



Dance Xplosion Studio Policies

REQUIRED AGES:

For age-based classes students must be the minimum required age by:

<i>Fall - Spring Classes:</i>	September 1 st
<i>Summer Classes:</i>	1 st day of the session in which you are enrolling
<i>Camps/Workshops/Special Events:</i>	1 st day of the event

SECURING YOUR DANCER'S ENROLLMENT:

To secure your dancer's enrollment the following payments are required at the time of registration:

<i>Fall - Spring Classes:</i>	Registration Fee + Tuition for 1 st and 2 nd months (pro-rated if applicable)
<i>Summer Classes:</i>	Full payment for the session(s) *No Summer Registration Fee
<i>Camps/Workshops/Special Events:</i>	Full payment for the event, unless otherwise noted

EMAIL COMMUNICATION:

All studio communication is done via email. To ensure that you have the latest info and receive important account info you must provide an accurate and up-to-date email address that you consistently read.

PAYMENT POLICIES:

Payments are accepted via check made to "Dance Xplosion"; via Visa, MasterCard, Discover; or online 24hrs/day. Cash is accepted but not preferred. A \$25 fee will be added to your account for all returned checks.

Fall - Spring Classes:

Monthly tuition must be paid in-full before 8am on the 10th of each month, September- May.

Monthly tuition statements are emailed as a courtesy but no statements will be mailed. If the email is not received (blocked by spam, email address change, etc.) tuition is still due. You will be required to have a credit card on-file with DXP and this card will be charged if payment is not received by 8am on the 10th of the month.

Summer Classes:

Session tuition must be paid in-full at the time of enrollment.

You CAN enroll in session 1 or 2 at separate times or at the same time.

Camps/Workshops/Special Events:

Event tuition must be paid in-full at the time of enrollment, unless otherwise noted.

REQUIRED CREDIT CARD:

EVERY family must have a credit card on-file with Dance Xplosion.

Fall - Spring Classes:

If you enroll in "AutoPay" your card on-file will be charged on the 1st of each month for any balances due on your account. If you do NOT enroll in AutoPay your card will only be charged if you do not pay by 8am on the 10th of each month. If your card is declined and account balances are not paid by the 15th of the month a \$15 Late Fee will accrue and your student must observe class until their account is paid in full.

REFUND & WITHDRAWAL:

All payments are non-refundable.

The Withdrawal Form is located on the studio website.

Fall - Spring Classes:

When a student registers they are enrolling for September - May classes. If necessary to cancel enrollment early, an official **Withdrawal Form** must be submitted to DXP's front desk or via email **BEFORE** the 1st day of the month that the dancer will no longer be participating. Otherwise, payment of full tuition will be required.

A student who withdraws from all classes and then re-enrolls within the same studio year will be required to pay a Registration Fee of \$15. Any exception to this policy is solely at DXP's discretion.

If a student does not come to any classes for 1 month and/or the student's account is 2 months delinquent, the student's enrollment will be canceled.

Summer Classes:

When a student registers they are enrolling for the entire session(s). If necessary to cancel enrollment early, an official **Withdrawal Form** must be submitted to DXP's front desk or via email **BEFORE** the 1st day of the session that the dancer will no longer be participating in. *If notice is provided before the 1st day of the session, a credit equal to the session tuition will be applied to your account for future charges.*

Camps/Workshops/Special Events:

If necessary to cancel Camp/Workshop/Special Events enrollment, an official **Withdrawal Form** must be submitted to DXP's front desk or via email **up to ONE WEEK before** the start date of the Camp/Workshop/Special Events. A refund less a non-refundable \$75 will be processed after written/email notice.

DRESS CODE:

Dressing appropriately for class is of utmost importance for the safety of students, to allow for proper instruction, and to show respect to the dance art form. Students who are not dressed appropriately will be asked to observe and no make-up class will be provided. When outside the studio students should wear cover-ups and non-dance shoes (to protect the shoes and the dance floors).

ATTENDANCE & MAKE-UPS:

Consistent attendance is extremely important for a student’s development as a dancer. If a student is injured we highly encourage her/him to still attend and observe class. **No refunds or credits are provided for missed classes, camps and workshops (including portions of camps and workshops).** Reasons include but are not limited to travel, illness, injury, family emergency.

