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## POLICIES & PROCEDURES

### ONLINE REGISTRATION

• ALL dancers need to enroll via our online portal at [www.GreenDanceAcademy.com](http://www.GreenDanceAcademy.com). A one-time \$20.00 registration fee per dancer **MUST** be paid upon completion of registration. Simple and easy!

### WEBSITE/SOCIAL MEDIA

• **CHECK OUT OUR FANTASTIC WEBSITE** [www.GreenDanceAcademy.com](http://www.GreenDanceAcademy.com)!!! Please check the website, Facebook, Instagram, Twitter, &/or Snapchat for monthly information. Our monthly newsletters and calendars can be found here for your convenience.

### TUITION - PAYMENTS - REFUNDS/CREDITS

#### **YOU MUST HAVE A CURRENT CREDIT CARD or BANK ACCOUNT ON FILE**

• Tuition is due on the 1<sup>st</sup> of each month. Tuition is based on an 8 month dance year and will not be pro-rated. Some months will have missing classes and some months will have extra classes, and it all evens out, along with dress rehearsals and extra practices. You can pay by credit card, cash, or check to your account on or before the 15<sup>th</sup> of the month. If you have not paid your monthly tuition fees by the 15<sup>th</sup>, then your credit card/bank account will be charged on the 16<sup>th</sup> of each month for any outstanding Tuition. If you want us to automatically run your credit card/bank account on the 1<sup>st</sup> of every month please email us this information at [GreenDanceAcademyllc@gmail.com](mailto:GreenDanceAcademyllc@gmail.com). Once credit cards/bank accounts are charged, there are no refunds. Any credit cards that are declined or are missing from your account will incur a \$20 late fee. All bounced checks receive a \$25 NSF. **Please keep your credit card current and help us run a dance studio not a collections agency.**

• If you want to pay the Year in Full, please email [GreenDanceAcademyllc@gmail.com](mailto:GreenDanceAcademyllc@gmail.com) to request a Year in Full quote. Year in Full payment is due in full by November 1<sup>st</sup> to receive a one-time 10% discount. Payment for Year in Full must be made via cash or check only to receive 10% discount.

• If you have made payments ahead then drop your dancer, we will gladly apply the credit to your account for use in the future with Green Dance Academy. There are neither discounts nor refunds for missed classes! Classes must be dropped **BEFORE** the 1<sup>st</sup> of each month to not incur that month's tuition fee. Once the tuition fee is applied to your account it cannot be removed nor refunded. If you are requesting a refund for extenuating circumstances, you must email a refund request to [GreenDanceAcademyllc@gmail.com](mailto:GreenDanceAcademyllc@gmail.com) once the refund is approved it will be issued no sooner than 60 days after the current year's recital.

### CONTACT

• You are more than welcome to call the studio and leave a message if you have questions. We check the messages once daily. If you would like a quicker response, please email us at [GreenDanceAcademyllc@gmail.com](mailto:GreenDanceAcademyllc@gmail.com), as we check our e-mail many times a day.

## OFFICE HOURS

**Prior to October 5<sup>th</sup>** – Main Office **ONLY** (Dowagiac Location) 1pm–5pm Monday-Thursday

**After October 5<sup>th</sup>** 1:00pm – 8:00pm – Monday – Thursday – Dowagiac

5:00pm – 8:00pm – Monday – Thursday – Decatur

5:00pm – 8:00pm – Monday – Thursday – Niles

## “VIRTUAL ONLY” OPTION

- New this year we are holding 2 virtual only sessions for our dancers and their families. We are offering these virtual only options for those dancers and their families that do not wish to participate with our in-person classes.
- Our 1<sup>st</sup> session begins October 5<sup>th</sup> and ends December 18<sup>th</sup>, 2020. Please register online for these classes at [www.GreenDanceAcademy.com](http://www.GreenDanceAcademy.com). Once registered the link for the zoom classes will be available through your parent portal. Those that participate in the 1<sup>st</sup> virtual only session have the option of joining an equivalent in-person class(es) in January. Once you join our in-person class(es) your costume(s)/recital fees will be due on January 15<sup>th</sup>.
- The 2<sup>nd</sup> session will begin February 1<sup>st</sup> and end May 27<sup>th</sup>, please register online for these classes at [www.GreenDanceAcademy.com](http://www.GreenDanceAcademy.com). The 2<sup>nd</sup> session will also receive the link for the zoom classes through your parent portal, as well as, all dancers are able to participate with our annual recital. These dancers will also have a costume(s)/recital fees applied to their account and must be paid in full by February 15<sup>th</sup>. If your dancer wishes to opt out of the year end recital, you must email us by February 1<sup>st</sup> at [GreenDanceAcademyllc@gmail.com](mailto:GreenDanceAcademyllc@gmail.com) stating you are opting out of the recital.

