

# Policies & Procedures

**Registration:** A non-refundable fee of \$15 per student (\$20 per family) is required to save your dancers space for each session (summer or regular season)

**Withdrawal & Refund:** There is a two month minimum for all lessons. One month's notice is required to discontinue any classes. Withdrawal needs to be done in person & via email. Registration fee & 1st month tuition are non-refundable. Costume fees are also non-refundable.

**Attendance & Tardiness:** Repeat tardiness may result in the termination of lessons. If the student misses more than 4 classes the school reserves the right to terminate lessons.

**Dress Code:** Dancewear must be worn. Jeans & street shoes are not permitted in the dance room.

**Parent Responsibility:** It is the parent's responsibility to be aware of all school activities such as; recital dates, when the school is open & closed, and special holidays. The school will post all notices at the school as well as send an email notice. The school is not responsible for providing care before or after the class. If your dancer or siblings are down stairs during school hours there will be a \$5 per child per hour charge assessed to your bill. My baby sitter is here to be with my children so I can be with yours. Please let her know if you will be leaving children with her & pay her promptly if you choose to leave children with her.

**Drop Off & Pick Up:** Please be aware of your parking in front of drive ways & blocking people into their homes. Be courteous of my neighbors. If you stay for your dancers class please park at the end of the street. I will not let any dancer leave my home without a parent or family member coming to get them.

**Payment:** Tuition is due at the 1st class of the month. Any amount left unpaid after the 1st class will be charged a \$15 late fee. There is a \$25 return check fee.

**Photo Release:** The school is hereby granted permission to take photographs of the students to use as promotional materials the school creates. Permission is also granted to copyright such photographs in its name.

**Miscellaneous:** Parents & students are to be aware that the school promotes a positive body image among students. Parents are to be aware that dance is physically demanding and proper body care is essential. Students are allowed to have a water bottle only in the dance room. Snacks are allowed in the waiting area only.

**Release of Liability:** I, myself do hereby release, above, indemnify, and hold harmless, Alyssa Mangum, and her staff, and volunteers from any liability now or in the future occurring on or around the studio premises, or at any function held at any other location in connection with dance classes. Given the nature of dance & acrobatic movement and with the knowledge that injuries occur, I understand, acknowledge, and accept those risks and agree to release and hold harmless Alyssa Mangum. Parent, legal guardian of minor students and adult students all waive the right to any legal action. In the event of an injury or emergency, I give permission for Alyssa Mangum to secure medical care if I cannot be reached. I will be responsible for medical charges.

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

Date

Student Name (please print)

Parent /Adult Signature