

### *Academy of Dance Policies*

The majority of studio correspondence is done by email. Please make sure we have your correct email address on file. We update our database each year. If we had it last year, we will need it again. Please print your email address clearly when filling out your Registration Form.

#### **Tuition**

- 1.) A non-refundable registration fee per family is required yearly 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 10<sup>th</sup>. After the 10<sup>th</sup>, 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**". **Credit Card Convenience Fee is 3.05% + \$.30 per transaction for online payments as well as payments made with the terminal at the front desk.**
- 4.) Please clearly mark each payment with student's full name and the month of the tuition. (Example: Riane Smith, January)
- 5.) 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.
- 6.) There is a one-month minimum for all lessons. **We require a 30-day written notice for all withdrawals.** Withdrawals must be done in writing and will not be accepted over the phone. Withdrawals cannot be done with the teacher. 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. Student will still be liable for any unpaid balances. Any costumes not claimed will be donated to charity.
- 7.) All outstanding tuition or 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.
- 8.) 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.
- 9.) Students may not attend classes if outstanding balance is over \$300.00. Please keep up with your monthly payments.
- 10.) Students who withdraw and later return are required to re-register, including payment of registration fee.
- 11.) There are **NO** refunds on Registration Fee, Tuition, Costume Deposits, Recital Fee, or any other studio related fee.

#### **Autopay**

- 1.) In order to utilize automatic payments, you must create and save a payment profile with a debit or credit card in your secure account through DanceStudio-Pro. By enrolling in autopay, you are authorizing the Academy of Dance to charge your credit card on file for your student's tuition, costume fees, and any other outstanding balance on your account. Late fees will be assessed if not paid within the late fee required date. Convenience fees for credit card payments are 3.05% + \$.30 per transaction.
- 2.) As stated above, we require a 30-day notice for all withdrawals in writing. If we do not receive a written notice from you and you are enrolled in autopay, you will continue to be billed until we receive your 30 day notice.
- 3.) **As stated above, no refunds will be given. This includes payments made through autopay.**

### **Late Fees**

- 1.) NOTE: There is a \$25.00 late tuition fee for all payments received after the 10<sup>th</sup> of the month. NO Exceptions.
- 2.) A \$40.00 fee is 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 should be mailed to: Academy of Dance 12276 San Jose Blvd. Suite # 613, Jacksonville Florida 32223.
- 4.) Notification of Late Fees will be handed out, emailed or mailed after the 11<sup>th</sup> 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 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.
- 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 to have 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**

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, website, as well as bulk emails. 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.

\*Academy of Dance is focused on the overall physical and mental health and wellbeing of our students. As such, please respect our studio/students/staff and refrain from any drugs/smoking/vaping/drinking alcohol in or near our studio.

\*Once a first payment is received (tuition or registration fee) parents/students acknowledge and agree to all policies and procedures as posted.

### **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.

### **Extreme Illness Policy & Liability Release**

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

- 1.) 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.
- 2.) I am fully and personally responsible for my own safety and actions while and during my participation and I recognize that I may be exposed to various contagious diseases.
- 3.) 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 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.
- 4.) 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.

### **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 in social media (Facebook, Instagram, Snapchat) 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 2, 2024

*Halloween* ~ Thursday, October 31, 2024

*Thanksgiving* ~ November 25 – December 1st (unless specified by your teacher)

*Christmas Break* ~ December 22, 2024 – January 5, 2025 (unless specified by your teacher)

*Martin Luther King Birthday* ~ January 20, 2025

*Spring Break* ~ March 17 – March 22, 2025 (unless specified by your teacher)

*Good Friday & Easter* ~ April 18<sup>th</sup> – 20<sup>th</sup>, 2025

*Memorial Day* ~ May 26, 2025

Above dates are subject to change. If we must close due to hazardous weather, we will post information on our website, Facebook page, and we will try to leave word on our answering machine. We may then utilize one of our holidays as a make-up day. Studio closing dates will also be announced on the Academy of Dance's website ([www.academyofdancejax.com](http://www.academyofdancejax.com)). Please check the website and Facebook 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 will be responsible for paying the balance. There are no returns, refunds or exceptions.
- 4.) Costumes normally run between Forty Five & One Hundred Dollars depending on the level of dance. The Company & more advanced classes usually have the higher priced costumes.
- 5.) Due to costume orders & technique, any dancer beginning classes after January 1<sup>st</sup> will not participate in our Spring Show.
- 6.) Students must attend any/all required classes as directed by teachers in order to perform in the recital.

\*Participation in Spring Recital is not guaranteed. Overall attendance, outstanding balance and failure to follow teacher guidelines may result in student being removed from a piece.

## **PERSONAL COMMITMENT**

We believe that the decision to study dance involves a personal commitment on the part of each and every 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 instructors' lessons but the artistry of the planned choreography.