## CLASS ATTIRE

- Please make sure you have the appropriate dance wear (see “What should I wear” for color of shoes and tights required). Dancers will be given the first two weeks of classes to get their dance attire together. The 3<sup>rd</sup> week of classes and after, if any dancer is not in the proper attire, they will be asked to sit and watch class - this includes shoes!! All hair must be pulled back and pinned off the face. Please help our dancers look professional and have class unity.

## FOOD/DRINK

- Make sure all food and drinks are kept in the lobby area. No food or drinks are allowed in the dance classes/studios. You can bring water bottles into the studios, if it has a tight lid. Please throw away your trash and clean up any mess you make.

## FLOORS

- Please do not wear street shoes on the dance floor. Parents going into studio to watch please wipe shoes off or slip them off prior to entering the studio.

## LOST AND FOUND

- **PLEASE PUT YOUR NAME ON EVERYTHING!** Then we can get it back to you when they are left. Please check the bins often as it is so hard to take expensive shoes and clothing to the goodwill. All lost and found bins are emptied monthly. Please use the cubbies in the back to put your bags and additional clothing in as we have limited lobby space.

## TEACHERS

- If you need to speak with your teacher, please make arrangements with office staff or with the teacher when they are finished teaching for the day. Do not interrupt any dance classes to talk to any Teachers. Please do not contact teachers or staff personally!!!

## NEWSLETTERS

- The newsletters will be emailed out each month with your monthly statement. These can also be found at the office desk at each location and online at [www.GreenDanceAcademy.com](http://www.GreenDanceAcademy.com). Please take the time to thoroughly read through these as they have important dates and information.

## ATTENDANCE/DROP CLASSES

- Attendance is taken in every class and we offer 2 attendance awards at Recital. Perfect attendance is for the dancer that attends every class that is held throughout the year. Near perfect attendance is for the dancers that misses 1 class or has attended make-up classes for every absence throughout the year. To attend a make-up class please fill out the make-up class form and present it to the Teacher of the class you are participating in. For a make-up class to count it needs to be in a similar style of class that the absence was recorded in (i.e. ballet class for a ballet class). If you miss more than 2 weeks of classes we will not assume you are dropping and the monthly tuition fee will still be applied to your account. Please email the studio if you are dropping any classes. You must drop your dancer prior to the 1<sup>st</sup> of the month to not incur that month's tuition fees.

## CLASS TIME

- Please make sure your dancer arrives to class 5 minutes early and is ready to dance at the start of their class. Dancers arriving 10 minutes late may be asked to sit and watch class as they will have missed the important warm-up and late arrival is disruptive to the class. Please also make sure that you pick your dancers up on time. Teachers need to get to their other commitments, so please be respectful. Parents will be charged a \$40 babysitting fee if your teacher has to wait more than 10 minutes with your dancer after class. Green Dance Academy, LLC, **DOES NOT** follow local School Closings for inclement weather. In the case of inclement weather, please check our website at [www.GreenDanceAcademy.com](http://www.GreenDanceAcademy.com) as we will post any closings by 2:00 pm as well as send emails and text messages. It may be necessary to cancel a class for an emergency or other reason, in which case dancers will be notified via text and/or email as promptly as possible.

## PRIVATE LESSONS

- Please go to our website at [www.GreenDanceAcademy.com](http://www.GreenDanceAcademy.com) to fill out the Private Lessons form. Once the form is submitted the Teacher you requested or a Teacher that is available will contact you to set up private lessons with your dancer.

## RECITAL FEE

- The Recital Fee is \$125.00 for your 1<sup>st</sup> dancer and \$115.00 for every additional dancer in your immediate family. This includes 1-Recital costume, 1-Recital t-shirt, 1-pair of Recital tights, your Recital music (download), Recital DVD (download), minor costume alterations, and 2-Recital tickets. Recital Fee will be posted to your account on November 1<sup>st</sup> and payment is due in full by January 15<sup>th</sup>. **Your account *MUST* be paid in full prior to release of Costumes and prior to the code being given to you to claim your included Recital tickets.** Information to purchase additional recital tickets will be emailed to you.

