

# MC Dance

## Basic Policies for 2020-2021 Session

(please see [www.mcdanceco.com](http://www.mcdanceco.com) for updates & additional information)

**General Policies:** If you register for and take a space in a class, you are committed to, and agree to pay tuition for, that class until either the end of the session, including participating in the end of season showcase, or you drop the class by completing a Class Cancellation Form. If you request to be added to the class, you are REGISTERED for the class.

- A student's age is merely a guideline and final placement is at the discretion of the instructor. This policy is in place to ensure that the students are dancing at their appropriate level.
- Any class with less than five students on October 15 may be cancelled.
- For technique classes, (ballet, jazz, tap, etc.) the first couple weeks of class should be considered a placement review period. MCDance reserves the right to move students to the most appropriate level based on their skills.
- MCDance and its instructors are not liable for any injuries sustained while a student is in class or on the premises. Students should not engage in activity that makes them feel unreasonably unsafe. Students should let instructors know of any limitations or concerns you have.
- Alcohol, drugs, smoking and pets are not permitted on the premises.

**Tuition & Fees:** REGISTRATION FEE: \$38.00 for 1st child/ \$25.00 for each additional child in family. To be paid at Registration. Required to reserve spot in class. Registration fees are non-refundable. T-shirts received with registration are on a first come first serve basis. A limited quantity of shirts is ordered.

Tuition Fees are based per student hours, not per total family hours. Please contact our office for tuition rates at [info@mcdanceco.com](mailto:info@mcdanceco.com) (Boys will receive 25% off tuition rates). Tuition fees are billed and due on the first or 15th calendar day of the month. Because we hold a space for your child in a class as of the first calendar day of the month, classes not cancelled by midnight on the last calendar day of the month (no matter what day of the week your child takes class) will be charged for the full next month's tuition.

**Other Fee Policies:** All fees (tuition, registration fees, recital performance fees, costume fees, and tickets) are non-refundable. Tuition/Accounts can be paid by cash, check or credit card at the Studio or by credit card online through the parent portal. You are required to have a credit card, debit card or bank account on file. MC Dance reserves the right to have dancers sit out of classes, without make ups, for ANY outstanding account balances. All outstanding balances must be paid in full before (i) costumes are handed out, (ii) any student can perform in the Showcase, and/or (iii) registering for any other classes. All unpaid charges as of the 15th of each month are subject to late charge of \$10, including autodebit accounts with balances. Accounts with a history of non-payment or non-compliance with studio policies may be barred from registration and may be asked to leave the studio or may be asked to prepay tuition.

**COSTUME FEES:** Full payment is due by November 15. (NON-REFUNDABLE) \*This fee will be automatically drafted on November 1. \*Costumes purchased after December 15, will result in a \$10.00 additional fee for shipping \*and cannot be guaranteed by Showcase Picture time. \*\*\*Any student that has a balance due on their account WILL NOT receive costumes until the balance is paid in full. \*\* Costume Fees are NON REFUNDABLE. Costumes not picked up by May 31 will be disposed of

\*\*\*\*\*Fees Per class costume: Tiny Tot \$65.00+tax/ Mini Combo Class \$75+tax/ Intermediate/Primary/Junior \$65.00+tax/ Senior \$70.00+tax/ Acro \$55.00+tax/ Musical Theatre \$65+tax/ Lyrical \$65+tax\*\*\*\*\*

**SHOWCASE FEE:** Full payment due by April 1. (NON-REFUNDABLE) \$55.00 Per Dancer / \$100 Per Family with 2+ Dancers. Showcase Fee does not include tickets. Tickets will be \$5 each. \*This fee will be automatically drafted on April 15, 2020 Registering for classes at MC Dance is a commitment from September to May. Tuition is divided into nine monthly installments (September to May). You are registering for a 35-36 week program and will be charged full tuition each month regardless of attendance and/or school holidays. All registration, tuition, costume and recital fees are NONREFUNDABLE.

