

EXPRESS Dance & Acrobatics

132 Central St. Milford MA / www.expressdanceandacro.com / 508-478-9222



2018-19 Studio Policies

Welcome to EXPRESS Dance & Acrobatics. Our mission is to teach the fundamentals of dance and acrobatics, with an emphasis on commitment, education, safety, and fun in a healthy and loving environment. We encourage the total development of each child: intellectual, social, emotional and physical.

1. REGISTRATION: All students must have a current registration form on file with EXPRESS Dance & Acrobatics that includes updated E-mail and telephone numbers. All information must be kept up to date. Any changes of phone, address, and email or payment information must be emailed to expressdanceandacro@gmail.com

- **REGISTRATION FEE** is \$25.00 per student. **The registration fee is non-refundable.**
- A completed registration form, a signed payment contract & waiver agreement, first month's tuition, as well as the \$25.00 registration fee must be received before a student can be enrolled in any classes.
- **CHANGING CLASSES:** please notify the front desk via an ADD/DROP form by the 20th of the month prior to the change taking place. You must fill out an ADD/DROP form to change your registration. Simply not attending a class does not excuse you from paying for it.

2. TUITION: Please be aware that tuition is based on a **9 month** dance school year (**Sept-May**). Monthly tuition fee remains the same regardless of weeks in the month, school vacation closings, weather cancellations or the number of absences in a month.

- Tuition is due within the first week of every month.
- Account statements will be e-mailed within the first week of the month.
- A **LATE FEE** of \$15.00 will be automatically charged if payment is not received by the 15th of the month.
- EXPRESS strongly suggests a credit card be put on file at the time of registration to be charged when tuition is not received by the 15th of each month to avoid late fees. A "**Credit Card Authorization Form**" is included in this registration packet.
- **RETURNED CHECKS** will be charged a \$20.00 fee.
- We offer a 5% discount on annual tuition that is paid in-full by September 30. Please be aware, however, that tuition payments are **non-refundable** and will not be credited back to you.

PAYMENT OPTIONS:

- Cash, Check, American Express, Discover, Master Card or Visa are welcome.
- Payments may be paid by online Portal payments, Automatic Credit Card Withdrawal, mailed to the studio, dropped off at desk or placed in drop box.
- Please request receipt for all cash payments.

FAMILY PLAN: The first child pays full fee, the second child receives 10% off, and the third child receives one hour class free. *In some instances we may ask you to provide evidence of the sibling relationship (i.e. copies of birth certificates)*

2018-2019 Tuition Fees

TYPE OF CLASS	MONTHLY FEE (X9)	YEARLY FEE
30 Minute	\$47.00	\$423.00
45 Minute	\$52.00	\$468.00
1 Hour Combination	\$62.00	\$558.00
1 ¼ Hour Combination	\$72.00	\$648.00
1 ½ Hour Combination	\$77.00	\$693.00
1 ¾ Hour Combination	\$82.00	\$738.00
2 Hour Combination	\$87.00	\$783.00

3. ATTENDANCE: Please make every effort to have your child attend all classes. We encourage you to arrive 5 minutes before class time. Any child not in class must be supervised by an adult in the waiting areas.

- **Missed Classes:** There will be no refunds for missed classes. Make ups will be based upon availability.
- **Snow Days:** Cancellation of school due to snow/inclement weather **does not** mean that dance classes will be cancelled. A message will be left on the studio answering machine (508) 478-9222.

4. CLASS ATTIRE:

- **GIRLS:** It is required that all girls wear a leotard and tights-of her choice-EXPRESS YOURSELF!
Dance skirts, shorts and leggings are optional. Tan tap shoes with strap are required for tap classes and pink ballet slippers are required for ballet. Bare feet are required for all other classes.
- **BOYS:** Comfortable clothing appropriate for dance. Black tie tap shoes for tap, black ballet slippers and sneakers for hip hop.

Hair must be pulled up neatly

5. PARENT OBSERVATION: Observation for Grades PI-12 will consist of the last 5 minutes of the class during the months November, January, March & April. Please check calendar for specific week. It is important to remember that parent viewing can be distracting to the student. We want the maximum learning experience for your child. Therefore, please limit any observation to the scheduled dates and times only. We appreciate your cooperation.

6. ACROBATIC CLASSES/EXHIBITION: Acrobatic classes do not perform in the Annual Spring Recital. However, children in acrobatic classes will perform in a special Acrobatic Exhibition at the studio sometime during the last week of classes. Parents and family members are encouraged to attend. Each student will receive a trophy for their participation.

7. SPRING RECITAL INFORMATION: Children enrolled in dance classes will perform in one of three shows at our Annual Spring Recital. The recital is typically held in May at Bellingham High School. Recital 1- Show 11am: Wednesday & Saturday Classes. Recital 2- Show 2pm: Monday & Thursday Classes. Recital 3- Show 5pm: Tuesday Classes.