## COSTUMES

- We pride ourselves in making sure our dancers look professional as well as offer age appropriate costumes when they take the stage. Parents are welcome to view the Costume Books after Christmas Break. Costume Fees not included in the Recital Fee will be applied to your account November 1<sup>st</sup> and **MUST** be paid in full by January 15<sup>th</sup> or your dancers' Costumes will not be ordered. Any costume/recital fee not paid in full by January 15<sup>th</sup> will incur a \$20 per item late fee and will repeat monthly until paid in full.

## WAIVER

### Student Waiver & Release of Liability

I, as parent(s)/legal guardian(s) of the above listed student(s) knowingly assume all injury and risks as relating to any dance/tumbling/aerial silks activity sponsored by Green Dance Academy, LLC. As a parent or legal guardian, I consent to the above listed student(s) to participate in activities, classes, and programs by Green Dance Academy, LLC. Upon enrolling, I agree not to file any claim procedure in connection with any operators, employees, and/or agents of Green Dance Academy, LLC, thereof from any liability or personal injury occurred by my child while participating in any activities conducted by Green Dance Academy, LLC. I grant Green Dance Academy, LLC, the right to use and incorporate the use of photographs and/or videotapes or any other film or digital recordings or image capture of my dancer for use publicity or display purposes relating to the business of Green Dance Academy, LLC. All choreography taught at Green Dance Academy, LLC, is property of Green Dance Academy, LLC, and cannot be posted on social media or used in any other way without written permission from the Owner. Student's supervision is limited to classroom time only. Please discuss with your child proper behavior and the importance of not leaving the building during class. Your child's safety is of the most importance to Green Dance Academy, LLC.. Tuition is based on an 8 month calendar. Classes missed for holidays and such will be made up with extra practices, dress rehearsal and the five-week months. Full month tuition is required each month. I understand that tuition is due on or before the 15<sup>th</sup> of each month. I understand that I can pay by cash/check/credit card on or before the 15<sup>th</sup> of each month. In the event that I do not pay by cash/check/credit card the credit card/bank account on file for my account will be charged the amount of my child's tuition on the 16<sup>th</sup>. I understand that there is a \$20 non-refundable registration fee due upon enrollment. I understand the discounts and refunds are not given for missed lessons/classes. I understand other fees such as competition fees, performance fees, costumes, Recital fee and other fees need to be paid by the date specified by Green Dance Academy, LLC. In the event that my account is outstanding and any fees that are not paid by the specified due date, I shall pay all attorney's fees and court cost associated with the collection agency. I understand that if I have a returned check I will receive a \$25 NSF to my account and I must pay the amount of check and NSF in full via cash within 7 business days of being notified. I agree that it is my responsibility to be aware of when my credit card expires. A late fee of \$20 will be added to my account if I do not update my expired credit card information before the due date, or if I do not notify Green Dance Academy, LLC, of a lost or stolen credit card prior to the due date. I understand that it is my responsibility to notify Green Dance Academy, LLC if I want to remove or "drop" my dancer from any classes before the 1<sup>st</sup> of each month. If I do not notify Green Dance Academy, LLC, before this date, tuition will be run, and no refund will be given. If I do not want my dancer to perform in the end-of-year recital, I understand that I need to notify Green Dance Academy, LLC, before November 1<sup>st</sup>. If I do not notify them by this date, the Recital Fee will be still be required to be paid in full and no refund will be given. I have received or will obtain a copy of Green Dance Academy, LLC, policies and will take the responsibility to carefully read and follow the rules and policies therein. I understand that Green Dance Academy, LLC, does not give credit and/or refunds for class(es) missed due to holiday, vacation, illness, weather, etc. I further understand that there are specific risks of physical or property damages, losses, or injury that may result from me or my child's participation with Green Dance Academy, LLC, and I voluntarily assume the risks associated with such participation.

I certify that I have read and will abide by the policies as stated in this form and I hereby release Green Dance Academy, LLC, their Teachers and/or Assistants for any injury, damage and/or loss that may occur throughout the year. By selecting the "I Accept" checkbox, I am signing this agreement electronically. I agree this electronic signature is the legal equivalent of my manual signature on this agreement. I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be bound by its terms.