

## **DDH DANCE ACADEMY POLICIES AND REGISTRATION INFORMATION**

### **Registration**

#### **Annual Family Registration Fee**

A non-refundable family registration fee of \$15.00 is due for each family who registers. This fee is applied toward a dance calendar year (Sept.-May) and will be due again the following Dance calendar year. Your paid registration fee will ensure that all the students have a guaranteed spot in the class he or she has been recommended for and also ensure classes have the necessary enrollment to run.

There is no annual family registration fee for Adult classes or Summer classes.

### **Payment Policy**

Throughout the dance season DDH Dance accepts cash, check or credit card payments.

In the past we have always done a walk-in registration however, for this season, we will be doing only an online or mail-in registration procedure. That would mean, your first initial payment would have to be by credit card or check. For cash payments, please call to set up a time for a payment appointment.

- Those registering online for classes will have the option to pay via a credit card through the DDH account portal. <https://app.thestudiodirector.com/ddhdance/portal.sd>
- Those that choose to pay by check, would need to mail-in their 1<sup>st</sup> payment along with the Mail-in registration form.

A first month tuition deposit is required at the time of registration which will be applied to September's monthly fees. Payments are due by the first of each month. For example, your 2<sup>nd</sup> payment will be due by Oct 1<sup>st</sup>. Cash or check payments are accepted during class hours via the tuition drop-off box on the wall next to office door. Please label your payment with the dancer's name and also indicate what the payment is for, such as tuition, costume, merchandise. A \$10 late fee will be added to any accounts that are not paid within the 10 days of the month tuition is due.

Example of monthly payment schedule

- **1<sup>st</sup> payment** .....September monthly fees & family \$15 reg. fee = Due upon registration
- **2<sup>nd</sup> payment** .....October month fees = Due by Oct 1
- **Costume Deposit payment** ..... The Costume deposits fees will be charged to your account on October 1 and due by October 31 (\$65 per class/per dancer)
- **3<sup>rd</sup> payment** ..... November monthly fees due by Nov 1
- **4<sup>th</sup> payment** .....December monthly fees due by Dec 1
- **5<sup>th</sup> payment** .....January monthly fees due by Jan 1
- **Etc....**

### **Auto Pay**

If you are set up for **auto pay** on your dance account, expect your monthly tuition fees due to applied to your account the 1<sup>st</sup> of the month. Anyone who wishes to set up auto pay can do so through their dance account portal.

<https://app.thestudiodirector.com/ddhdance/portal.sd>

### **Late Fees**

A \$10 late fee will be automatically added to any accounts that are not paid within the first 10 days of the month tuition is due.

### **Monthly Payment Tuition pricing:**

½ HOUR = \$26/MONTHLY (Tiny Dancer class)

45MIN. = \$32.50/MONTHLY

1 HOUR = \$34.50/ MONTHLY (Int Ballet 2, Int Ballet 3, Adv Ballet, Tricks 2, Crew)

Competitive Troupe = \$35.50/ MONTHLY

Adult Tap = \$22/MONTHLY

Adult Jazz = \$22/MONTHLY

Technique Classes = \$16.25/MONTHLY

### **Full payment tuition pricing for entire dance season**

If choosing to pay the full season, your payment is due upon registration by cash or check or credit card. The Family \$15 registration fee will be waived for those who pay in full before August 15, 2020.

½ HOUR = \$234.00 (Tiny Dancer class)

45 MIN = \$292.50

1 HOUR = \$310.50 (Int Ballet 2, Int Ballet 3, Adv Ballet, Tricks 2, Crew)

Competitive Troupe = \$319.50

Technique = \$146.25 (This class is free if registered for 5 full season classes per dancer)

Adult Classes = \$176

### **Discounts**

Purchase 6 or more **full season** classes **per dancer** & receive a 10% discount for that dancer's class fees. Discount does not apply to registration fees, costume fees, summer classes, technique, workshop, adult classes and 1/2 session or 6-week classes. If dancer withdraws from a class, resulting in less than 6 classes than a discount will not be received

### **Refund Policy for the Dance Season**

Registration fees and costume fees are never refunded. However, our tuition refund schedule is as follows: Prior to first lesson - 100% refund. Withdrawal within first two weeks - 60% refund. Withdrawal within first three weeks - 40% refund. Withdrawal within first four weeks - 20% refund. NO REFUNDS ARE GIVEN AFTER THE FIRST 4 WEEKS OF CLASSES FOR ANY REASON, but unused (prorated) tuition will be issued in the form of an account credit toward future dance classes (not merchandise). Credit is not transferable. THERE ARE NO REFUNDS OR CREDITS GIVEN DURING THE LAST 6 WEEKS OF ANY SESSION.

