POLICIES & PROCEDURES

ONLINE REGISTRATION

•ALL dancers need to enroll via our online portal at **www.GreenDanceAcademy.com**. A one-time $20.00 registration fee per dancer **MUST** be paid upon completion of registration. Simple and easy!

WEBSITE/SOCIAL MEDIA

• ***CHECK OUT OUR FANTASTIC WEBSITE*** **www.GreenDanceAcademy.com!!!** Please check the website and/or our Facebook page for monthly information. Our newsletters with the calendar can be found here for your convenience.

TUITION - PAYMENTS - REFUNDS/CREDITS

YOU MUST HAVE A CURRENT CREDIT CARD or BANK ACCOUNT ON FILE

• Tuition is due on the 1st of each month. Tuition is based on a 36wk/9-month dance year and **will not be pro-rated**. Some months will have missing classes and some months will have extra classes, and it all evens out, along with dress rehearsals and extra practices. You can pay by credit card, cash, or check to your account on or before the 15th of the month. If you have not paid your monthly tuition fees by the 15th, then your credit card/bank account will be charged on the 16th of each month for any outstanding Tuition. If you want us to automatically run your credit card/bank account on the 1st of every month, please email us this information at **GreenDanceAcademyllc@gmail.com**. Once credit cards/bank accounts are charged, there are no refunds. Any credit cards that are declined or are missing from your account will incur a $20 late fee. All bounced checks receive a $25 NSF. ***Please keep your credit card current and help us run a dance studio not a collections agency.***

• If you have made payments ahead then drop your dancer, we will gladly apply the credit to your account for use in the future with Green Dance Academy. There are neither discounts nor refunds for missed classes! Classes must be dropped **BEFORE** the 1st of each month to not incur that month's tuition fee. Once the tuition fee is applied to your account it cannot be removed nor refunded. If you are requesting a refund for extenuating circumstances, you must email a refund request to **GreenDanceAcademyllc@gmail.com** once the refund is approved it will be issued no sooner than 60 days after the current year's recital.

YEAR IN FULL

If you want to pay the ***Year in Full***, please email **GreenDanceAcademyllc@gmail.com** to request a Year in Full quote. Year in Full payment is due in full by October 15th to receive a one-time 10% discount. Payment for Year in Full must be made via cash or check only to receive 10% discount.

CONTACT

• You are more than welcome to call the studio and leave a message if you have questions. We check the messages once daily. If you would like a quicker response, please email us at **GreenDanceAcademyllc@gmail.com**, as we check our email many times a day.

OFFICE HOURS

Prior to September 13th – Main Office **ONLY** (Dowagiac) 1:00pm–5:00pm Monday-Thursday
After September 13th 1:00pm – 8:00pm – Monday – Thursday – Dowagiac
5:00pm – 8:00pm – Monday – Thursday – Decatur
5:00pm – 8:00pm – Monday – Thursday – Niles

CLASS ATTIRE

• Please make sure you have the appropriate dance wear (see "What Should My Dancer Wear" for color of shoes and tights required). Dancers will be given the first two weeks of classes to get their dance attire together. The 3rd week of classes and after, if any dancer is not in the proper attire, they will be asked to sit and watch class - this includes shoes!! All hair must be pulled back and pinned off the face. Please help our dancers look professional and have class unity.

FOOD/DRINK

• Make sure all food and drinks are kept in the lobby area. No food or drinks are allowed in the dance classes/studios. You can bring water bottles into the studios if it has a tight lid. Please throw away your trash and clean up any mess you make.

FLOORS

• Please do not wear street shoes on the dance floor. Parents going into the studio to watch please wipe shoes off or slip them off prior to entering the studio.

LOST AND FOUND

• **PLEASE PUT YOUR NAME ON EVERYTHING!** Then we can get it back to you when they are left. Please check the lost and found bins often, as it is so hard to take expensive shoes and clothing to the goodwill. All lost and found bins are emptied monthly. Please use the cubbies to put your bags and additional clothing in as we have limited lobby space.

TEACHERS

• If you need to speak with your teacher, please make arrangements with our office staff or with the teacher when they are finished teaching for the day. Do not interrupt any dance classes to talk to any Teachers. Please do not contact teachers or staff personally outside of the studio!!

NEWSLETTERS

•The newsletters will be emailed with your monthly statement 3 times a year. These can also be found at the office desk at each location, online at **www.GreenDanceAcademy.com,** and on our Facebook page. Please take the time to thoroughly read through these as they have important dates and information.

ATTENDANCE/DROP CLASSES

• Attendance is taken in every class, and you may make-up any absences throughout the year. To attend a make-up class please fill out the make-up class form and present it to the Teacher of the class you are participating in. Please attend a make-up class in a similar style of class that the absence was recorded in (i.e., ballet class for a ballet class). If you miss more than 2 weeks of classes, we will not assume you are dropping, and the monthly tuition fee will still be applied to your account. Please email the studio if you are dropping any classes. You must drop your dancer prior to the 1st of the month to not incur that month's tuition fees.

CLASS TIME

• Please make sure your dancer arrives at class 5 minutes early and is ready to dance at the start of their class. Dancers arriving 10 minutes late may be asked to sit and watch class as they will have missed the important warm-up and late arrival is disruptive to the class. Please also make sure that you pick your dancers up on time. Teachers need to get to their other commitments, so please be respectful. Parents will be charged a $40 babysitting fee if your teacher must wait more than 10 minutes with your dancer after class.

