

Policies and Procedures

Registration: A non-refundable fee of \$40 per student is required yearly at time of registration.

Payment of Fees: Tuition must be paid by automatic bank account debit or automatic credit card payment. Tuition will be debited from your bank account on the 1st day of each month from September-May or charged to your credit card the 1st day of the month. The month of September is non-refundable. Credit card or bank debit payments are not accepted for in-person payment on a monthly basis. Payment must be made by pre-authorized automatic monthly payment. All charges will appear on your bank statement or credit card statement as being from K.C.'s Dance & Cheer Center Inc.

NSF Payments:

I hereby authorize the school to electronically debit my bank account for the amount of any NSF paper check or auto-debit/credit transactions plus a \$35 NSF fee.

Costume Fees/Uniforms:

Costume fees for the year-end recital will be charged to your auto-debit or auto-credit charge (half of the deposit is required by October 1st and if there is a remaining balances it will be charged by November 15th). No costume fees will be refunded after the November 1st date even if a student withdraws from the school. Costumes/Uniforms for competitive teams may require an additional fee depending on the cost of the costume/uniform.

Withdrawal and Refunds: There is a two-month minimum for all lessons. One-month notice from the first of the month is required to discontinue any classes. Withdrawal must be done in person and will not be accepted over the phone. Withdrawal must be done at the school office and not with a teacher. Withdrawal must occur within the first 7 days of the month. No withdrawals will be accepted after April 1st. No refunds, only studio credit. To withdraw from classes a parent or adult must:

1. Inform school administration in person, and
2. Complete and sign a withdrawal form provided by the school office.

All automatic bank debiting or credit card charges will stop after the one-month notice period. K.C.'s Dance & Cheer Center Inc. reserves the right to terminate lessons to any students without notice. In such a case unused lessons will be given.

Extreme Weather or Unexpected Interruption of Classes: If the school must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will be added on to the end of the teaching year. No refunds for lessons missed due to these reasons will be given.

Substitutions: The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute any missed classes will be made up.

Dress Code: Required dancewear and dance shoes must be worn to all dance classes. Failure to wear required dancewear to class could result in students being asked to sit out of the class. Repeated failure to wear required dancewear could result in termination of classes. Students are not permitted to wear jeans or shoes worn on the street or outdoors, to any dance class. For safety reasons dancers/tumblers/cheerleaders are not permitted to wear jewelry. Long hair must be tied back.

Missed Private and Make-Up Lessons: Absolutely no make-up lessons will be given for missed lessons unless absence is due to serious illness and 24 hour notice has been given to the school office. Make-up lessons will be limited to 3 per teaching year, this includes private lessons. No refunds will be given for missed lesson. (School activities such as field trips or programs, band trips, Spring Breaks that differ from our school's Spring Break, sports games, etc. do not qualify for make-up lessons.)

Dance/Cheer Class Attendance and Lateness: The school reserves the right to have students who come late to class, sit out of the class. Repeated lateness may result in termination of lessons. A minimum level of attendance is required. If a student misses more than 4 classes without written notices the school reserves the right to terminate lessons. Students missing more than 4 lessons after January will not be allowed to participate in the year-end dance recital, festivals or competitions. Cheerleaders that miss 2 weeks prior to competition will not be allowed to perform in the competition.

Parent's Responsibility to be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, recitals, extra classes, and dates the school is opened or closed. The school will post all such notices on the bulletin boards, website as well as sending notices home with the students. It is the parent's responsibility to regularly check these boards to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address or telephone change.

Care of Students: The school is not responsible for providing before or after class care for students. Students are not to be left at the school for excessive time before or after class.

Injuries: Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

Photo Release: The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

I have read and understand the above policies and procedures and agree to abide by them.

Date

Student Name (please print)

Signature of Parent/Adult