offered through Moonstar Dance Studio (MDS). We want our students to receive the best possible education in dance. To provide a positive and supportive environment for our dancers, we ask parents and students to review these policies and let us know if you have any questions. Thank you!

Communication

Communication with our families is crucial to us! Please add “moonstardancestudio@gmail.com” as a contact to your email and let us know if you do not receive updates. We also post updates to our website frequently, and we’d love to have you “like” us on Facebook or add us on Instagram to hear the latest chat on what’s going on at the studio.

Parent Portal-DSP

When you register online with MDS, a parent portal account is created for you. All account information, emails, and updates are sent through this parent portal. Please ensure we have your current email address and that you are checking your portal for updates.

Dress Code/Attire

Dance attire and dance shoes should be worn to class each week. Please see the Studio Dress Code for details by class. Each class has a designated shoe that should be used for both class and performance. Tumble and Acro classes may go barefoot.

Dropping Classes

We pride ourselves in making sure your dancer is in the correct class, and they love it, but we also know sometimes life just happens. If your dancer must drop a class for any reason, please notify us in writing via email 30 days before they need to withdraw. We hold a spot for your dancer, which prevents other dancers from registering, so you must formally drop the class through our office manager at moonstardancestudio@gmail.com, or you will still be responsible for tuition. You will be charged for a full month of tuition regardless of when during the month your dancer drops. No tuition will be refunded, credited, or prorated.

Behavior

Students should be ready to dance at the beginning of class time and give their respect and full attention to instructors & assistants during class. Make sure your dancer uses the bathroom before the start of class. Students will be supportive and complimentary to fellow dancers. No profanity or other inappropriate conversations are allowed at the studio. Moonstar Dance Studio is a family studio with students of all ages and older students are role models for our younger ones. No food, drinks, or gum, except a water bottle, should be brought inside the studios. The dance studio is a phone-free zone, and phones must be turned off when entering class. They can be used after class in the lobby areas of the studio to contact parents. Please no food or drink besides water in the lobby area or on the furniture. We don’t want to be invaded by ants.

Parent Observation

We allow parents to stay and observe, however, we ask you to be quiet and respectful in the waiting areas. It is especially distracting for dancers and instructors in Studios 2 and 3 to have lobby noise and siblings playing.

Payment & Tuition

Enrolling in Autopay is required for tuition enrollment. Tuition is invoiced to the dancer's accounts on the 1st of the month and not invoiced by mail. Tuition is budgeted for the entire dance year (September through June) and averaged over our ten-month season. It does not increase or decrease based on the number of classes per month, with an average of 4, (except for December which is at 50%). Tuition is not prorated for absences or holidays. Make-up classes can be scheduled in another class of a similar level for absences. Tuition is due by the 10th of each month and will be automatically charged to your credit card for your convenience. Tuition not paid by the 13th



of the month will be charged a \$ 10.00 per month late fee. Accounts must be current for all tuition payments for students to receive costumes and participate in the annual recital. Accounts that are past due for ninety days or longer (without any form of communication to our office), will be turned over to a collection agency and collections fees will apply and dancers may be withdrawn from class. Tuition payments are based on an average of one-hour classes during our regular season from September through June. These tuition rates apply to our 2024-2025 season only. Tuition for our 30-45 min classes is \$50-55 per month and for a 1-hour class is \$65 per month. See our online monthly tuition pricing for a full breakdown of tuition for multiple classes.

Additional Fees:

- Registration Fee: \$35 for 1st student and \$10 for each additional family member
- Costume /Annual Recital Fee: \$ 95 per costume
- Tickets to the Annual Recital must be purchased and are not included with tuition.
 - Prices range from \$12-\$35 per ticket