



# MARIA'S SCHOOL OF DANCE

Dedicated to Dance Education since 1995

105 E. Grand River

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## STUDIO POLICIES, INFORMATION & WAIVER

**Mission:** *To provide progressive training and performance opportunities to our students in a safe, fun and professional environment where students have the ability to reach their fullest potential.*

*We offer a variety of classes including tap, jazz, ballet, pointe, lyrical, hip hop, contemporary, and acro. Our dedicated instructors and staff work hard to ensure that your dance experience is positive, enlightening and fulfilling.*

### INSURANCE

Maria's School of Dance does not carry medical insurance for its students. It is required that all students be covered by their own insurance policies. If injury occurs, it is understood that the student's own policy shall be the only source of reimbursement.

### REGISTRATION FEES

Registration fees are to be paid with each dancer's registration. A dancer will not be considered "registered" nor will the dancer participate in class(es) until the registration fee is paid.

### CLASS TUITION

Tuition will be calculated for 9 equal payments depending on the number of classes each student/family registers for. Regardless of absences, the monthly payment is expected to be paid in full by the first of each month. For current tuition rates, please review "Tuition Rate Chart". There will be a \$10.00 per month late fee, which will automatically be assessed on the 11<sup>th</sup> of each month. Studio personnel will attempt to collect tuition if it becomes more than one month past due. Failure to pay can result in a child being prohibited from attending class. If there is any balance due by the time of dress rehearsal, students will not be allowed to perform in the recital. If a student drops from a class, the studio MUST be informed in writing, or you will continue to be billed. You will be billed for the entire month of the last class attended, whether he/she attended only one or four classes in that month. If tuition is still unpaid, the entire amount will be assigned to a collection agency.

### WAYS TO SAVE MONEY

- Refer a new student (never previously danced with Maria's School of Dance) that registers for fall classes and waives your registration fee (or credit it to your account). One registration fee will be waived per new student registered. The new student must inform MSD of the referral.
- Multiple class discounts, see "Tuition Rate Chart".
- Unlimited Program, see "Tuition Rate Chart".
- Parents of registered dancers may attend adult classes at half price. (No other discounts apply)
- Pay with Cash, Check or Auto Pay. (Payments made at the desk by credit/debit card will have a processing fee added to their payment)

### PAYMENT

MSD accepts cash, checks, Visa, Mastercard and Discover. **We strongly encourage auto pay.** If you choose to pay by check, please use the payment drop box outside the building and be sure to write the student's name in the memo.

## **RETURNED/NSF CHECKS & DECLINED AUTO PAY**

There will be a \$25.00 returned check fee / declined auto pay payment, regardless of the reason. This will cover our bank costs. Studio personnel will attempt to recover all checks returned non-sufficient funds. However, if payment is not received, returned checks will be turned over to the prosecuting attorney for collection.

## **CLASS SIZE**

In order to guarantee that a class will run, MSD requires a minimum of 5 students per class. If these minimums are not met, it is possible that the class will be combined with one of equal ability or be closed. MSD will make every effort to make sure everyone has an appropriate placement. All classes have a maximum class size, which will vary from class to class depending on the instructor, age and the type of class. A waiting list will be kept for full classes. Students will be notified when spots become available based upon a first come first serve basis.

## **BIMONTHLY NEWSLETTERS**

Newsletters will be made available with upcoming events, schedule changes, new information, and other important information. All students and parents must be sure to read it carefully. It will also be available on our web site, [www.mariasschoolofdance.com](http://www.mariasschoolofdance.com). It is the dancers' and parents' responsibility to acquire a copy of each newsletter, and to make sure they read and understand all of the information. MSD will email newsletters to each family when they are available, as well as have printed copies at the studio.

## **PARKING/ENTRANCE**

Parking is available on the side streets and in the village parking lot behind the studio. Use the Grand St.(Fowlerville Road) or parking lot entrance. Please inform the receptionist if the entrance is icy! The studio will be open at least 20 minutes before the first class of the day. Please only park in designated areas. Do not block our doorway or access to neighboring businesses when dropping off or picking up your child.

