

Dance Policies and Procedures

Registration: A non-refundable registration fee of \$35 is required yearly at time of registration.

Payment of Fees: Tuition can be paid monthly by Visa, Master Card, or auto-debit from a bank account. Or tuition can be paid in full or in two payments by cash or check.

NSF Payments: I hereby authorize the school to electronically debit my bank account for the amount of any NSF paper check or autodebit transactions plus a \$20 NSF fee.

Withdrawal: There is a two-month minimum for all lessons. We hold your spot in class and you are responsible to pay your tuition every month until a withdrawal form is completed. One-month notice is required to discontinue classes. Withdrawal must be done at the school. No withdrawals will be accepted after April 1. To withdraw from classes, a parent or adult student must:

1. Inform school administration in person, and
2. Complete and sign a withdrawal form at the studio.

Extreme Weather or Unexpected Interruption of Classes: If the school must cancel classes due to extreme weather or events beyond our control the missed lessons may be added as extra rehearsals toward the end of the teaching year.

Substitutions: The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute, missed classes will be made up.

Dress Code: Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out the class. Long hair must be tied back.

Attendance and Lateness: The school reserves the right to have students who come late to class, sit out the class. Repeated lateness may result in termination of lessons. A minimum attendance level will be required.

Parent's Responsibility to be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, recitals, extra classes, and dates the school is open or closed. The school will post all such notices in the waiting room as well as sending notices home and/or email. It is the parent's responsibility to regularly check these notices to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address, email or telephone number change.

Care of Students: The school is not responsible for providing before or after class care for students. Students are not to be left at the school for excessive time before or after class.

Injuries: Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

Photo Release: The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates.

Medical Release: I, _____ (parent/guardian's name) hereby give permission for any and all medical attention to be administered to my child _____ (child's name) in the event of accident, injury, sickness, *etc.*, under the direction of my physician(s) _____ or at any necessary emergency facility, until such time as I may be contacted. I also assume the responsibility for the payment of any such treatment. This release is effective for the period of one year from the date given below.

Restrooms: Please make sure children go to the restroom before class to ensure less distraction during class time.

Miscellaneous: Students will be made aware of dance class etiquette during their first lesson but please remind them for their safety that they are not to hang on the ballet barres. Please make sure students bring their dance bags into the dance room so that they will have their shoes when it is time to change. Please label their bag and their shoes with their first and last name as some classes have students with duplicate first names. Students should wear a cover up (shorts, shirts, etc.) over their dance clothes when coming to or leaving from the studio.

I have read and understand the above policies and procedures and agree to abide by them.

_____ Date

_____ Student Name (please print)

_____ Signature of Parent or Adult Student

STUDIO COPY

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STUDENT'S COPY