

# Island Sports and Dance Information and Policies

Last Updated 05-31-04

- Tuition: Payments are due by the 10<sup>th</sup> of each month. Tuition not received by the 15<sup>th</sup>, a \$5.00 late fee per child for each month late. There will be a \$25.00 returned check fee. \*\*Tuition paid for yearly, 6 months or 3 months in advance only 20% of the balance is refundable. \*\* Deposits and registration fee is non refundable.
- Attendance/Tardiness: There are no refunds for missed classes & no partial monthly fees. Full monthly tuition is due each month. In the event that your child will be absent from class, we would prefer a phone call, especially if you are unable to attend class for a month or more, please notify the office by the 10<sup>th</sup> of the month. Failure to do so will result in the full payment due for that month. Make up classes will only be if the teacher is out sick. No make ups otherwise. Tardiness affects the entire class.
- Canceled Classes: If classes must be canceled, every effort will be made to contact you at home, cell or work.
- Holidays/ School breaks: We will observe the same holiday as the Brevard County School System and National holidays. The tuition does not change for breaks/ holiday months. No prorated tuition. Full tuition is due every month.
- Karate: Karate classes run all year. Karate pays the same tuition and registration as all other classes offered by IS&D. Full monthly tuition due regardless. Karate uniforms are purchased from the Karate teacher.
- Dress code: The teachers may have specific instructions and will inform parents and students. IS&D has a guideline sheet with the basic instructions.
- Arrival & pick up: Students are to be escorted in and a guardian must check them in. No students are allowed to wait outside to be picked up. This is for the safety of the students.
- Medical: If your child has any physical, medical, or other personal problems that may effect their instruction, please notify the office and the teacher.
- Class Changes: If you are adding or dropping a class, the front desk must be notified or a processing fee of \$5 will be added to your monthly tuition fee, a one week notice must be give before you drop a class. IS&D reserves the right to cancel or change any class.
- Photography: If you wish for your child not to be photographed with the possibility of being in a publication you will need to notify IS&D in writing.