

Dance Policies and Procedures

Payment of Fees

I am enrolling my child and understand the class session is from August through May (recital). I am agreeing to be responsible for payment of the entire session. If payment for the entire session is not paid in full, payments are due the first lesson of the month regardless of any absences. Written notification is required to cancel this agreement prior to the month of withdrawal. A \$25.00 service fee will be charged for any checks that fail to clear your bank. A \$5.00 per month late fee will be charged to accounts 2 weeks past due. Students will not be allowed to attend classes when account is 30 days past due. If account is not paid after 30 days you will be responsible for legal fees, collection agency fees and other expenses incurred while collecting your account.

Discounts

When you use the auto debit program for payments, a discount is given. .
If the payment does not go through the month it is due, there will be a \$25.00 fee and you will no longer receive the discount.

Dress Code

Required dancewear 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 the class. Repeated failure to wear required dancewear can result in termination of lessons.

Care of Students

The school is not responsible for providing before or after class care for students. Parents with young students should remain in the waiting room during classes. Students are not to be left at the school for extensive periods of time before or after classes.

Attendance and Lateness

The school reserves the right to have students who come late to class, sit out the class. Repeated lateness may result in termination of lessons. A minimum attendance standard will be required. If a student misses more than 8 classes without written notice, the school reserves the right to terminate lessons. Students missing more than 4 classes after January may not be allowed to participate in the year-end dance recital, festivals, or competitions.

Parent's Responsibility to be Aware of Dates and Events

It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, recitals, extra practices, and dates the school is open or closed. The school will post all such notices on the dance bulletin board as well as sending notices home with students or through email. It is the parent's responsibility to regularly check these boards to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address, email or telephone number changes.

Injuries

Parents, legal guardians of minors, students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any activity conducted by students before, during or after class time.

Photo Release

The school is hereby granted permission to take photographs of the students to use in brochures, web sites, social media, posters, advertisements and other promotional material the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

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

Vancil Performing Arts Center

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**8th and Ohio St
Quincy, IL 62301
222-6857 or 1-877-206-0736**