

Academy of Dance Policies

Most of the studio correspondence is done by email. We send out a monthly newsletter and as we get closer to picture day and the spring show, we send out frequent email updates. Please make sure we have your correct email address on file and that it is an email that you utilize frequently. If you are not getting our monthly newsletter, please check your spam/junk folder or stop by the front desk to verify what we have on file. We update our database each year. If we had it last year, we would need it again. Please print your email address clearly when filling out your Registration Form.

We are utilizing our social media accounts frequently to help get essential information and updates out to our families and the community. We also share other studio news, Performance Company information, etc. Please make sure to like and follow the following social media accounts and turn on notifications for each so you do not miss any posts:

Facebook: Academy of Dance Jax
Instagram: @AODJAX

Tuition

- 1.) A non-refundable registration fee per family is required each year at time of registration.
- 2.) Tuition is due the first day of each month. Academy of Dance does not send out a monthly bill. Payment is due no later than the 10th. After the 10th, a \$25 late fee will be added, and a statement will be sent out. It is parents' responsibility to know when tuition is due.
- 3.) Please make all payments by cash, check, or credit card. Make all checks payable to "**Academy of Dance.**" There will be a .50¢ surcharge for all debit cards and \$1.50 on all credit cards. (Visa, Mastercard and Discover Only). Cash payments should only be handed to person working at the desk so we can give you a cash receipt. If you must leave a cash or check payment, please put it in a sealed envelope with the student's name and what it is for. "Ex. "Kali Smith- September tuition."
- 4.) Tuition is based on 4 classes per month. There are months during the school year in which students will receive a different number of lessons. AOD has already taken this into consideration and have pro-rated the year. Whether the student receives 3, 4, or 5 classes per month, the regular monthly tuition is still the same and no further discounts will be given.
- 5.) There is a one-month minimum for all lessons. Withdrawals must be done in writing and will not be accepted over the phone. Withdrawals cannot be done with the teacher. Withdrawals must occur within the first ten (10) days of the month. There will be no credits given if a student withdraws prior to attending all classes in a given month. If a student withdraws anytime between the months of January to June, their Spring Show costume might be used by an understudy and will be available for pick up after the Spring Show. Students will still be liable for any unpaid balances. Any costumes not claimed will be donated to charity.
- 6.) All outstanding tuition AND costume fees must be paid prior to the Spring Show. Dancers may not re-register for the next year until all outstanding tuition is paid.

- 7.) If a Dancer has moved or changed Dance Studios and does not pay outstanding tuition, costume, or competition fees, legal action will be taken at the dancer's family's expense. The Dancer and Family will be liable for all legal fees and court costs.
- 8.) Students may not attend classes if outstanding balance is over \$300.00. Please keep up with your monthly payments.
- 9.) Students who withdraw and later return, are required to re-register, including payment of registration fee.
- 10.) There are NO refunds on Registration Fee, Tuition, Costume Deposits, Recital Fee, or any other studio related fees.

Late Fees

- 1.) NOTE: There is a \$25.00 late tuition fee for all payments received after the 10th of the month. NO Exceptions.
- 2.) A \$40.00 fee will be charged for ALL Returned Checks. If a check is returned, you will be required to bring in a copy of your Driver's License along with cash/money order to pay for any outstanding balance or fees.
- 3.) If absence of class occurs, to avoid late fees, tuition payment can be made online at www.academyofdancejax.com or can be mailed to: Academy of Dance 12276 San Jose Blvd. Suite # 613, Jacksonville Florida 32223
- 4.) Notification of Late Fees will be handed out or emailed after the 11th of each month.
- 5.) Due to administrative costs, NO Exceptions will be made to the Late Fee Rule.
- 6.) Late fees will incur if you are late picking up your child from class. (\$1 per minute until picked up.) Please know when their classes end and plan accordingly for traffic, etc. This is especially important when it is the last class of the night.

Dress Policy

Please see our Dress Code Policy on our website under "Class Information" for all class dress requirements. The Dress Code requirements must be followed for ALL classes – no exceptions!

Class Attendance

- 1.) All students are expected to attend their registered classes.
- 2.) There will be NO make-up classes for lack of attendance by a student. Students are encouraged to attend another class on a comparable level as a make-up class.
- 3.) If a class is cancelled by the studio due to extreme weather or events beyond our control such as power outages, we will do our best to reschedule a make-up class to take its' place. However, due to time, this may not be possible. In the event this happens, we will have students attend another class on a comparable level as a make-up. No refunds for lessons missed due to these reasons will be given.
- 4.) If a student fails to show up in the proper dance attire, they will not be allowed to participate in that class. It will be up to the student to learn any choreography they may have missed.
- 5.) In the event of a government mandated shut down, the studio will utilize a private Facebook page to create class videos. Tuition must be current in order for students to access to this page.