- **Recital Dress Rehearsal:** Typically held the Friday afternoon before the Saturday recitals at Recital location. A schedule of rehearsal times will be available the week before the recital. **Attendance at dress rehearsal is mandatory.**
- **Recital Tickets:** Tickets will need to be purchased for this event. The ticket sale dates will be in May 2018. It is **VERY IMPORTANT** that you read all EXPRESS emails thoroughly...especially emails pertaining to Recital Ticket Sale dates.

8. COSTUME INFORMATION: Costumes will need to be ordered and purchased for the Spring Recital. One costume is required for each dance class a student is enrolled. The price of a costume may range from \$60-\$80. Therefore, if your child is enrolled in two classes such as, a jazz and a ballet class you will need to purchase two costumes. Acrobatic classes do not participate in the recital and therefore, do not require a costume to be purchased.

- **A 50% costume deposit will be due the first week of November. The balance will be due first week of December.**
- **Your child's costume/s will not be ordered unless the balance has been paid.**

After registration, every parent will receive an emailed costume statement so that you will know the exact number of costumes your dancer will need and the exact costume fee amount that you will need to pay by the costume due date. Again, costume fees will be due in full the first week of December. We are dealing with costume companies that require full payment when the order is placed and that is why we must have ALL costume fees paid in full by this due date. EXPRESS Dance & Acrobatics is unable to give costume refunds once costumes are ordered. Any costume not claimed after 30 days of the recital will become property of EXPRESS Dance & Acrobatics.

EXPRESS 2018-2019 Registration Form

STUDENT INFORMATION:

Family Name: _____

Home Address: _____ **City:** _____

Zip Code: _____ **Home Phone Number:** _____

1. **Student's Name:** _____

First name _____ *Last Name* _____
Birth Date: _____ **Age:** _____ **Grade:** _____ **Dance Experience: # of Years:** _____

Previous Studio/s: _____ **Reason for Leaving:** _____

Medical Conditions /Allergies _____

Class/Combination _____

Day _____ **Time** _____

2. **Student's Name:** _____

First name _____ *Last Name* _____
Birth Date: _____ **Age:** _____ **Grade:** _____ **Dance Experience: # of Years:** _____

Previous Studio/s: _____ **Reason for Leaving:** _____

Medical Conditions /Allergies _____

Class/Combination _____

Day _____ **Time** _____

3. **Student's Name:** _____

First name _____ *Last Name* _____
Birth Date: _____ **Age:** _____ **Grade:** _____ **Dance Experience: # of Years:** _____

Previous Studio/s: _____ **Reason for Leaving:** _____

Medical Conditions /Allergies _____

Class/Combination _____

Day _____ **Time** _____

PARENT(S)/GUARDIAN(S) RESIDING WITH CHILD/CHILDREN:

1. **Name:** _____ **Relationship to Child:** _____

Cell Phone: (_____) _____ **Work Phone:** (_____) _____

E-Mail (REQUIRED): _____

2. **Name:** _____ **Relationship to Child:** _____

Cell Phone: (_____) _____ **Work Phone:** (_____) _____

E-Mail (REQUIRED): _____

EMERGENCY CONTACT: (if parent/guardian cannot be reached):

Name: _____ **Relationship to Child:** _____

Phone: (_____) _____ **Cell Phone:** (_____) _____

NEW STUDENTS: How did you hear about EXPRESS? _____

FOR OFFICE USE ONLY: Registration Fee: (\$25.00 per student) _____ Monthly Tuition Fee: _____

TOTAL FEE DUE: _____ **Payment Method:** _____ **Date:** _____

EXPRESS Dance & Acrobatics Credit Card Authorization Form

EXPRESS Dance & Acrobatics (EDA) strongly suggests you keep a credit card authorization form on file. You may choose to authorize us to charge your credit card for reoccurring monthly tuition payments, back up tuition payments only, and/or costume payments. Simply complete the Credit Card Information section below and sign the form. All requested information is required. Upon approval, we will automatically bill your credit card for the amount indicated and your total charges will appear on your monthly credit card statement. *Please inform the office immediately if your credit card is stolen, lost or expires in order to avoid any late fees.* Accounts with cards that expire or decline will be subject to a \$15.00 late fee if card information is not updated and/or payment is not received by the 15th of the month.

EXPRESS Dance & Acrobatics accepts the following credit cards: American Express, Discover, Master Card or Visa

Please fill in name(s) and check all that apply.