**TUITION PAYMENT:** \*\*Tuition is prorated for August ONLY. Full Monthly tuition will be charged from September - May regardless of holidays, weather days or other instances that prohibit us from having classes\*\* Costume week and Picture week classes are charged as regular classes. If you did not cancel showcase in writing, you are committing to attend class and pay tuition and showcase charges through May. Tuition may be paid in advance however, there are no refunds on pre-paid amounts of any kind.

Auto pay: Automatic monthly debit from Checking Account or Credit of choice. Payment is taken out the 1st OR 15th of each month. NON-REFUNDABLE. Cash or Check before the due date. \$35 Returned Check Fee \$10 Late Fee

**CLASS WITHDRAWAL/TRANSFER:** To withdraw from a class, a add/drop form must be received by the front desk in writing.. Because we hold a space for your child in a class as of the first calendar day of the month, classes not cancelled by midnight on the last calendar day of the month (no matter what day of the week your child takes class) will be charged for the full next month's tuition. **CLASS TRANSFER:** To transfer to a different class the fee is \$10 and will be automatically drafted from your account.

**Holidays:** MCDance will be closed the following dates: July 4<sup>th</sup>, Labor Day, Halloween, Thanksgiving, Christmas, Spring Break, Memorial Day. See our full calendar for holidays, events and other important dates. We will follow area school for weather closures or other closures due to instances such as COVID. In the event MCDance is closed due to county or government mandate ALL classes will proceed online through ZOOM classes and tuition will be charged as normal.

**Charge Accounts:** Dancers over the age of 10 are allowed to "charge" drinks and snacks on their parent's MC account. If you do not want your dancer to be able to charge drinks or snacks, please let the front desk know. Parents are responsible for all charges on their accounts. In some instances, adults may be allowed to "charge" MC boutique items to their accounts for later payment. This privilege may be revoked or withheld at any time at the discretion of management. If you are on auto debit and asked NOT to have your card charged for snack, store or recital charges, you must pay those charges separately at that time. of purchase. \*ALL DANCE BOUTIQUE CHARGES billed to your account will be processed on the 1st or 15th of each month.

### Student Class Behavior:

- Attendance: Regular attendance is expected. Please arrive on time and do not enter the class late unless necessary. To make up a class, you may attend the same level class within a 30 day period.
- Students are expected to wear dress code attire. Failure to do so may result in removal from the class after one warning.

- Students are expected to listen and not disrupt class - cell phones are to be turned off during class.
- Students are not allowed to chew gum.
- Students may be temporarily removed or dropped from a class if their behavior interferes with safety or is chronically disruptive. We may recommend that your child be moved to a more appropriate class level if needed.
- If a student acts out in class in a manner that is harmful to him/herself or others, that child shall be removed from class and parents shall be notified immediately.

#### **Parent and Guests of MC Dance Regulations:**

- No foul language, running, or throwing objects in the facility. Please be respectful of others.
- Please do not move furniture and dispose of all of your trash into the provided trash bins.
- If you have a small child, please assist them in the bathroom to ensure toilets are properly maintained.
- Please make sure that you are here to pick up your child at the end of class time. If you are more than 5 minutes late, your account is subject to being charged \$10 after the second occurrence.
- Parents are not allowed in the studios during class, with the exception of classes requiring caregiver participation.
- Parents will be notified and consulted regarding any in-class behavioral issues or questions.

**Video/Photo Release:** MCDance takes photos and videos of our students in the studio and performances. MCDance has the right to use these images for publicity and commercial purposes on our website, social media sites, newspaper ads, TV and commercials, for all time use. No compensation will be given for the use of these images. If you do not want us to use your student's image(s) you must notify us in writing.

