

St. Augustine Dance Conservatory - Studio Policies

> This information is found and agreed upon through the online registration for or Parent Portal

> Updated July, 2017

Release of Liabilities

1. As the legal parent or guardian, I release and hold harmless St. Augustine Dance Conservatory and S & L Dance Corporation, dba: The Perla Ballet, its owners, operators, and board of directors from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, or injury, including death, that may be sustained by the participant and/or the undersigned, while in or upon the premises or in route to or from any of said premises. I understand that appropriate physical contact is required during the instruction of dance & tumbling and I give permission for instructors to make appropriate physical contact with me or my child for such instruction. I understand that dancing, dance activities, tumbling & fitness are potentially dangerous activities & I accept full responsibility for entering into said activities. I understand that physical exertion is a natural part of dancing, tumbling, and fitness and that I have been advised to consult my personal physician prior to beginning any physical activity.

2. Medical Emergencies: As the legal parent or guardian, I give permission to KLC Enterprises, Inc, dba: Impact Dance of Atlanta & Impact Dance & Performing Arts Center, its owners and operators to seek medical treatment for the participant in the event they are not able to reach a parent or guardian. I hereby declare any physical/mental problems, restrictions, or conditions and/or declare the participant to be in good physical and mental health.

3. Photo and Video Release: All photos & videos & choreography remain the exclusive property of St. Augustine Dance Conservatory and S & L Dance Corporation, dba: The Perla Ballet and may not be used without explicit written permission from Lori Ladwig.

4. I give permission for St. Augustine Dance Conservatory and S & L Dance Corporation, dba: The Perla Ballet to take photos and or videos of St. Augustine Dance Conservatory and S & L Dance Corporation, dba: The Perla Ballet classes, rehearsals and/or performances, including dancers of St. Augustine Dance Conservatory and S & L Dance Corporation, dba: The Perla Ballet in costumes of me or my child while participating in St. Augustine Dance Conservatory and S & L Dance Corporation, dba: The Perla Ballet activities for promotional purposes. I understand that I am giving permission to use these photos and/or videos for publishing use, in printed or electronic format without receiving any monetary compensation whatsoever.

Tuition and Fees

To register and hold class placement, the following fees are due at the time of registration: full Registration Fee, August Tuition, Spring Production Fee. No placement is held without payment. These fees are 100% non-refundable even if a family drops before attending any classes.

By registering at St. Augustine Dance Conservatory and S & L Dance Corporation, dba: The Perla Ballet you are agreeing to the payment terms for all tuition and fees. You can pay at the front desk of the studio with cash, check or debit/credit card. Please be sure you have your payments made in full to avoid late fees.

1. **Registration Fee: \$25 per student or \$40 per family. This fee is 100% non-refundable even if a family drops out before taking a class. St. Augustine Dance Conservatory uses age & skill set as placement into classes.**
2. **Tuition: Is based on the number of hours a dancer or family takes during the course of a week. The school year will consist of 10 months of classes lasting August through May. Tuition is calculated based on the number of dance weeks available during this period & not the number of months. Tuition is the same rate each month regardless of the number of weeks in that month. For example, you don't pay more during a 5-week month than a 4-week month. Due to vacations & holidays some months have as few as (3) three weeks others have as many as (5) five. Tuition rates are posted online. Discounts are applied manually by the staff.**
3. **Company Membership Fee: \$125 per student. Students are accepted into the company via audition or invitation by the director.**
4. **Costume Fee(s) Students will have a costume fee associated with the annual spring performance gala (recital). All students participate in the gala. There is a fee of \$70 per class style, per student. Classes not incurring a costume fee are required to purchase specific items either on-line or locally. Classes may not have multiple costume fees, such as a ballet level that has multiple classes per week. Costume fees are due in installments:
1st Costume Fee - Due October 1st
2nd Costume Fee - Due November 1st
Costume Fee Balance - Due December 1st**

The manufacturers require full payment at the time the order is placed. Students changing classes after costume orders are placed with the manufacturer will have to purchase an additional costume and be charged a \$15 administrative & shipping fee. The manufacturers do not allow changes or cancellations to any order at any time. Students registering after costumes are ordered must check availability prior to registering. Students registering after costumes are ordered may have a "rush" fee required by the manufacturer. There may be extra fees for dancers needing specialty sizes, such as XXL, because the manufactures charge more for those costumes. There are NO refunds for costumes. All account must be completely up to date & paid in full before any dancer is given possession of any & all costumes.

