



EXPRESS DANCE & ACROBATICS~ Studio Policies 2019-20

132 Central Street, Milford, MA / 508-478-9222 / expressda5678@gmail.com
www.expressdanceandacro.com

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 & acrobatics 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 a one hour class combination free.

2019-2020 Tuition Fees: Monthly Tuition September – May

30 Minutes: \$47 / 45 Minutes: \$52 / 1 Hour Combination: \$62 / 1.25 Hour Combination: \$72 / 1.5 Hour Combination: \$77 / 1.75 Hour Combination: \$82 / 2 Hour Combination: \$87

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 held in May 2020 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:** Held May 2020 at Bellingham High School. A schedule of rehearsal times will be available the week before the recital. **Attendance at dress rehearsal is mandatory.**

• **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, LLC.

EXPRESS 2019-2020 Registration Form

Family Name: _____

Home Address: _____ City: _____

Zip Code: _____ Home Phone Number: _____

1. Student's Name: _____ Birth Date: _____

Age: _____ Grade: _____ Medical Conditions/Allergies _____

Class/Combination _____

Day _____ Time(s) _____

2. Student's Name: _____ Birth Date: _____

Age: _____ Grade: _____ Medical Conditions/Allergies _____

Class/Combination _____

Day _____ Time(s) _____

3. Student's Name: _____ Birth Date: _____

Age: _____ Grade: _____ Medical Conditions/Allergies _____

Class/Combination _____

Day _____ Time(s) _____

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

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: (_____) _____

FOR OFFICE USE ONLY:

Total Fees Due: _____ Payment Method: _____ Date: _____

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, 2019 and ending May 1, 2020. 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 2019 through May 2020. 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: _____ Date Signed _____