

Momentum Dance General Information & Policy Agreement

Updated August 2022

Business Office Hours

The studio will open 10-15 minutes before the first class weekly, Monday through Thursday. The doors will be open by 9:00 on Saturday to accommodate for 9:15 classes. The office will NOT be open every Saturday but will be open on Saturdays when payments are due.

Registration Fee

A non-refundable registration fee is required for all students at the beginning of each new dance season and must accompany a registration form. A student's spot in class WILL NOT be held without registration fee and first month's tuition. The fee is \$65 for single dancers, \$90 for siblings and \$125 for three siblings. **This fee is non-refundable regardless of the time spent in actual class.**

Tuition and Payment Policies

Tuition is due the 1st of every month. Tuition is the same whether months have three weeks or five weeks. If a student enrolls after the season begins and after the first week of the month, tuition for that month will be pro rated based on the number of weeks left in that month. Payments made to Momentum Dance are completely non-transferrable and non-refundable for any circumstance, even unforeseen. In the event that in-person classes must be canceled or closed temporarily/for a time period more than 2 weeks, Momentum will offer online classes as an alternative to in person lessons and tuition price remains the same.

**** NEW ** Beginning September 2021, a credit card or auto bank draft MUST BE ON FILE TO PAY TUITION.** Monthly tuition will be charged EVERY MONTH BETWEEN THE 1st and 5th to either the bank account on the ACH or the Credit Card information on file - unless the studio office is notified, **in writing**, in circumstances of dropping classes or withdrawing from the studio completely.

Costume Fees, Recital Fees and Other fees outside of monthly tuition **WILL NOT BE AUTO-DRAFTED.** These payments may be made by Credit Card, Check, Cash - **as of August 2022, we will no longer accept any payments via PayPal, Venmo, etc.**

Withdrawal Policy

Students who drop ANY class or lesson prior to the end of the season MUST GIVE WRITTEN NOTICE TO THE OFFICE prior to the first of the month. This will stop the tuition billing process for that particular class. If you fail to notify the office IN WRITING (via typed letter or email/confirmation in person), your account will continue to be charged for monthly fees.

If you attend any classes during a month, you are responsible for the tuition for the entire month. If there is a circumstance that will cause a student to miss three or more classes in a row, but the student intends to return, please let us know. Oftentimes we have wait lists for classes and we will not hold your student's spot for the class if we do not hear from you in regard to him/her returning. If there is a circumstance that would cause him/her to miss numerous classes AND you notify us (in writing via email plus verbally to the teacher) we will hold the student's spot until the expected return date.

If a teacher changes a student's class or level, he/she will notify the parent first. Please confirm this change with the office so that each roster for each class is correct. This is VERY important in regard to recital costumes and payments. If we are not aware of the change in the office, it is possible that a costume oversight could occur. Thank you for your help in this matter.

Holidays / Studio Closings

Please refer to the studio calendar (you will receive a paper copy and it is posted to our website) for all holiday closings. Please SUBSCRIBE TO OUR REMIND to receive alerts about cancellation of classes due to bad weather. We usually follow AISD cancellation of after school activities, but will stay open in some cases if our area is not affected.

Bad Weather Policy/ ATTENDANCE / Make-Up Classes

We will follow all ARLINGTON ISD school closings including those pertaining to bad weather. If necessary, the instructor will schedule a make-up class, otherwise students are welcome to take a class of the same level on a different day.

In order to progress and keep up with the progress of the class, it is imperative that students attend class regularly. **Failure to keep up because of absences may result in a change of level for students.** There are not refunds for missed classes, although make-up classes are available at certain times. Please see the office for questions about make-up classes.

In the case of illness or injury, a student may attend his/her class + additional "make up" classes of the same or lower level upon returning. Parents must check with office staff/teacher to ensure there is enough room in classes selected for make-up. REFUNDS WILL NOT BE GIVEN for missed classes.

Cancellation or Combining of Classes/Leveling of Students

Momentum Dance reserves the right to cancel or combine classes if enrollment drops below 4 students. In addition, Momentum staff reserves the right to move students to higher/lower levels based on ability to keep up. All parents will be approached by teachers should a student need to be moved.

Tardy Policy

COVID-19 TARDY POLICY – Because observers will NOT be allowed into the studio, teachers will come get classes when it is time to start. Should you arrive late, ONE PARENT may walk the dancer into the studio and knock on the door of the classroom. If you are more than 10 minutes late, without prior notice, you may not be admitted to class. While we understand that sometimes circumstances are out of your control, with new admittance and dismissal policies, it makes it difficult on the teacher when a student arrives late.

If a student is more than five minutes late to class, it is at the discretion of the teacher as to whether the student may take class or not. Tardiness is not only a disruption to the class and teacher but also puts a student behind and interrupts the flow of class. Please make every possible attempt to be on time. Of course we understand that things happen from time to time that are out of your control and students will not be punished for non-habitual tardiness. Consistent tardiness may be addressed by removal from the class or suggestion of another class with a time more fitting to the family's schedule.

Dress Code

Please review the **Momentum Dress Code policy**. Failure to comply with hair, dress and shoe requirements for class may result in dismissal from class. Personal hygiene/cleanliness is of the utmost importance during the time of COVID-19. Hair must be secured away from the face in a BUN OR PONYTAIL, braids, etc. Hands must be sanitized before entering ANY classroom and must be washed thoroughly after using restroom facilities.

Enrollment

Momentum Dance reserves the right to end enrollment regardless of payment and/or ask anyone to leave who is not acting in the best interest of the studio, staff, other students or families.

Insurance

Momentum Dance does not carry medical insurance for students. It is required that all dance students be covered by their own family's insurance policies and if injury occurs, it is understood that the student's own policy is your only source of reimbursement. Momentum is not responsible for payment of any finances related to injuries.

COVID-19 Safety and Sanitation Measures

Our studio is kept clean and sanitary to help protect from all germs and viruses. Should the CDC implement new COVID-19 suggestions for small businesses in 2022-2023, we will send out information as well as an acknowledgement form that you will need to fill out and return.

Momentum Dance General Information & Policy Agreement Parent/Guardian Signature Form

By enrolling in Momentum Dance, I acknowledge that I have read all of the “Momentum Dance General Information and Policies” and agree to abide by all Momentum policies. In consideration of Momentum’s commitment to maintain a safe facility, I release and hold harmless Momentum Dance, its employees, administrators and contractors from any and all liability. I also release permission for photographs to be used in Momentum Dance promotional materials, including but not limited to: website, brochures, posters, advertisements and programs

I will comply with the rules and regulations of MOMENTUM DANCE and accept complete responsibility for student’s participation releasing MOMENTUM DANCE, its directors, and staff responsible for any damages or liabilities in the event of theft, accident, disability or injury during or resulting from my child's participation in any capacity of or relating to any function or activity of the said MOMENTUM DANCE, associates or studio location. I hereby assume all financial responsibility for above student(s) enrolled at MOMENTUM DANCE. I further understand that I will be charged for all classes until I have notified the school of my or my child's withdrawal from classes.

I have read the information in the General Information and Policy Agreement Document and agree to abide by the policies as stated.

Student Name (printed)

Parent Name (printed)

Parent Signature

_____ **Date** _____