INCLEMENT WEATHER

Green Dance Academy, LLC, **DOES NOT** follow local School Closings for inclement weather. In the case of inclement weather, please check our website at **www.GreenDanceAcademy.com** as we will post any closings by 2:00 pm as well as we will send emails along with text messages. It may be necessary to cancel a class for an emergency or other reason after 2:00pm, in which case dancers will be notified via text and/or email as promptly as possible. If we need to cancel any class(es) we will not hold a make-up class instead we will apply a credit to your account for the class(es) that we cancelled.

PRIVATE LESSONS

• Please go to our website at **www.GreenDanceAcademy.com** to fill out the Private Lessons form. Once the form is submitted the Teacher you requested or a Teacher that is available will contact you to set up private lessons with your dancer.

RECITAL FEE

• The Recital Fee is $125.00 for your 1st dancer and $115.00 for every additional dancer in your immediate family. This includes 1-Recital costume, 1-Recital t-shirt, 1-pair of Recital tights, your Recital music (download), Recital DVD (download), minor costume alterations, and 2-Recital tickets. Recital Fee will be posted to your account on November 1st and payment is due in full by January 15th. Your account ***MUST*** be paid in full prior to release of Costumes and prior to the code being given to you to claim your included Recital tickets. Information to purchase additional recital tickets will be emailed to you.

COSTUMES

• We pride ourselves in making sure our dancers look professional as well as offer age appropriate costumes when they take the stage. Parents are welcome to view the Costume Books after Christmas Break. Costume Fees not included in the Recital Fee will be applied to your account November 1st and MUST be paid in full by January 15th or your dancers Costumes will not be ordered. Any costume/recital fee not paid in full by January 15th will incur a $20 per item late fee and will repeat monthly until paid in full.

WAIVER

Student Waiver & Release of Liability

I, as parent(s)/legal guardian(s) of the above listed student(s) knowingly assume all injury and risks as relating to any dance/tumbling/aerial silks activity sponsored by Green Dance Academy, LLC. As a parent or legal guardian, I consent to the above listed student(s) to participate in activities, classes, and programs by Green Dance Academy, LLC. Upon enrolling, I agree not to file any claim procedure in connection with any operators, employees, and/or agents of Green Dance Academy, LLC, therefore from any liability or personal injury occurred by my child while participating in any activities conducted by Green Dance Academy, LLC. I grant Green Dance Academy, LLC, the right to use and incorporate the use of photographs and/or videotapes or any other film or digital recordings or image capture of my dancer for use in publicity or display purposes relating to the business of Green Dance Academy, LLC. All choreography taught at Green Dance Academy, LLC, is property of Green Dance Academy, LLC, and cannot be posted on social media or used in any other way without written permission from the Owner. Student's supervision is limited to classroom time only. Please discuss with your child proper behavior and the importance of not leaving the building during class. Your child's safety is of the most importance to Green Dance Academy, LLC. Tuition is based on a 36week/9-month calendar. Classes missed for holidays, and such will be made up with extra practices, dress rehearsal and the five-week months. Full month tuition is required each month. I understand that tuition is due on or before the 15th of each month. I understand that I can pay by cash/check/credit card on or before the 15th of each month. In the event that I do not pay by cash/check/credit card the credit card/bank account on file for my account will be charged the amount of my child's tuition on the 16th. I understand that there is a $20 non-refundable registration fee due upon enrollment. I understand the discounts and refunds are not given for missed lessons/classes. I understand other fees such as competition fees, performance fees, costumes, Recital fees and other fees need to be paid by the date specified by Green Dance Academy, LLC. In the event that my account is outstanding and any fees that are not paid by the specified due date, I shall pay all attorney's fees and court costs associated with the collection agency. I understand that if I have a returned check, I will receive a $25 NSF to my account and I must pay the amount of the check and NSF in full via cash within 7 business days of being notified. I agree that it is my responsibility to be aware of when my credit card expires. A late fee of $20 will be added to my account if I do not update my expired credit card information before the due date, or if I do not notify Green Dance Academy, LLC, of a lost or stolen credit card prior to the due date. I understand that it is my responsibility to notify Green Dance Academy, LLC if I want to remove or "drop" my dancer from any classes before the 1st of each month. If I do not notify Green Dance Academy, LLC, before this date, tuition will be run, and no refund will be given. If I do not want my dancer to perform in the end-of-year recital, I understand that I need to notify Green Dance Academy, LLC, before November 1st. If I do not notify them by this date, the Recital Fee will still be required to be paid in full and no refund will be given. I have received or will obtain a copy of Green Dance Academy, LLC, policies and will take the responsibility to carefully read and follow the rules and policies therein. I understand that Green Dance Academy, LLC, does not give credit and/or refunds for class(es) missed due to holiday, vacation, illness, weather, etc. I further understand that there are specific risks of physical or property damages, losses, or injury that may result from me or my child’s participation with Green Dance Academy, LLC, and I voluntarily assume the risks associated with such participation.

I certify that I have read and will abide by the policies as stated in this form and I hereby release Green Dance Academy, LLC, their Teachers and/or Assistants for any injury, damage and/or loss that may occur throughout the year. By selecting the "I Accept" checkbox, I am signing this agreement electronically. I agree this electronic signature is the legal equivalent of my manual signature on this agreement. I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be bound by its terms.