



POLICIES & PROCEDURES

_____ **Registration:** Registration is required for all classes, performing groups, camps, and preschool. There is a non-refundable registration fee of \$35 for an individual or \$50 per family due at the time of registration. A child will not be added to a class roster until payment is received. The registration fee is assessed on an annual basis every August.

_____ **Tuition/Payment:** Tuition is due by the 1st of each month. Tuition will be processed via monthly automatic payments on a valid credit or debit card on the 1st of each month. Cash & Check are also accepted. All credit or debit card payments *not* on auto pay will be assessed a \$5 monthly transaction fee. If tuition is not received by the 5th of the month, we will process the credit card on file for the amount due plus a \$15 late fee. There will be a \$25 fee for declined credit card payments or returned or canceled checks. **Monthly tuition remains the same each month regardless of breaks, holidays, illness, personal vacations, or any other reason for missing a class.**

_____ **Non-Payment:** If tuition payments are not up to date, your child will not be able to attend class until tuition is current. Also, costume fees, convention fees, and competition fees not paid in full by deadlines given, will result in your child not being allowed to compete or receive their costume.

_____ **Class Withdrawal:** There is a 30 day written notice required for all class withdrawals. A class withdrawal form must be filled out and returned to the front desk. If we do not receive 30 days notice, you are still responsible for next month's tuition and costumes are forfeited. **Registration, tuition, and costume fees are non-refundable.**

_____ **Attendance/Make-Up Classes:** To ensure the best experience for all of our students in each of our programs, we ask that you arrive on time to class. We will begin class at the designated start time and if a child is tardy, we may have that child sit out of class. If a child misses more than 3 classes without written notice, we reserve the right to withdraw that child from class. Make up classes must be completed within the month that the class was missed. Please stop by the front desk to find the make-up class option available for the missed class.

_____ **Teacher Substitutes:** The need may arise that a substitute will be required. We will provide an appropriate substitute for the class. If for some reason a substitute cannot be arranged, we will cancel the class and notify you as soon as possible. We will provide a make-up class or an account credit for the cancelled class.

_____ **Parent Responsibility:** It is the responsibility of the parent or student 16 or older, to be aware of all dates for studio closures, performances, rehearsals, service projects, class changes, or other events that we may be sponsoring or participating in. We will post notices at the studio, send communication home with your child, and email you when necessary. **It is your responsibility to make sure we have your current email, phone number, and address.** You can make any updates at the front desk or online.

_____ **Class Schedule/Breaks:** The Gilbert location follows the Gilbert Unified School District calendar for breaks and Holidays, and the Mesa location follows the Mesa Unified School District calendar. Both studios will have a one-week break in October and March and a two-week break in December. Select holiday breaks will also apply.

_____ **Drop Off/Pick Up:** We ask that parents of children under 10 years old walk their child to class. We have seating in our lobby areas to wait while your child is in class. We do ask that if you have a child younger than 6 years of age that

you either remain in the complex or ensure we have a cell phone number to reach you should the need arise. **We do not provide care for children before or after class, so please make sure that your child is picked up promptly at the end of their class.**

_____ **Dress Code:** Proper dance attire and shoes are required, with the exception of the following: **no halter tops, bra tops, cut off leotards, anything that would show midriff.** T-Shirts can be worn as long as they do not have inappropriate sayings, slogans, or designs on them. Tights, leggings, shorts, etc need to fit properly and not be altered to be too revealing. We recommend that dance shoes not be worn while walking to and from the studio, in order to keep the shoes in good condition.

Ballet: Dancers are required to wear a black leotard, pink tights, and ballet shoes for all ballet classes. Hair needs to be pulled back and off the neck for ballet, and it is recommended that it be the same for all classes.

_____ **Release of Liability:** I, for myself, my heirs and assigns do hereby release, absolve, indemnify, and hold harmless INSPIRE Entertainment LLC and its staff, volunteers, and other officials from any liability, now or in the future, occurring on or around studio premises, or any function held at other locations in connection with performances, events, or activities in which the student named below is/are enrolled and participating in. I declare that the student named below is in good health, and can participate in dance and music classes, performing groups, and performances. Given the nature of music theatre performance and dance movement, I understand that injuries may sometimes occur. I understand, acknowledge, and accept those risks and agree to release and hold harmless INSPIRE Entertainment LLC and anyone involved and/or associated with INSPIRE Entertainment LLC. Parents and/or legal guardians of minor students, and adult students all waive the right to any legal action. In the event of any emergency or injury, I give permission for the studio to secure medical care if I cannot be reached. I understand that I will be responsible for any medical charges that should occur and agree that INSPIRE Entertainment LLC, staff or volunteers, shall not be liable for any of these charges.

_____ **Photo Release:** INSPIRE Entertainment LLC is hereby granted permission to take photographs of the students to use in marketing and promotional materials the studio creates. Permission is also hereby granted for the studio to copyright such photographs in its name.

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

Student's Name

Parent Signature (if under 18)

Date



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