

## **Studio Policies and Procedures**

Tuition is based on the entire dance season, but for your convenience is broken into 10 equal monthly payments Sept through June. Bills will not be mailed. The studio is set up for all families to pay on an auto debit system. All families will need to schedule automatic payments by selecting the 1st or 15th. The auto debit can be set up using a checking account or Visa /MasterCard. Families may choose payment on the 1st or the 15th. We are using a reputable company for this service. With the service we use, the financial data is securely encoded and fully complies with all of the Federal Reserve electronic bank transfer requirements. The system is currently being used to securely process millions of transactions each year in other industries. You can then expect the same recurring charge each month. No extra charges will be added to your account unless you specifically ask us to add something. When choosing an account please choose a credit card with expiration date that will end after June of the following year. If not possible please update information via customer portal before the card expires so payments are not denied. If payment is held up, late fees will apply. When selecting a checking account please select an account that will have the tuition amount available for withdrawal. If fees are not available a \$30 NSF charge will apply and fees will be electronically debited. Tuition for the dance year has been added and divided into 10 equal payments and that is the tuition shown at the right of each class. The tuition shown includes a \$5 discount under the assumption everyone will use the auto-debit system. If you are not participating in auto-debit for tuition the discount will be removed from what is listed. This will allow families to expect the same tuition debit each month since the amount of weeks vary from month to month. Through the course of the year students will receive at least 34 weeks of instruction.

If for some reason someone is unable to use the auto debit system and cannot provide a checking account or credit card the payment method will be as follows with no discount; before September 1 the student's September and October tuition must be paid in full using the tuition rate listed. After that, each month's tuition is to be paid in full before the first of the previous month i.e. November's tuition will be due before October 1 or late fees will apply. These payments are to be dropped off at the desk in a sealed envelope with the student(s) name on the outside.

Tuition, registration fees, costume payments, competition fees and performance tickets are nonrefundable (if tuition was paid for the full year reimbursement may be given with a doctor's note.)

If a student needs to make a schedule change, please speak with the office staff. If discontinuing classes all together, please speak with the teacher or office staff first. If a problem cannot be remedied, you must fill out a withdrawal form. The form must be filled out by an adult, not a minor student, and must be received before the last class attended. Leaving a message on the answering machine is not a form of withdrawal. The class schedule runs from September through June and simply not showing up any longer is not a form of notice. Your account will be charged until official notice is given. You are charged for all classes registered for, not just the ones attended.

A \$30 registration fee per family is paid by all new students. Studio families returning each year do not pay registration fees if registered for classes by August 1.

All studio handouts will be sent home via email. If you can't provide an email address or if it is not possible to stay up-to-date via email you are responsible for receiving studio information. All information that is sent will have a copy hanging up at the studio. Each family should check each week to make sure they have received this information. If you have not please let the staff know so it can be resent ASAP. This is an effort to be sure all parents receive all important information. Please be sure to check emails regularly so important deadlines are not missed. Our goal is to help avoid families missing information when absent and papers getting lost in the bottom of dance bags.

Regular attendance is important to keep up with class work. When an absence does occur, makeup classes are available. Be sure to check with the office for days and times and let the office know when you are planning to makeup classes. Missed classes may be made up within one month of absence only. Class make-ups can only be done while a student's registration and tuition are current. There is no "credit" given for missed classes and no refunds given for partial months. Tuition is still expected in full.

Dance Evolution is not responsible for student property. Any student destroying or damaging Dance Evolution or other people's property at Dance Evolution will be promptly dismissed. Dance Evolution has a mandatory dress code. Please follow dress codes. If you do not know what is required for classes, please refer to list posted online. Shoe colors may be different (styles must be correct) through the year but all must be the same color and style for the recital. Only wear clean shoes in classrooms. Do not wear dance shoes outside. If you are running to any of the other stores in the plaza, do NOT wear your dance shoes out on the sidewalk. Do not wear street shoes in class. Everyone must be dressed properly for class by October 1st to be admitted to class.

The student coat room is located at the end of the front hallway. Coat hooks are available to hang coats, mats are available to place shoes on and cubbies are available to place dance bags in during class. Please do not put your street shoes in the cubbies. They should stay clean for the next person. Mats are available to put street shoes on. All students must utilize this room and should not leave coats, bags or shoes in the lobby or on and under chairs. Taking up chairs with your belongings is inconsiderate to those wishing to use the chairs to sit. Please do not touch others belongings in this room and please clean up after yourself at all times.

Dance Evolution puts on a yearly recital. Recital is optional but rehearsal is mandatory for anyone who wants to participate in recital. All balances must be paid in full before rehearsal. In other words, everyone who wants to participate in the actual recital performance must be there for the dress rehearsals and have all balances paid. Information for ordering costumes and additional dance recital information will be available by November. If you want to be prepared,

estimated costume costs are Preschool & Beginner levels \$60, Level 1 & Level 2 \$65 and Teen 1, 2 & Level 3 \$70. We understand this deadline is close to the holidays but unfortunately is when costumes need to be paid for in order to receive them in time for recital. Planning ahead will help to alleviate the holiday money crunch.

If your child is attending any class other than "Toddler Time or Dance with Me" they need to attend alone. Please encourage small children to listen to teachers and stay in the classroom. Also, assure them that you will be there when class is finished. Blinds and doors stay shut during regular class times. If blinds or doors are to be open, it is at the teacher's discretion. Parents and students should not maneuver blinds or doors. If blinds/doors are open and any teacher feels it is becoming a distraction, they will close them without any intention of being rude. During observation times, please do not distract the class with loud talking or entering the classroom unless teachers have invited parents in to the room. Teachers have a short amount of time to accomplish a lot and it is more important for students to learn.

Staff and parents of Dance Evolution might take pictures during the year of students. These pictures are sometimes used in promotional material. If you would like for your child's picture to not be used please see the front desk for a photo opt out form.

### **Assumption of Risk**

Dance Evolution requests that each student enrolled consult with a physician with respect to any past or present illness or injury that may affect his/her participation in and ability to endure the exercise, dance and all other activities at Dance Evolution including tumbling.

As with all physical activity there is a risk of injury. Even though Dance Evolution takes precautions to assure a safe environment, physical activities such as those taught or participated in at Dance Evolution have a risk of injury. I agree to be solely responsible for any and all costs, damages and expenses incurred by me and/or my child as a result of any injury sustained from participation in any classes or while at Dance Evolution or at another location with Dance Evolution. I further agree not to hold Dance Evolution, its staff, volunteers and/ or instructors responsible in any way for such injury.

### **Medical Emergencies**

If a parent or guardian is not present, I authorize Dance Evolution staff, in the event of illness or injury, to administer emergency care and to arrange for any emergency medical transportation to the nearest healthcare facility deemed appropriate. I understand every effort will be made to contact the parent, guardian or emergency contact prior to any involved treatment. I grant permission to a qualified physician and/ or other medical personnel to furnish medical care while my son/daughter/myself is participating in activities at or for Dance Evolution. I also agree that my insurance carrier or I will bear financial responsibility for any medical treatment administered under the above guidelines.