**Studio Communication:** MCDance communicates primarily by email based on the email address YOU provide the studio. Monthly newsletters and other studio-wide information is sent by email ONLY. Our newsletters are also available on our website or announcement board at the studio. If you are NOT receiving our studio-wide information, please check your spam for an email from info@mcdanceco.com and then contact the Front Desk. Please note that if you UNSUBSCRIBE to our email service, we cannot add you back on our email list and it's your responsibility to speak to the Front Desk to resubscribe - leaving a voicemail message will not resubscribe you. All communication about classes, enrollment, policies or billing must be done through MCDance Front Desk NOT THROUGH INSTRUCTORS. A calendar of important dates is maintained on the front page of the MCDance website.

It is the parents/account holder responsibility to keep informed of all policies, requirements and deadlines. All parents and students are expected to read and comply with all studio policies, procedures, newsletters, redital information etc. available via e-mail, on the website, and at the studio. MCDance's website is located at [www.mcdanceco.com](http://www.mcdanceco.com)

**New Safety Measures:** MC will no longer provide water from stand alone dispensers. Every student should bring their own labeled water bottle to class. MC will continue to sell water and other drinks in the lobby. We are restricting the number of non-dancers (parents, siblings etc.) in the lobbies to protect our customers, staff and faculty. You are encouraged to just drop off your dancer with their dance bag (including all necessary shoes and a water bottle) - we will take care of the rest. All dancers should have a dance bag with their name on it and keep their shoes and belongings in that dance bag.

Dancers and families should stay home if they are sick and should be fever free for at least 72 hours without fever reducing medication before returning to class. Dancers and families should practice good hygiene, washing hands and using provided hand sanitizer before and after class. MCDance staff will follow all County public health guidelines. All MC customers are expected to follow all County public health guidelines. If the dancer or any family member in the household has a communicable infection or infestation (ex. Lice, COVID 19, etc.), please do NOT send your dancer to class.

**Classroom Rules:** MCDance's age cutoff date is October 1, 2020. Parents, friends and younger siblings are NOT allowed in classrooms during class; it helps students keep focused without distraction. Families are encouraged to attend Open House and Parent's Week for the dancer's full class. No Dancer will be admitted to class if they arrive 10 or more minutes after the class start time. If your child is more than 10 minutes late to class, you will need to do a make up for that class during the same calendar month. If your child is in a full class and your child has not attended the class for 3 consecutive weeks without a parent request and payment to maintain his or her space, your child may be dropped from a class to allow others to participate without a refund or credit for tuition paid or owed. Please be mindful of your dancer's class end time and pick them up promptly.

If your child has a behavioral issue or special need, please advise the front desk. If your child has an injury or illness that a physician has suggested he or she be limited from physical activity, we can hold your child's class space, without billing, with a doctor's note BUT your child must be cleared by the same physician in writing to return to dance. If your child has a cast, crutches, brace etc., your child will not be allowed to participate in dance without written clearance from a physician. No refunds or credits will be given for injuries after the child is authorized to return to class. If your child reports not feeling well in class, we will take their temperature and contact you to pick them up ASAP.

**Responsibility:** I agree to assume all risks incidental to my child (s) participation in dancing and I hereby release MCDance from any and all liabilities, claims, actions, damages, costs, and/or expenses arising from or in any way connected with my participation in all activities conducted by MCDance.

I hereby agree that MCDance, its owners, officers, and instructors are not in any capacity personally responsible or liable for any injuries or damage resulting from my participation in any MCDance class, Camp or activity on MC Dance premises or with MC Dance in other locations. I acknowledge and assume any and all risk associated with this activity.

**Showcase:** All Students are automatically enrolled in Showcase unless you SPECIFICALLY CANCEL. To cancel Showcase, fill out a form AT THE STUDIO and return it to the Front Desk BEFORE 2pm on Saturday, December 19, 2020.. No Showcase cancellations will be taken by email, phone or online. Showcase Performance Fees, if the student is participating, will be due by April 1, 2021. If the account is set up on Auto debit AND the showcase fees have been authorized, they will be charged April 1, 2021, with regular monthly tuition. Costumes fees are due on November 1, 2020. \*\*Costume Fees & Showcase Fees are NON REFUNDABLE. Costumes not picked up by May 31 will be disposed of\*\*