

## POLICIES

A monthly invoice can be mailed/E-MAILED to you. Please keep us updated on all address/phone and e-mail changes.

Payment for FULL Tuition is due by the 10th of the month. If payment is late, a \$20 late fee will apply. This late fee will be incurred for every month the tuition is delinquent. If tuition is not paid for three consecutive months, The Main Stage will dismiss the student(s) and the account will be turned over to collections. No Partial Payments will be accepted.

The Main Stage accepts cash, checks, Please Make Checks Payable to: The Main Stage Music & Dance Studio. We also accept all major credit cards. & debit cards for an additional \$3.00 fee. There will be a \$25 Fee for returned checks.

We are a year-round, open-enrollment school and incorporate a flat monthly tuition rate. Regardless of the number of weeks or holidays in a month, full monthly tuition will be due

Attendance: Regular attendance is essential for progress. If you have to cancel a lesson, please make a courtesy call to inform the instructor. Instructors are not required to give make-ups. Depending on the Instructors schedule, he/she may try to work in a make-up. Regardless, you will still need to pay full tuition.

If you miss a lot of classes during preparation for recital or shows, you may be required to take private lessons in order to participate. Full monthly tuition must be paid, even if you are absent from class. Tardiness: If you arrive ten minutes late for a private 1/2 hour lesson, you will be given only 20 minutes instruction.

If the Instructor misses a lesson a make-up will be given at an appointed time at the end of the month or tuition will be adjusted.

Withdraw Policy: If you wish to withdraw from class or lessons you must send written notification to the office. You are responsible for all fees and tuition due up to the date your notification is received.

Conduct & Behavior: The Main Stage strives to provide an encouraging, nurturing environment for all its students. To ensure that each student feels safe & comfortable during class, we have a zero-tolerance policy for inappropriate behavior that may cause physical or emotional harm to students and instructors. Instructors reserve the right to dismiss any child from class due to discipline problems.

Weather Policy: The studio will close if Robertson County close for inclement weather. We have (5) built-in days. Days exceeding that amount, The Main Stage will credit any lessons/classes missed or a make-up will be given. There may be exceptions to this policy, so please watch our facebook page, your e-mail, & text for updates.

The Main Stage is not responsible for any items left at the studio. Items will be placed in the Lost & Found box under the information table. Please put your name on all shoes, music books, etc.

Parents are not allowed to observe during class time as it can be a distraction. Parents are however, allowed to observe the last ten minutes of each group dance class.

Parents... Please do not leave any child under 10 years of age at the studio unsupervised. Our studio is child-friendly, however, please do not allow your children to run through double doors (downstairs) during class time. In order to provide professional quality service to each student, please be courteous and respectful to others and maintain a safe environment. If food or drinks are brought in, please pick up any trash before you leave & clean up any spills.

#### Questions?

We will be pleased to answer all questions & concerns as able through the office. If you wish to discuss questions or concerns with your teacher, please make an appointment through the office. Trying to catch instructors between classes leads to late classes! Please respect your teacher's time and set up an appointment so they can fully meet your needs. Please do not contact instructors on their personal phones or personal time (unless asked to do so), call the office and leave a message for that instructor to call you at their convenience.

Go to our facebook page & "like" us!

#### Our Contact Information:

Cheryl Chunn, owner or Celeste Jackson, office mgr.

office number: (615) 382-7749

e-mail address: [mainstagethe@bellsouth.net](mailto:mainstagethe@bellsouth.net)

website: [themainstage.net](http://themainstage.net)

facebook: The Main Stage Music & Dance Studio

We appreciate your business and are excited to serve you!