

Momentum Dance General Information & Policy Agreement

Updated July 2023

Business Office Hours

The studio will open 10-15 minutes before the first class weekly, Monday through Thursday. The doors will be open by 8:50 on Saturday to accommodate the 9:00 class. 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, \$85 for siblings and \$100 for three siblings. **This fee is non-refundable regardless of the time spent in the actual class.**

Tuition and Payment Policies

Tuition is due on 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. Payments made to Momentum Dance are non-transferable and non-refundable for any circumstance, even unforeseen circumstances.

**** 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 entirely.

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, or Cash - as of August 2022, we will no longer accept any payments other than registration fees and Company fees via PayPal, Venmo, etc.

Withdrawal Policy

Students who drop ANY class or lesson before the end of the season MUST GIVE WRITTEN NOTICE TO THE OFFICE before 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), your account will continue to be charged monthly fees.

If you attend any classes during the month, you are responsible for the tuition for the entire month. If a circumstance will cause a student to miss three or more classes in a row, but the student intends to return, please let us know. Frequently 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 concerning his/her return. If a circumstance 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 regarding 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 on our website) for all holiday closings. Please **SUBSCRIBE TO OUR REMIND** to receive alerts about the cancellation of classes due to bad weather. We will follow all ARLINGTON ISD school closings, including those about 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.

To progress and keep up with the class's progress, students must attend class regularly. **Failure to keep up because of absences may result in a change of level for students.** There are no 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/teachers to ensure 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 four students. Classes with fewer than four students as of October 15, 2023 will be canceled at the end of October. Dancers will be moved to another class of the same age/level if available.

In addition, Momentum staff reserves the right to move students to higher/lower levels based on their ability to keep up. Teachers will approach all parents should a student need to be moved.

Tardy Policy & Pick-Up Policy

Should you arrive late, ONE PARENT may walk the dancer into the studio and knock on the classroom door.

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

If you plan to drop off your dancer and pick them up at the end of class, please arrive on time/early. Dancers will be dismissed once a teacher can see the parent in the lobby or the car from the door. Please do not expect young dancers to walk in the parking lot past the area visible from the front door - the dancer's safety is our main priority when dismissing students, especially when classes are late at night.

Dress Code

Please review the **Momentum Dress Code policy**. Please comply with the class's hair, dress, and shoe requirements to avoid dismissal from class. Personal hygiene/cleanliness is of the utmost importance. Hair must be secured away from the face in a BUN OR PONYTAIL, braids, etc.

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 their own family's insurance policies cover all dance students, and if injury occurs, it is understood that the student's policy is their only source of reimbursement. Momentum is not responsible for payment of any finances related to injuries.

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. Considering Momentum’s commitment to maintaining a safe facility, I release and hold harmless Momentum Dance, its employees, administrators, and contractors from all liability. I also release permission for photographs to be used in Momentum Dance promotional materials, including but not limited to: website, brochures, posters, social media channels, advertisements, and programs.

I will comply with the rules and regulations of MOMENTUM DANCE and accept complete responsibility for the 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 _____ (name(s) of student(s) enrolled at MOMENTUM DANCE). I understand that I will be charged for all classes until I have notified the school of my or my child's withdrawal.

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** _____