### **Release of Liability**

As the parent/guardian, I acknowledge that participation in dance is potentially dangerous and there is an inherent risk of injury involved. In allowing my child to participate in DDH Dance activities, I hereby assume all the risks associated with the performing arts. I understand that DDH Dance Academy and its staff will not be responsible for injuries sustained in class, while performing, or traveling to or from its facilities. I understand the importance of myself and my child following the instructions and rules set by their instructor/s. DDH reserves the right to refuse instruction to anyone not abiding by DDH Dance Academy's policies.

The undersigned gives permission to DDH Dance, its owners and operators to seek medical treatment for the participant in the event they are not able to reach a parent or guardian. I hereby declare any physical/mental problems, restrictions, or condition and/or declare the participant to be in good physical and mental health.

### **Online/Virtual Class Instruction:**

The DDH Dance Academy On-Line broadcast instruction is intended only for our students. No recording or rebroadcast of instructional sessions or materials is allowed. Unlike in-studio instruction, personal supervision of students participating in dance by DDH Dance personnel is impossible, and the responsibility for safe surroundings and safe practices during participation is that of the student, or the student's parents or guardians, and DDH Dance Academy takes no responsibility for injury which might occur during sessions which are not supervised by it.

**Medical Emergency Release**

The undersigned gives permission to DDH Dance, its owners and operators to seek medical treatment for the participant in the event they are not able to reach a parent or guardian. I hereby declare any physical/mental problems, restrictions, or condition and/or declare the participant to be in good physical and mental health.

**Media Release**

I give permission for DDH Dance to use video footage and/or photographs of my child. This usage may include (but is not limited to) displaying publicly, distributing, or publishing, photographs, and/or video of my child for use in materials that include, but may not be limited to:

- printed materials (example - brochures and newsletters)
- online and offline advertising and promotion
- videos and digital images such for use on Social Media.
- Virtual learning through DDH Dance
- Teacher references

**Sickness Policy**

To keep our students and staff as healthy as possible, we ask that dancers, teachers and families abide by our illness policy outlined below.

Please make sure anyone coming to the studio either to attend classes or sit in the reception area, are free of the following symptoms for at least 24 hours WITHOUT medications before returning to class:

- \*Vomiting
- \*Diarrhea
- \*Fever
- \*Green Mucus
- \*Productive Cough

Covid-19 health and safety guidelines are subject to change so we will have the most recent safety requirements and guideline on a separate document. Please reference [ddhdance.com/virtual-studio-updates](http://ddhdance.com/virtual-studio-updates) to access updated information or contact us with any questions.

Thank you for helping to keep our dancers healthy!

Mail-in Waiver Form

**PARENT RELEASE & POLICY FORM**

**Please read over carefully and sign below and mail-in with registration information.**

- I have read and agree to abide by DDH-Dance Academy's policies stated above regarding registration, payment, late fees, discounts, liability, online/virtual classes, medical , media and sickness.
- I understand that DDH-Dance Academy reserves the right to refuse instruction to anyone not abiding by DDH-Dance Academy's policies.
- I understand that DDH-Dance Academy reserves the right to cancel a class if enrollment falls below five students per class.
- I understand that DDH-Dance Academy is not responsible for lost items, stolen items, or unclaimed merchandise.
- I give permission for DDH Dance to use video footage and/or photographs of my child. This usage may include (but is not limited to) displaying publicly, distributing, or publishing, photographs, and/or video of my child for use in materials that include, but may not be limited to: printed materials, online & offline advertising/promotion, video/digital images for Social Media.

Please initial \_\_\_\_\_ Yes, I accept media release.  Please initial \_\_\_\_\_ No, I decline media release.

- I understand that participation in a dance program involves risk and possible injury. I understand that DDH-Dance Academy and its staff will not be responsible for injuries sustained in class, while performing, or traveling to or from its facilities. I authorize DDH Dance Academy staff to secure any emergency medical treatment my child might need.
- Please list any medical concerns of which we should be made aware: \_\_\_\_\_

By signing this, I understand that I am agreeing to the policies above.

Name of Dancer(s) \_\_\_\_\_

**Parent/Guardian**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_