	Student Name/s	Monthly Reoccurring Tuition Payments <i>On the 1st of the month</i>	Back up Tuition Payment/s <i>On the 15th of the month if no payment has been made, to avoid late fee</i>	Costumes <i>\$60.00-\$80.00 50% payment per costume on 11/1/2018 & 12/1/2018</i>
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		O \$	O \$	O \$
		O \$	O \$	O \$
		O \$	O \$	O \$

· Credit Card Information: American Express Discover MasterCard Visa (Circle One)

· Credit Card Number:

· Expiration Date: ____/____ Security Code: _____

· Cardholder's Name :(As printed on credit card) _____

Credit Card Billing Address:

Street
City/Town
State
Zip Code

· Home Phone #: ____ - ____ - ____ Cell Phone #: ____ - ____ - ____

· Card Holder Signature: _____

Today's date: ____/____/____

I fully understand and agree to the terms stated above and acknowledge that EDA will charge my services and merchandise to the referenced credit card. I am a qualified card holder, authorized to use this charge card for this business. _____

FOR OFFICE USE ONLY: Start Billing On: ____ / ____ / ____ **Stop Billing On:** ____ / ____ / ____.

Payment Contract and Waiver Agreement

I, _____ have read and agree to the terms of EXPRESS Dance & Acrobatics Studio (EDA) Policies.

I am enrolling _____.

I am responsible for this student's tuition payments through the end of the dance season or until written notification of withdrawal from class is submitted to EDA.

Additional students: _____

I agree to pay a non-refundable \$25.00 registration fee and first month's tuition per student at time of registration.

I choose the following payment option to pay for student(s) tuition:
(Please choose one option)

1. ____ Automatic Credit Card payment charged in the amount of \$_____, on the 1st of each month, beginning October 1, 2018 and ending May 1, 2019. The registration fee and first month's tuition of \$ _____ is due at the time of registration.
2. ____ Monthly payments made the first week of the month from October 2018 through May 2019. In the form of online portal payment, cash, check, credit or money order. The registration fee and first month's tuition of \$ _____ is due at the time of registration.
3. ____ Cash, Check, Money Order, Credit for the full year's tuition, less 5%, in the amount of \$_____. The registration fee and first month's tuition of \$_____ is due at the time of registration. I understand that my full payment for registration and tuition is non-refundable.

____ WAIVER OF PHOTOGRAPHY: I give permission to EXPRESS Dance & Acrobatics to photograph and video my child and use the photos/videos for marketing purposes, including brochures, advertisements, and EDA website and news articles.

____ WAIVER OF LIABILITY & INJURY: As the legal parent or guardian, I release and hold harmless EXPRESS Dance and Acrobatics, its owners and operators from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the participant and/or the undersigned, while in or upon the premises or any premises under the control and supervision of EXPRESS Dance and Acrobatics, its owners and operators or in route to or from any of said premises. This will apply to my child and/or any child and/or supervisor that may accompany me in an enrolled or non-enrolled capacity.

I understand and agree to the terms of this Payment Contract and Waiver Agreement as well as those outlined in the EXPRESS Dance & Acrobatics Studio Policies Packet.

Parent/Guardian of minor student

Date Signed

Adult Student

Date Signed

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2018-2019 Recreational Calendar

SEPTEMBER 5TH: OPEN HOUSE- 4-7PM

SEPTEMBER 10TH: OPENING DAY!

SEPTEMBER 19TH: YOM KIPPUR- STUDIO OPEN

OCTOBER 8TH: COLUMBUS DAY- STUDIO OPEN

OCTOBER 31ST: HAPPY HALLOWEEN!- STUDIO CLOSED

NOVEMBER 1ST: COSTUME DEPOSIT DUE 50%

NOVEMBER 5TH-10TH: PARENT OBSERVATION - LAST 5 MINUTES OF CLASS (All Classes)

NOVEMBER 19TH Through 24TH: HAPPY THANKSGIVING!- STUDIO CLOSED

DECEMBER 1ST: COSTUME BALANCE DUE IN FULL

DECEMBER 24- JANUARY 1ST: HAPPY HOLIDAYS!- STUDIO CLOSED

JANUARY 2ND: CLASSES RESUME

JANUARY 7TH-12TH: PARENT OBSERVATION- LAST 5 MINUTES OF CLASS (All Classes)

JANUARY 21ST: MARTIN LUTHER KING, JR. DAY!- STUDIO OPEN

FEBRUARY 18TH-23TH: WINTER BREAK!- NO LESSONS

MARCH 4TH-9TH: PARENT OBSERVATION- LAST 5 MINUTES OF CLASS (All Classes)

APRIL 15TH -20ST: SPRING BREAK!- NO LESSONS

APRIL 22RD- 27TH: PARENT OBSERVATION & COSTUME DISTRIBUTION

MAY 1ST-7TH : RECITAL TICKET SALES

MAY 8TH-14TH: REGISTRATION 2019-2020 SEASON FOR RETURNING STUDENTS

ACROBATICS EXHIBITIONS- Location: EXPRESS- DATE TBD

SPRING DRESS REHEARSAL- BELLINGHAM HIGH SCHOOL: DATE TBD

SPRING RECITAL- BELLINGHAM HIGH SCHOOL: DATE TBD

Snow Day Cancellations:

Email notification, Facebook and website post or call for recorded message.

***Tuition is based on enrollment, not attendance, and it is important to remember that tuition is a monthly rate, and remains the same whether there are 2, 3, 4, or 5 weeks in the month.**