

## Dance Policies and Procedures for Dance Xplosion

### Registration

A non-refundable registration fee of \$30 per student is required yearly at time of registration.

### Payment of Tuition:

Tuition must be paid in full each session. Monthly payments will not be accepted for students enrolled in only one class. For students in multiple classes, a series of postdated checks, dated the first day of each month may be given during the first week of each session. Private classes must be paid in full at the start of each session. No post-dated checks for private or specialty classes. Checks should be made payable to DANCE XPLOSION. All checks must be received upon registration to confirm class time. No class times will be confirmed without receipt of postdated checks or session payment. Failure to provide all the postdated checks and/or payment within 7 days of the due date will result in an overdue fee of \$25. Overdue fees will be applied monthly. **All NSF checks will be charged a \$40 NSF fee.**

### Credit/Debit Card Transactions:

All credit and debit card transactions are charged a \$5.00 convenience fee when paid in person or via phone. Payments made online are charged a \$10.00 convenience fee with the exception of the registration fee. Tuition paid via credit/debit card must be paid in full. Monthly tuition payments will not be accepted via payment of credit/debit card.

### Costume & Recital Fee:

**A costume fee of \$65 must be paid at the beginning of the second session. Remaining costume balances are due in January.** No costume fee will be refunded after the first costume payment date even if the student withdraws from the school. Costumes can range in cost from \$65.00 - \$90.00. **A recital fee of \$20.00 will be collected with the third session tuition in March.** The recital fee provides every family with a digital link to all recital routines.

### Dress Code:

Required dance wear and dance shoes must be worn to all classes. **Failure to wear required dancewear to class can result in students being asked to sit out of the class.** Repeated failure to wear required dancewear can result in termination of lessons.

### Attendance and Lateness:

The school reserves the right to have students who come late to class, sit out the duration of the class. Repeated lateness may result in termination of lessons. A minimum attendance standard will be required. If a student misses more than 4 classes without written notices, the school reserves the right to terminate lessons. **Students missing more than 4 classes after January will not be allowed to participate in the year-end dance recital or in festivals or competitions.** Students may make-up classes by attending another class during the week. Make-up classes are for students who missed their regularly scheduled class due to illness, or bad weather cancellation.

### Bad Weather & Holidays

**We will ALWAYS be closed due to weather if the Milan schools are closed.** For the safety of our staff & students, we reserve the right to cancel classes in the event bad weather occurs midday or after school hours. Holiday breaks tend to follow the Milan school calendar. If Milan schools are closed for a holiday or break, we too will typically be closed. (This does not include school in-services) There will be no extra scheduled make-up classes offered for weather related cancellations. This includes privates. Students are encouraged to attend a similar class, listed on the weekly schedule, to make-up missed classes. Advanced notice of make-up attendance is required.

### Code of Conduct:

The school maintains a code of conduct for all students and their families. Failure to follow this code may result in termination of lessons.

### Care of Students:

The school is not responsible for providing before or after class care for students. Students are not to be left at the school for time periods greater than 5 minutes either before or after scheduled class times. Please make us aware if your child will be coming early or staying after class if your schedule unexpectedly necessitates it.

### Mandatory Closure or Shut Down:

In the event Dance Xplosion is required by law to close due to unforeseeable circumstances including covid closure, tuition and associated class fees will not be refunded. All paid classes will be offered online through Zoom. It will be the responsibility of each class participant to access their weekly class online using their own internet provider and personal device.

### Photo/Video/Visitors:

The school maintains the rights to photograph or video tape its students and classes. The school has the right to use these images for public relation or advertising purposes at any time. No visitors allowed in class. Due to Covid-19, parent watch week is suspended until further notice.

### Injuries/Illness:

As a participant, or as a parent/guardian of a participant, of Dance Xplosion's dance program, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume full risk of any injuries, including damages, death or loss which may be sustained as a result of participation in any activities connected with Dance Xplosion. I agree to waive and relinquish all claims against the studio and its faculty members from any and all claims resulting from participation in the program. In case of accidents or illness, I consent to emergency medical care for my child/myself to be provided by ambulance, emergency or hospital personnel.

I acknowledge the contagious nature of COVID-19 and other contagious diseases and viruses and voluntarily assume the risk that I and/or my child/children may be exposed to or infected by attending and participating and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 and other contagious diseases and viruses may result from the actions, omission, or negligence of myself and others, including, but not limited to, employees, volunteers, and program participants and their families. I understand DANCE XPLOSION does not carry medical insurance on its students. It is required that all students are covered by their own family insurance policy, and if injury occurs, it is understood that the student's own policy is your only source of reimbursement.

### Withdrawals and Refunds:

There is a two-month minimum for all lessons. **One-month notice** from the first of the month is required to discontinue any classes. Withdrawal must be done in person and will not be accepted over the phone. Withdrawals must occur within the first 7 days of the month. **No withdrawals will be accepted after March 1.** To withdrawal from classes a parent or adult student must:

1. Inform the school administration in person, and
2. Complete and sign a withdrawal form provided by the school.

All unprocessed checks dated after the one-month notice period will be returned.

**Dance Xplosion reserves the right to terminate lessons to any student(s) without notice. In such a case, a refund for unused lessons will be given. I have read and understand the above policies and procedures and agree to abide by them.**

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Signature of Parent or Adult Student

\_\_\_\_\_  
Date

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