

# Melissa Hoffman Dance Center

## School Policies

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### **REGISTRATION/ TUITION/WITHDRAWAL/COMMUNICATION**

A non-refundable \$40 registration fee per dancer, \$55 per family, or \$25 for parent/tot will be charged to your credit card upon registration for fall. This registration fee will include online access to download the recital video. The first month's tuition is due by September 1st, or at time of registration IF AFTER SEPTEMBER 1ST.

MONTHLY TUITION RATES ARE BASED ON A YEARLY TUITION AMOUNT THEN DIVIDED INTO 10 EQUAL PAYMENTS FOR YOUR CONVENIENCE. THE MONTHLY TUITION REMAINS THE SAME, REGARDLESS OF NUMBER OF CLASSES IN THE MONTH.

A credit card number MUST be on file for every account.

**\*\*NEW - BY DEFAULT, YOUR MONTHLY TUITION PAYMENT WILL BE AUTOMATICALLY CHARGED TO THE CARD ON FILE THE FIRST OF THE MONTH.** If you would like to make alternate arrangements (ie: pay by cash/check or set up budget payments), please contact Michele at the office by SEPTEMBER 5th. If you would like ALL CHARGES (ie: costume deposit, costume balances...) PAID AUTOMATICALLY to your credit card, please email Michele in the office at [mhdcdance@comcast.net](mailto:mhdcdance@comcast.net). If tuition is not paid by the 15th of the month, it will automatically be run on the credit card on file. A LATE FEE OF \$15 WILL BE ADDED TO ACCOUNT IF THE CARD ON FILE DOES NOT PROCESS (with the exception of stolen/lost cards...). There will be a fee of \$25 FOR ANY RETURNED CHECKS.

All tuition payments are due on the 1st of the month (September 2020 through June 2021). WE DO NOT ACCEPT WITHDRAWALS FROM CLASS FOR THE MONTH OF JUNE - IT IS EXPECTED THAT THE LAST MONTH'S TUITION WILL BE PAID.

There will be NO REFUNDS for cancellations due to weather, mandated Covid-19 closure, or for classes missed due to illness. Your child is welcome to do a make-up in another class of similar level and type. Classes will also be available on Zoom. If more than 2 classes are cancelled due to weather, a make-up class will be scheduled.

We understand that dance class may not be for every child. If you would like to withdraw your child from class, we MUST BE NOTIFIED IN WRITING PRIOR TO THE END OF THE CURRENT MONTH. Your request for withdrawal can be emailed to [mhdcdance@comcast.net](mailto:mhdcdance@comcast.net).

We MUST have a CURRENT EMAIL ADDRESS on file at all times in order to ensure that you are receiving all communication and information regarding classes, etc..... If your email address changes at any time during the school year, please be sure to let us know. If you find that you are not receiving newsletters from us about every 6 weeks, please notify us as soon as possible so we can rectify the issue -IMPORTANT INFORMATION TO KEEP YOU UPDATED ON SCHOOL HAPPENINGS ARE INCLUDED IN THESE NEWSLETTERS.

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### **COVID-19 INFO**

We MUST have an electronically signed waiver on file in order for your dancer to enter the building. If you are not comfortable with your child returning to the class due to Covid-19, we will also be offering Zoom classes - please contact the office for further information. We will be following all current State protocols in place, and change as needed should things change in the future. If we should have to close due to Covid-19, we will immediately go to Zoom classes.

WITHDRAWAL FROM CLASS:

We understand that dance class may not be for every child. If you would like to withdraw your child from class, we MUST BE NOTIFIED IN WRITING (email at [mhdcdance@comcast.net](mailto:mhdcdance@comcast.net)). Any unused tuition will be refunded FROM DATE OF NOTIFICATION.

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## **DRESS CODE/RECITAL**

PLEASE REFER TO OUR WEBSITE (mhdancecenter.com) FOR COMPLETE DRESS CODE INFORMATION. IT CAN BE FOUND UNDER THE "CLASSES" TAB AND CLICK ON DESIRED CLASS.

As of right now, our annual recital is tentatively planned for the first weekend in June. Please keep in mind that this could change due to the current situation. Although it is not mandatory to participate in this exciting event, most children choose to - it is a good opportunity for them to show you what they have learned throughout the year! Costume deposits are due at the beginning of November. This covers the majority of the cost of the costume for many classes, however if it does not, any balance will be due in March. All deposits are NON-REFUNDABLE due to the fact that we must pay for them when ordered, and costume companies will not allow cancellations or returns. Deposits not made by November 25th will be charged to the card on file. Classes for the school year will end on June 19th.

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## **MHDC WAIVER**

I, on behalf of myself, my heirs, executors, agents, assigns and representatives, hereby indemnify, release and forever hold harmless Melissa Hoffman Dance Center (MHDC), as well as its directors, employees and instructors, from any and all claims of liability arising from any accident, personal injury, death or property loss or damage sustained by my child/myself/the minor child for whom I am a legal guardian, while that person is participating in activities connected with MHDC, including dance classes, rehearsals, performances, parties, camps or other activities. I understand that dance activities have inherent risks of injury, and, being fully aware of all risk, I consent to have my child/myself/the minor child participate in the programs and activities offered by MHDC, and I accept full responsibility for providing adequate health and accident insurance coverage. By signing this statement, I declare that the aforesaid participant is in good health, and able to physically participate in dance classes, rehearsals, performances, parties, camps or other activities at MHDC. Further, I understand and acknowledge that because of the physical nature of dance, there may be physical contact between instructors and students during classes or other activities. I understand that at times, for proper instruction and safety, physical contact is required and/or necessary.

I also understand that if I do NOT wish for my child(ren) to appear in any videos or pictures produced and/or distributed by MHDC in locations including their website, media advertisements, or any like media, I need to notify MHDC in WRITING.

I also understand the COVID-19 virus is a highly contagious disease and has a long incubation period, and determining who is infected is challenging and complicated. I understand that my child can wear a protective mask over their mouth to prevent infection during classes; I understand that there is increased risk of contracting the virus by entering public places such as dance studios; I also understand that I can help reduce my risk by following standard safety precautions as recommended by the CDC and; Lastly I understand that even if I follow all recommended safety precautions, there is an inherent risk of contracting COVID-19 from any public space I choose to enter.

I have carefully read this Waiver, Release & Assumption of Risk and fully understand its contents, and I sign it of my own free will.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name(s): \_\_\_\_\_