



## Important Information

### Our Mission

Front & Center offers individuals of all ages and skill levels the opportunity to grow and develop artistically and personally in a nurturing environment. We aim to provide a unique and comprehensive curriculum while maintaining the highest standards of excellence. Our distinctive atmosphere encourages men, women, and children with professional aspirations, as well as those who seek recreational fulfillment through the arts.

### Our Faculty

Our staff of highly experienced, professional performing artists and educators are specialists in their fields. They have been carefully selected to lead our multi-faceted performing arts program. Encouraged by the Directors, the faculty continues to expand their education by attending conferences and conventions including Dance Masters of America, New York City Dance Alliance, Broadway Dance Center's Teacher Training, Rhea Gold, Alvin Ailey Teacher Training, Leap-'N-Learn Training, STEPS on Broadway, and Dance Magazine Teachers Conference. We encourage you to peruse their extensive biographies on our website, [www.front-n-center.com](http://www.front-n-center.com).

### Registration Agreement and Payment

Please ensure that you read and understand the terms and conditions on the back of your registration agreement, where your signature is required. Until we have obtained this signature, needed for both your safety and ours, the student will not actively be registered in the appropriate classes. We are happy to receive signed registration agreements in person, via mail or fax. In the event that your credit card or check fails to process, you will be assessed a \$25.00 fee.

### Substitute Teacher Policy

Front & Center is supportive of teachers with professional performing careers and understands that this may result in the need for instructor substitutions from time to time. Although we strive for continuity, we believe that professional performing experience brings a unique perspective to teaching, a perspective that can only serve to benefit our students. As a result, should a regular teacher be unable to attend a lesson, another highly qualified teacher will substitute on a short or long-term basis, encouraging versatility, flexibility and new learning experiences.

### Rights and Reservations

Front & Center reserves the right to alter or change class dates and times based upon scheduling needs. Low enrollment in a class may result in cancellation and/or consolidation with another class. Front & Center reserves the right to place students in age and level appropriate classes at their discretion, based on the individual student's maximum potential.

### Refunds and Changes to Your Schedule

Please take note of our refund policy, printed on the back of your registration agreement and which you are required to sign prior to registration. Registration fees are non-refundable and tuition can not be pro-rated. If you choose to withdraw from a class within the first week of the semester or the first applicable week of class, a full refund minus the registration fee will be given. When registering for the full year, whether two half or one full year of classes, no refund will be given after the second week of the first semester has ended. All Costume orders are non-refundable for any reason.

### Inclement Weather/Emergency Closings

Please call us on the afternoon of a snow day to see if classes will be running as usual. Information will also be available on our voicemail and on our website. F&C will make its own determination of closings independent of the school districts. Due to the large number of students, you will not receive a phone call to notify you that we are closed.

## Missed and Make-Up Group Classes

If Front & Center is open and you are unable to make it to a class, please be sure to call ahead of time so we can alert the instructor and attempt to schedule a make-up class. Any missed classes may be made up in any age and level appropriate class during that semester, space permitting. This is a great opportunity to try other classes in different disciplines! Please call the front desk ahead of time to schedule the make-up class.

## Private Lessons

Front & Center offers private lessons on a first-come first-served basis, pending studio and teacher availability. Private lessons are purchased in 14 week blocks on a particular day and time each week and must be used within the particular session purchased. Private lessons are non transferable between family members within a session or from one session to another. Lessons will be confirmed in our calendar and with the teacher when payment is received. Please read the Missed and Make-Up-Private Lessons Policy when signing up for any private lessons.

## Missed and Make-Up Private Lessons

Private lessons are sold in 14 week packages. Private lessons must be cancelled or rescheduled at least 24 hours in advance of the lesson, or the full amount for the lesson will be charged and no make-up lesson will be scheduled. You are responsible for rescheduling this cancelled lesson. Students are only permitted to reschedule 2 of their 14 lessons per session and no refunds/credits will be given for any cancelled lessons over and above the 2. Should your teacher be unavailable for a scheduled lesson, the lesson may be rescheduled or may continue as planned with another of our highly qualified professional teachers on staff. Should we need to reschedule the lesson due to teacher scheduling conflicts, you will be notified as soon as possible and we will make three attempts to reschedule. Following that, the lesson will be charged and no credits/refunds will be issued. No missed lessons may be carried into the following semester or the summer.

## Privacy Policy

Any personal information collected by Front & Center, including addresses, emergency contact information, medical information, etc. is for internal use only. It will not be shared with any external organizations without your expressed consent.

## Child Safety

Front & Center will make every effort to ensure the safety of your children. To help in this regard, if you are unable to pick up your children after a class and need to have someone else do so, please notify us ahead of time. Please be punctual in picking up your children, especially at the end of the day. Students must be picked up in the reception area, not outdoors.

## Bring-a-Friend Week

We encourage you to bring your friends during these weeks held once each Fall and Spring. If your friend signs up for a class you can take advantage of our Refer-A-Friend Discount!

## Monitors

Parents will not be allowed to watch within the classroom, but the monitors will stay on during all classes, with the exception of costume week.

## Credits

Any credit in your account will be honored for 18 months from the date of issue. All credits are non-transferable.