Make-up classes ARE provided for School Year and Summer CLASSES. Students are eligible to make-up missed class(es) in any same age/level/length class. **YOU MUST CALL TO SCHEDULE YOUR MAKE-UP CLASS** or you might not be permitted to take the class as it may be too full. **There are NO make-up classes for missed workshops or camps.**

MAY RECITALS:

**Recital Policies only apply to those students registering for the Fall - Spring (September – May Classes)*

Performing in the May Recitals is OPTIONAL but you must **commit to the performance by December 10th**. With approval, students who **enroll December 10 - January 31** may participate in recital if all fees are paid immediately upon enrolling, including a required \$10 Rush Fee per costume, per student. These students might not have their costume(s) by Spring Handout Week but they are guaranteed to have their costume(s) by the recital performances.

-Recitals & Dress Rehearsals will be in May (time/date TBA). Students are REQUIRED to attend rehearsal.

-A \$45 recital fee (\$25/addl. family member) is due with March tuition.

-A Costume Fee of \$100 max per class, including combo classes, will be charged to all performing dancers.

-50% of Costume Fee applied to Nov. account balance / 50% of costume fee applied to Dec. account balance.

-We assume your dancer IS performing in Recital unless we receive written/email notice by December 10th.

-After December 10th costume payments are non-refundable.

If a child has excessive absences private lessons may be required. If a child misses too many classes she/he will not be allowed to perform in recital and the Recital Fee would be refunded (costumes are non-refundable).

GENERAL POLICIES:

Late Arrivals: Students arriving late may be asked to observe class, as missing warm-up can cause injury. This decision is at the teacher’s discretion. Make-up classes are not provided for students who arrive late.

Early Drop-off/Late Pick-up: To ensure a safe studio experience, instruct your child to remain inside the studio for the duration of their time at dance. Students should be dropped off no more than 10 minutes prior to class and should be picked up no more than 5 minutes after class. Students younger than 7yrs should be met by an adult at the DXP studio door when exiting. We are not responsible for supervising students before or after their class time.

Lost and Found: Lost and found items are placed in a designated bin in the lobby area. Unclaimed items are donated periodically. Dance Xplosion and staff are not responsible for lost or stolen items.

Parent-Teacher-Studio Communication: The DXP desk is staffed while classes are occurring but if office staff is not immediately available please call and leave a message at the studio or send an email. In an effort to keep classes running on-time and instruction at its best, please do not interrupt instructors unless it is an absolute emergency.

Observation: Parents are encouraged to watch class through the observation windows or on the TV monitors. It is the teacher’s discretion if she/he would like the blinds opened or closed. Do not ask the teacher to open the blinds if they are closed. Please *do not* enter the studio room during a class. The instructor will contact parents/staff if assistance is needed.

Food/Drink: No food or drinks other than water are allowed in the dance rooms. **NO GUM IS ALLOWED IN ANY AREA AT DXP!** All students, parents, and siblings should fully clean-up after themselves.

Siblings: Siblings waiting in the lobby must be supervised at all times. No running, yelling, climbing or rough-housing is permitted. Empty dance rooms are off-limits for open play.

Dance Xplosion, LLC - Studio Waiver

In consideration of your acceptance of the enrollment, I, intending to be legally bound, do hereby waive, release, and forever discharge all rights and claims against Dance Xplosion, LLC and/or involved staff for damages or injury sustained by me or my child while in classes or on studio premises before or after class, or at any other studio activities including but not limited to recitals, workshops, camps, intensives, competitions, performances, and visits to surrounding community businesses. I authorize and agree to hold harmless Dance Xplosion LLC to obtain medical emergency assistance when they deem necessary and for Dance Xplosion LLC to provide transportation to receive such medical assistance for myself and/or my child named below.

I further agree to be financially responsible for all medical services provided to me and/or my child named below, including the cost of defense and enforcement of this indemnity agreement.

I understand and agree that Dance Xplosion LLC and staff may administer first aid on Dance Xplosion premises in the event of minor injuries. Guardians may be notified if basic first aid is provided to any child.

I authorize Dance Xplosion LLC to use photos and/or video taken of me or my child while at dance or dance functions for marketing and promotional materials, including website and social media. Please note that Dance Xplosion LLC agrees to not make public or resell any private information provided to it by students and their families.

I have read the foregoing Studio Waiver and agree with it in all respects. I acknowledge that I have READ, UNDERSTAND, and AGREE TO ABIDE BY all of the Dance Xplosion "Studio Policies".

Student Name(s): 1) _____ 2) _____ Date: ____/____/____

Guardian Name (printed): _____ Signature: _____