## **UNSUPERVISED STUDENTS**

If a student comes from school, a friend's, etc., or stays at the studio between classes, parents MUST make expectations clear with their child. However, if a child decides to go against his or her parents' expectations and chooses to leave or go someplace off limits, MSD cannot and will not be held responsible. It is impossible to monitor all activity inside and out of the doors.

## **DROPPING OFF/PICKING UP STUDENTS**

MSD feels that it would be safest if a parent or guardian enters the studio when dropping off or picking up a student from a class. MSD cannot be responsible for students that are dropped off and never make it to class. This also makes it easier for parents to acquire current newsletters and announcements.

## **WAITING ROOM**

The waiting room can become very crowded and noisy at times. Please keep the noise level to an acceptable limit, as it becomes distracting to instructors in the dance rooms. Please keep walkways clear if your child is playing on the floor. If you have an issue concerning the studio that you wish to discuss, please direct your comments to studio personnel, rather than parents, so that we may answer all of your questions and concerns. PARENTS ARE TO SUPERVISE THEIR OWN CHILDREN. DO NOT LEAVE THEM UNATTENDED IN THE WAITING ROOM FOR ANY REASON. ALL STUDENTS, PARENTS, ETC., ARE REQUIRED TO CLEAN UP AFTER THEMSELVES AND THEIR CHILDREN.

## **CLASS OBSERVATION**

Parents are not allowed in the classrooms. We have installed closed circuit cameras or observation windows. Parents may observe the entire class from the lobby.

## **SNOW OR BAD WEATHER**

The studio will not necessarily close for snow days, regardless of area school closures (many times roads are clear and safe by class time.). If in doubt, call the studio. If classes are canceled, we will post our cancellations on our website [www.mariasschoolofdance.com](http://www.mariasschoolofdance.com) and on Facebook. Please like/follow Maria's Dance. Cancellations will be emailed out as well so be sure your email address is updated. It is the responsibility of parents and students to find out if classes are canceled. Please make sure children know what to do after school (bus, friend's house, etc.) if classes are canceled.

## **DANCE FLOORS**

Dance floors are very expensive and time consuming to clean. **DO NOT** walk on dance floors with street shoes. **DO NOT WEAR DANCE SHOES OUTSIDE.** Aside from ruining the taps, leather, or rubber soles, the dirt they pick up ruins the dance floors. Taps on tap shoes accumulate dirt and finish from the dance floor. Scraping the black buildup off the taps will help us to keep the floors cleaner, longer.

**MAKE – UP CLASSES** will be scheduled for canceled classes if there are two or more cancellations due to weather or if canceled by an instructor. These will be held on weekends. Students and parents will be given at least 10 days notice of all make-ups. If the student cannot attend a make-up class, the instructor will suggest alternate classes that may be attended.

## **CLASS PLACEMENT**

The school faculty meets regularly to discuss the students' progress and/or placement. It is our policy to offer appropriate opportunities to every child. Placement decisions are derived from many years of teaching experience. Often a child is placed in a particular group or class where he or she will feel confident, in order to promote the development of self-esteem. Some dancers who are placed in a higher level become discouraged, only to lose their passion for dance. Others respond to the challenge of being in a class with dancers who are more proficient by pushing themselves to work harder. Placement is highly individual and the factors that go into the decision are complex. Once classes begin, it will be up to the teacher to move students to the appropriate skill level, based on their performance in a class. If a child needs to be moved, the teacher will notify the student/parent and suggestions will be made. If a parent feels a move is necessary, **that request must be made in writing or email to Maria.** She will discuss the requested change with the instructor(s) and then determine if a change is appropriate. **All students that are placed in two levels of the same dance discipline will perform with THE LOWER LEVEL class. In the event the instructor of the higher level class allows the dancer to perform in the higher level class, the student will perform in both classes and be required to purchase a costume for BOTH classes. If a student does not wish to take both classes, they need only to register for the lower level.**

## **ADDITIONAL CLASS FOR TECHNIQUE**

Students wishing to take an additional class for technique **MUST** take a lower-level class. Any requests to take an additional class must go through Maria (in writing). Additional classes cannot be started before October.