Cell Phone/Smart Tech Usage

Cell phones/tablets must remain in dance bags unless specified by teacher. Students who bring smart devices and use them, do so at their own risk. AOD is not liable for any damage or loss of students' items. Smart watches may be worn at teacher's discretion and should always be put in "silent/do not disturb/theater mode" so that they do not become distracted by notifications. If it becomes a problem, the teacher will ask the watch to be put away.

Parent Responsibilities

Please make sure we have your correct email address for each parent/guardian who is responsible for bringing and picking up your student. Please make sure you are using an email that you check often and please make sure AOD is in your contact list, so our emails are not going to your spam/junk folder. Email is a primary form of communication by the studio. We are not responsible if you are not utilizing or checking your email for studio news and miss deadlines or important information.

It is the responsibility of the parent or guardian to be aware of all studio activities, such as picture days, show rehearsals, spring show, extra classes, and dates the studio is open or closed. We will post all such notices on the "Dance Happenings" board in the lobby, on our website, as well as studio emails and our social media platforms (Facebook and Instagram). It is the responsibility of the parents or guardian to inform the studio of any email, telephone, or address changes.

Students MUST be picked up on time. It is the responsibility of the parent/guardian and student to know what time their classes end. **Parents will be charged \$1 per minute that they are late.**

Injury & Liability Release

Instruction of dance may require the teacher to have physical contact with the student during the class to correct body placement in order to avoid injury. I hereby release the Academy of Dance and all their affiliated entities from any and all liability, claims, demands, and causes of action for personal injury, property damage, and/or other loss suffered in connection with class, rehearsal, performance, and participation at either the facility of Academy of Dance, or other performance locations. It is the responsibility of the parent/guardian and student to safeguard any personal property and realize it is not the responsibility of the Academy of Dance.

Covid Policy & Liability Release

By signing the Registration Form, you acknowledge and agree to the following:

- 1.) If the studio is notified of a COVID-19 positive case, we will notify the affected students who were exposed in the 24 hours prior to the diagnosis.
- 2.) I am aware of the existence of the risk on my physical appearance to the venue and my participation to the activity of the Organization that may cause injury or illness such as, but not limited to Influenza, MRSA, or COVID-19 that may lead to paralysis or death.
- 3.) I am fully and personally responsible for my own safety and actions while and during my participation and I recognize that I may be, in any case, at risk of contracting COVID-19.
- 4.) With full knowledge of the risks involved, I hereby release, waive, discharge Academy of Dance, its agents, officers, independent contractors, affiliates, employees, representatives, successors,

and assigns from any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by me related to COVID-19 while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID-19.

- 5.) I agree to indemnify, defend, and hold harmless Academy of Dance from and against any and all costs, expenses, damages, lawsuits, and/or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19.

Photo Release

The parent/guardian and student agree to allow the Academy of Dance unrestricted use of all photographs, videotape, and films by the Academy of Dance for advertising and promotional purposes. AOD may take photos and use them on social media (Facebook & Instagram) and/or our AOD website. If your child's face is used, we will never "tag" you or your student, unless you choose to tag yourself or them.

Holidays

The studio will observe the following holidays:

Labor Day ~ Monday September 5, 2022

Halloween ~ Monday October 31, 2022

Thanksgiving ~ November 21 – 26, 2022 (unless specified by your teacher)

Christmas Break ~ December 19, 2022 – January 1, 2023 (unless specified by your teacher)

Spring Break ~ March 13 - 18, 2023 (unless specified by your teacher)

Good Friday & Easter ~ April 7, 2023 - April 9, 2023 (unless specified by your teacher)

Memorial Day ~ May 29, 2023

Above dates are subject to change. If we must close due to hazardous weather, we will post information on our website, email (if possible), social media accounts (Facebook and Instagram), and on our answering machine (if possible). We may then utilize one of our holidays as a make-up day. Please check our website and our social media accounts (Facebook & Instagram) periodically for any additional studio news.

Spring Performance

- 1.) We believe that performance experience is a valuable learning tool to the children. It helps develop theatrical presence, expressiveness, and style, which are essential to the performing arts.
- 2.) Although performing is not mandatory, we do encourage all of our students to share in this experience.
- 3.) A \$40.00 dollar costume deposit per class will be due with your October tuition. The remaining balance will be due in February. Once costumes are ordered, they are yours. You are **REQUIRED** to have all outstanding balances and account current **BEFORE** costumes will be sent home with your student. *There are no returns, refunds, or exceptions.*

- 4.) Costumes normally run between \$45-\$100 each depending on the level of dance. The Performance Companies & more advanced classes usually have the higher priced costumes.
- 5.) Due to costume orders & technique/choreography being taught, any dancer beginning classes after January 1st will not participate in our Spring Show.

PERSONAL COMMITMENT

We believe that the decision to study dance involves a personal commitment on the part of each student to attend class regularly and should be undertaken only with the full intention of completing the entire year of dance. A great deal of time goes into each student on behalf of their instructor to prepare lessons and choreograph dances to help each student to develop to the best of their ability. When students do not take this commitment seriously, not only does it set back the instructor's lessons but the artistry of the planned choreography.