5. **Production Fee(s): \$45 Nutcracker Fee, 25\$ Spring Production Fee.** Students or classes that are not selected to be in The Nutcracker do not pay the Nutcracker Fee. Payment covers the expense of the respective productions, such as technical staff, security staff, printing of all programs and materials, SADC staff. Tickets to the production are the responsibility of each patron. If a dancer is in multiple shows, separate tickets are needed for each show. Ticket sales are necessary to cover the high expense of theatre rental space and all of the fees charged by the facility.
6. **Late Fee: \$25** is applied when payments are not RECEIVED on or before the 15th of the month, regardless of when the tuition is due (tuition is due at the time of the first class of each month for the student). Each month incurs a separate and additional late fee. Late fees WILL NOT be removed upon payment.
7. **Payment Denial Fee: A \$30.00** charge will be applied for each transaction that is denied by the account holder's bank or credit/debit company.
8. **Statements:** You will be receiving a statement from our office for your account by email. You may check your account online at any time by logging into our parent portal. If at any time you would like a printed statement of your account you may request one.
9. **Cancellation/Withdrawal Policy:** In order to keep your account accurate, we must be notified in writing when you wish to drop a class or change your schedule in any way. To officially withdraw from any class, a family must submit the request in writing, with at least 15 days' notice. No student is considered officially withdrawn until the request has been submitted in writing. Until that occurs, the charges will continue to be applied to your account. Students who simply stop showing up for class will continue to be billed until we are notified in writing. Students withdrawing in the middle of a month will not receive any refund. Students not withdrawing BEFORE the 1st of a month WILL be billed for that month's full tuition rate.

Refunds and Credits

1. **Classes with insufficient registration will be cancelled without prior notification.** St. Augustine Dance Conservatory and S & L Dance Corporation, dba: The Perla Ballet will provide a full refund of unused fees, if the class is canceled by the studio and cannot be rescheduled.
2. **All registration fees, tuition fees, and annual one-time fees are 100% non-refundable** even if a child drops out before attending a class.
3. **Refunds are not given for classes missed due to short or extended illnesses, short or long-term physical injuries and personal commitments.** Classes may be made up by taking another class of the same skill set. If there are extenuating circumstances, please contact the office.

Student and Parent Conduct

- 1. Student Behavioral Policy:** Disruptive or rude behavior will result in being asked to leave class. Parents will be notified via telephone & will need to pick up their dancer immediately. Consistent disruptive or rude behavior can result in suspension. No refunds of any kind are given. Dance requires discipline and self-control.
- 2. Parent Behavioral Policy:** Cell phones are not permitted in the dance studios - please do not use any cell phones during observation week. Parents and Guardians are expected to set an example and conduct themselves at all school related events and in all school related materials in a manner that reflects positively on SADC, it's staff, the other parents and students. Parents and Guardians commit to not embarrass themselves, their child, or SADC by derogatory statements toward students, parents, or staff, or otherwise acting in a manner detrimental to themselves or the studio.
- 3. Please note that St. Augustine Dance Conservatory and S & L Dance Corporation, dba: The Perla Ballet may prosecute, to the fullest extent of the law, any individual who chooses to steal from other people or from the studio.**

Schedule Policies

- 1. Missed Classes:** (see Refunds & Credits) St. Augustine Dance Conservatory and S & L Dance Corporation, dba: The Perla Ballet follows the St. John's County Public School District master calendar. We may not be closed for all St. John's County holidays, such as teacher work days (see Master Calendar on the "For Parents" page on the SADC website). SADC follows the St. John's County Public School's decisions on closing for weather related emergencies.
- 2. Block Out Weeks:** the productions take an immense amount of effort by all parties and include many moving parts. AS a result, rehearsals are VERY important. The three weeks prior to the productions, including the week of the productions, are considered Block Out Weeks where students are not excused from the rehearsals that are scheduled; some rehearsals for the advanced levels will be scheduled on weekends. Absences during these Block Out Weeks are by approval of Lori Ladwig.

Email Opt-In

- 1. For your convenience and speed of communication, we will communicate through emails as much as possible. By submitting this form, you are authorizing SADC to save a few of our trees by utilizing email to send statements, newsletters and updates.**