## **ADULT DANCERS WITH CHILDREN**

In the event that adults need to bring their children to the studio during their own class, children must remain quietly in the lobby with something to do. They may **NOT** hang out in the classroom.

## **REQUIRED BALLET CLASSES**

All students taking ANY contemporary classes, ANY lyrical classes, or jazz classes level C and higher are required to take a ballet class as well.

## **ATTENDANCE**

Good attendance is imperative! Absences and tardiness can hold back an entire class and the studio cannot jeopardize its responsibility to the rest of the class for one student. Please make every effort to attend every class. If a student will not be attending a class, please inform the receptionist and he or she will let the instructor know. **Students that are unable to attend due to various reasons may attend class via livestream. Pointe classes must be made up in person within 6 weeks of missing. (Pointe dancers may be taken off pointe in recital if missing too many classes. See pointe contract for more details.)**

## **HOLIDAYS**

Holiday closings are listed in the studio's annual calendar and will be announced in the newsletters. We realize many of our students attend different school districts; it is very important that the newsletters are read thoroughly and the white board in the lobby entrance is checked weekly.

## **RECITAL**

The Annual Rehearsal and Recital will tentatively be held at Fowlerville Performing Arts Center (pending contract approval). Rehearsal and recital are scheduled for early June. MSD will announce the confirmed dates as soon as possible. **DRESS REHEARSAL IS MANDATORY. UNDER NO CIRCUMSTANCES WILL A STUDENT BE ALLOWED TO PARTICIPATE IN RECITAL IF THEY DO NOT ATTEND DRESS REHEARSAL.** Mandatory Dress Rehearsal will be held during the last week of recital classes. All dancers are required to participate. There will be **multiple** recital performances, the days and dates are still TBD. All the recital **CLASSES WILL PERFORM IN ONE OR MORE SHOWS.**

## **COSTUME FEES**

All **child size costumes will be \$75.00 each** (not including tights and shoes) and all **adult size costumes will be \$95.00 each** (not including tights and shoes). Costume fees will be added to accounts in November. All costume balances will be due in full by the first week of December. If a costume balance is unpaid beginning December 31, there will be a \$10.00 late fee applied to their costume balance. An additional \$10.00 late fee will be applied on the 30th of each following month until the balance is paid in full. If a child drops a class prior to recital, the costume costs cannot be refunded. Costume companies make costumes to order, and do not accept returned costumes (thus no refunds). We will let the student know when the costume has arrived, so that they may pick it up. Please complete the costume size chart which will be sent home with the dancer in October. Also, please choose the costume size for each class (size charts vary for each costume company). All appropriate size charts will be emailed. Alterations to all costumes are the responsibility of the student. MSD CANNOT GUARANTEE THAT AN EXCHANGE WILL ARRIVE IN TIME FOR RECITAL. Every effort will be made to see that it is received; however, exchanges are based upon the costume company, shipping company etc. If a parent/student chooses to exchange a costume, they will be charged an exchange fee of \$25.00. This will cover manufacturer restocking fees and shipping costs. Costumes will not be delivered to students with a past due balance of any kind. Tuition and costume fees must be current in order to receive a costume. **Recital tights MUST be purchased through MSD** (except for pointe students). Tights cannot be returned or exchanged. Hair will be worn in a bun for all performances.

**Advanced level classes may be required to purchase jewelry for their performance.** If jewelry is required, it will be purchased through Maria's School of Dance. Information will be distributed during class.

