

# Waiver and Hold Harmless Agreement / Policies and Procedures

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## Waiver and Hold Harmless

I, the parent or legal guardian, hereby waive and hold harmless any and all Dance South staff and any other staff working in conjunction with Dance South, as well as any and all facilities and transportation vehicles Dance South deems necessary to use or teach from or be associated with, whether paid or volunteer, for any injuries, claims, or damages in conjunction with Dance South.

I understand that, as with any athletic activity involving motion, participation creates the possibility of accidental injury. However, I also understand that precautions will be taken to prevent such injuries. I understand the risks involved in my child's/ward's participation at Dance South.

Dance South requires tuition to be paid in advance and does not refund tuition or recital fees. I have read and understand the studio policies listed in the Dance South Policies and Procedures guide and agree to follow said rules. I hereby consent and wish to have my child/ward actively participate at Dance South.

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## Tuition and Registration Fee

- A yearly registration fee of \$55 is due at the beginning of each school year session.
- Tuition is based on a school year session and divided into **10 monthly payments**.
- Fees are due on the **1st of each month in advance**. A **\$10 late fee** will be charged after the 5th.
- **Returned checks** incur a \$30 fee. There are no refunds or deductions.

## Tuition Payments

- Tuition must be paid **before the 5th of each month**.
- Auto draft is available with payments drafted on the **1st of the month**.

## Convenience/Service Fees

- **Auto draft and online payments:**
  - Visa/MasterCard & Debit Card: 3.05% convenience fee

- ACH charges: no fee
- American Express and Discover: no longer accepted
- **Payments made at the front office:**
  - Cash and checks accepted
  - Visa/MasterCard & Debit Card: 2.66% convenience fee
  - American Express and Discover: no longer accepted

### **Credit Card on File**

- Optional auto draft: Parent/guardian must have a credit card on file and sign up for auto draft through their account.
- A credit card is required through your online account for all families.
- Tuition **30 days past due** will be automatically charged to the card on file.
- Tuition **90 days past due** may result in automatic withdrawal from all classes.

### **Discontinuance of Classes**

- Written notice **30 days prior** is required to discontinue classes.
- August – February: classes may be canceled at any time with 30 days written notice. Parents/guardians are responsible for payment for that final month of classes.
- Discontinuance of classes after February 1<sup>st</sup>, parents/guardians are responsible for the remaining tuition for the school year, i.e. March, April, and/or May.

### **Recital**

- Annual recital: **first weekend after Memorial Day**
- If your child will **not participate**, studio must be notified **no later than December 1st**.
- Recital is an extension of training and a chance to showcase progress.
- **Mandatory dress rehearsals:** Tuesday or Thursday following Memorial Day

### **Recital Fees**

- Due no later than **January 10th** to allow costume ordering

- Covers recital expenses, auditorium rental, and paid staff
- **Non-refundable**; must be paid in full before costumes are ordered
- Costumes must be ordered **4–5 months in advance**

#### **Recreational Recital Fees:**

- First class: \$135
  - Each additional class: \$95
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#### **Practice Wear / Dress Code**

##### **Required for all classes:**

- Toddler Dance & Tumble: Weissman #12300 (pink, bubblegum, mulberry, light blue, lilac, mint, black), Weissman full sole ballet shoe leather white, white Capezio convertible tights or white school uniform socks
- Kinderdance: Weissman #12300 (pink, bubblegum, mulberry, light blue, lilac, mint, black), Weissman full sole ballet shoe leather white, white Capezio convertible tights or white school uniform socks
- Ballet/Tap Combination: Weissman #12300 (pink, bubblegum, mulberry, light blue, lilac, mint, black), Weissman full sole ballet shoe leather white, white Capezio convertible tights or white school uniform socks, Weissman black no-tie tap shoes
- Ballet/Jazz Combination: solid color leotard, pink tights, pink ballet shoes, and skin tone jazz shoes
- All Elementary, Secondary and Conservatory level classes:
  - Lyrical/Modern: any color leotard and footless tights or dance top with shorts/leggings, Capezio "Undeez" or "Paws" (no turners)
  - Ballet: solid color leotard, pink tights, pink ballet shoes with elastics sewn in; short skirts allowed depending on level; no shorts
  - Pointe: same as Ballet; professionally fitted; director approval required; short skirts allowed; no shorts
  - Jazz/Hip-Hop: any color leotard and tights, tan split-sole jazz shoe, jazz pants or leggings and dance tops okay

- Tap, Hip-Hop, Tumbling: any color leotard and tights, jazz pants, dance tops; nothing too baggy

### **Hair & Jewelry:**

- Hair must be neatly secured away from face and off neck in a ponytail, bun, or similar hairstyle
- Conservatory Ballet – ballet bun no exceptions
- No whispies or dangles around face; hair accessories allowed if secure
- No jewelry or dangling earrings

### **Studio Etiquette:**

- Cover-ups and street shoes must be worn entering/exiting the building
  - Name all dance equipment; Dance South is **not responsible for lost items**
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### **Conservatory Requirements**

- Level IV+ must take a **minimum of 2 ballet classes/week**
  - Pointe students must have **2+ years of formal ballet training, 1 full year of 2 ballet classes/week** prior to testing; must be **age 12+**; instructor approval required
  - Minimum **3 hours/week ballet when en pointe**
  - Students must meet strength and technical requirements for safety
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### **Attendance**

- Be on time; late students disrupt class
  - Attendance is **crucial** for development and injury prevention
  - Conservatory/dance company (team) students: **3 absences per class per semester**; additional absences must be made up
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### **Studio Rules**

- Only **water** allowed in studios; other drinks/snacks allowed in lobby

- Students may not leave the studio once dropped off; must be picked up at the front door
  - Notify if someone other than listed guardian is picking up
  - Students must follow class rules: no talking in class, potty breaks before/after, no running/hanging on barre, participation required
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### **Make-Up Classes / Closings**

- Every class has an **alternate make-up time** for excused absences
  - Absences, holiday closings, or snow closings are **non-refundable and non-deductible**
  - Studio may remain open for snow; announcements posted after 1:00 pm via email and Facebook
  - Holidays: Fall Break, Thanksgiving, Winter Break, Spring Break, Memorial Day
  - Studio may **not close for all school holidays**
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### **Communication & Observation**

- Observations allowed through window or by appointment; do not disrupt class
  - Meetings with director or teachers require appointments; class time is reserved for instruction
  - Periodically check front desk and front door for announcements
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### **Safety & Supervision**

- Children must **not be left unattended**
- Do not allow children to play in studio or outside building
- Children may enter studios only when teacher opens room
- Studio is not staffed for early drop-off or late pick-up
- In emergencies, contact front desk: **615-672-2787**