## **RECITAL VIDEO FEES**

Artistic Videos, MSD's videographer, will provide each student with a link to the digital download for all recitals. The \$30 per student video fee will be added to each student's account February 1, 2025. These fees must be paid in full by May 1<sup>st</sup>. Students may NOT opt out of this charge. There will not be a late fee assessed until after May 1<sup>st</sup>. Students wishing to purchase DVD's may still do so for an additional cost on their website or at the recital.

## **GROUP PHOTO FEE**

Noreen Owen's Photography, MSD's photographer, has changed their contract for the upcoming 2025 recital year. Each dancer will be charged a group photo fee of \$11.00 per performance dance. (Opener and closer may be one or two separate photo fees depending on the costume for that year.) Every dancer will receive a 5 x 7 print of each group number they are in. This fee will be applied to accounts on April 1<sup>st</sup>, these fees must be paid in full by May 1<sup>st</sup>. Photos can be picked up at the studio when individual pictures are ready.

## **PRACTICE WEAR / REQUIRED SHOES**

### **Ballet:**

- **Girls:**
  - All ballet classes Primary 2 and higher are required to wear black leotards (any style) and pink ballet tights. Ballet skirts are NOT allowed at this level.
  - Ballet classes from Pre-Ballet to Primary 1 may wear any color leotards and ballet skirts.
  - Preferred ballet shoe (required for Primary 2 up) ***Capezio Hynami pink split sole canvas***
  - All ballet classes - hair must be in a tight bun, and out of the dancer's face.
- **Boys:**
  - Black tights, jazz pants, leggings, or shorts and white shirt. (The tighter fitting the better, so that students' posture can be observed and corrected if necessary.)
  - Black ballet shoes.

### **Tap:**

- **Girls:**
  - Appropriate dancewear. Leotard, tights, shorts, leggings. Please no pants longer than capri length.
  - Tan tap shoes for beginning through Level D classes.
  - Level E and up need black jazz tap shoes. Preferred are the Jason Samuels or Miller and Ben.
  - MSD will be sending out a Miller and Ben order in August. Please contact the studio for information.
  - NO BOLTED ON TAPS! Taps should be screwed on for good sound.
  - Hair must be up out of face.
- **Boys:**
  - No jeans. Shorts preferred. Leggings or snug fitting sweats permitted. (Want to see feet.)
  - Black tap shoes. Black tap shoe information will be emailed out in August.

## Contemporary, Lyrical, Jazz, & Hip Hop:

- **Girls/Boys:**
  - Appropriate dancewear. No pajama pants. Fitted clothing preferred.
  - Shoes will be determined by instructor.
  - Hair must be up out of face.

## STUDENT BEHAVIOR

All students are to conduct themselves properly before, during and after classes. Each student is expected to conduct themselves in an acceptable manner at all studio functions, recitals etc. Any student that fails to follow class, teacher and studio expectations may not be allowed to attend classes. Any student using profane language, displaying inappropriate behavior, disrespecting studio personnel or volunteers may be immediately dismissed from the studio permanently and without refund.

## WAIVER AND RELEASE OF ALL CLAIMS

### READ THE FOLLOWING CAREFULLY BEFORE REGISTERING

#### Agreement:

1. I hereby assume the risk for any injuries, illnesses or conditions that I may sustain in the pursuit of the activities engaged in at or with Maria's School of Dance while at any and all locations or events. I do hereby remise, release and forever discharge Maria's School of Dance from any and all actions, suits, damages, claims or judgments that may result from any personal injury I may sustain involved in activities or events provided by or sponsored by Maria's School of Dance.
2. By enrolling in or participating in class(es) at Maria's School of Dance, I certify that I am cognizant of all of the inherent dangers of dance/acro classes and of the basic safety rules for activities connected therewith. I am fully aware of and appreciate the risks, including the risk of catastrophic injury, paralysis, and even death, as well as other damages and losses associated with participation in dance/acro activities and events. I understand that it is not the purpose of any of these classes to teach safety rules, nor is it the function of the instructors to serve as the guardians of my safety. I also understand that I am to furnish my own equipment as needed and I am responsible for its safety and good operating condition regardless of where I obtain it.
3. I understand and agree that neither this school nor its owners, operators, agents or instructors may be held liable in any way for any occurrence in connection with dance/acro/tumbling which may result in injury, death or other damages to me, to my child, or my family, heirs or assigns.
4. In consideration of being allowed to enroll in dance/acro class(es), I hereby personally assume all risks in connection with the class(es) and I further release the officers, agents, instructors, school, employees and operators, for any injury or damage which may befall me while I am enrolled as a student of the school or participating in events sponsored by the school, including all the risks associated therewith, whether foreseen or unforeseen; and further to save and hold harmless the school, its owners, officers, agents, instructors, staff, employees or operators, as well as the owners or operators of any premises used for any such activities, from any and all claims by me, by my child, or my family, estate, heirs or assigns, arising out of my or my child's enrollment and participation in these classes or activities.
5. I fully understand that Maria's School of Dance staff members are not physicians or medical practitioners of any kinds. With the above in mind, I hereby release Maria's School of Dance staff members to render temporary first aid to me or my child in the event of any injury or illness, and if deemed necessary by the staff to call our doctor and to seek medical help, including transportation by a staff member and/or its representatives, whether paid or volunteer, to any health care facility or hospital, or the calling of an ambulance for me or for said child should the staff deem this to be necessary.
6. **WAIVER/RELEASE FOR COMMUNICABLE DISEASES INCLUDING COVID-19: In consideration of being allowed to participate on behalf of Maria's School of Dance and related events and activities, I acknowledge, appreciate and agree that participation includes possible exposure and illness from infectious diseases including but not limited to MRSA, influenza and COVID-19. While particular rules and**

personal discipline may reduce this risk, the risk of serious illness and death does exist; I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility for my or my child's participation. I willingly agree to comply with the stated and customary terms and conditions for participation regarding protection against infectious diseases. If, however, I observe any unusual or significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the nearest instructor/owner immediately. I, for myself and for my child, and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS Maria's School of Dance, its owners, officers, agents, instructors, staff and/or employees as well as other participants, property owners or lessors for premises used to conduct any events ("RELEASEES") with respect to any and all illness, disability, death or loss or damage to any person or property, including myself and/or my minor child(ren), whether arising from the negligence of Releasees or otherwise, to the fullest extent permitted by law.

7. I further affirm that:

- a. I now have and will continue to provide proper hospitalization, health, and accident insurance coverage which I consider adequate for both my child's protection and my own protection;
- b. I am (1) of lawful age and legally competent to sign this affirmation and release, or (2) that I am the legal guardian of the child named in this release and have authority to sign this release on his/her behalf; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document as my own free act;
- c. I have fully informed myself of the contents of this affirmation and release by reading it before I signed it. I assume my own responsibility of physical fitness and capability to perform under the normal conditions of these classes, and I am physically fit as attested to.

**THIS IS A RELEASE; READ COMPLETELY BEFORE REGISTERING!**

Indemnification and Hold Harmless for Minor Claims: As legal parent or guardian of this minor child, I hereby verify by my signature below that I fully understand and accept on my child's/ward's behalf each of the above conditions for permitting my child/ward to participate in classes, events, competitions and activities conducted by Maria's School of Dance. This certifies that I have read and explained the provisions in this waiver/release to my child/ward including the risks of presence and participation and his/her personal responsibilities for adhering to the rules and regulations for protection against communicable diseases. Furthermore, my child/ward understands and accepts these risks and responsibilities. I, for myself, my spouse and my child/ward do consent and agree to his/her release provided above for all Releasees, and myself, my spouse and my child/ward do release and agree to indemnify and hold harmless the Releasees for any and all liabilities incident to my minor child's/ward's presence or participation in any and all activities as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE, to the fullest extent provided by law.