



Handbook of Policies and Procedures
for Parents and Students

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1. Introduction

It's our absolute pleasure to warmly welcome you into our family at Dance Your Dreams! Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of queries you may have before the year begins. While we would love for you to take the time to read this information carefully and keep your handbook in a safe place to refer to as you need, don't forget that our friendly office staff are always here to help and will happily answer any queries you may have. Nothing is too big or too small, we promise!

QUICK REFERENCE STUDIO CONTACT INFORMATION

Address: 340 Morgantown Road, Suite 3, Reading, PA 19611

Phone Number: 484-254-6551

Email: office@danceyourdreams.studio

Website: www.danceyourdreams.studio

Owner/Director: Laura Adams

Office Manager: Ali Ziegler

2. Studio Mission Statement

To start us off, it's important to us at Dance Your Dreams that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the directors, teachers and staff members at our studio, and it is the driving force behind every interaction with our students and their families.

Dance Your Dreams is a place where kids of all ages, shapes, and sizes learn to dance and perform. This is a studio where creativity, individuality and self-expression are encouraged and has a community of teachers, students and families who are passionate about the performing arts. Our goal is to create a positive and happy experience for all our students. We strive to nurture and develop talent, celebrate the achievements of all students, and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

We are **committed** to our students to help them grow not just as dancers, but as good people. We **embrace individualism** by observing and learning from one another to trust that our differences and diversity create strength and beauty. We **focus on confidence** where we help our dancers speak of themselves with respect, celebrating the grace and power that our bodies and minds give us. We **share a common passion** for teaching where dancers learn not only from us, but from each other, to help share knowledge to build solid foundations. We are **inspiring bigger dreams, every day!**

3. Registration

Before lacing up those jazz shoes, it's important that all students and/or parents – whether returning or new – read through this handbook in its entirety. This information includes our policies and procedures, media release form (so we can show off photos and videos of our amazing dancers in and around the studios), and participation waiver. We require the form on the last page of this handbook to be electronically signed and returned prior to starting classes.

Our annual registration fee is \$20 per student and must be paid in full prior to the start of classes. Make sure you get your payment in via Credit Card, Cash or Check as failure to pay your registration fee in time may result in losing your place in the class.

It is of utmost importance that your contact information in your Parent Portal including your phone number, email address, and mailing address remain updated at all times. Email is DYD's primary method of communication so a valid email address must stay on file. Please refer to this video here - [Parent Portal Tour Video](#) - to learn all about your Parent Portal features and how to update your information!

An emergency contact is required to be listed on your account. This emergency contact may not be the main parent listed on the account. If mom's information is listed as the parent on the account, please list someone like dad, a grandparent, or another trusted family member/friend should be listed.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate free trial classes for existing students who are wanting to try something a bit different. Please contact our front desk via email if you would like to try a new class and we will happily schedule a free trial week (provided the classes have not reached capacity) to try before you buy!

**** REMINDER **** Don't forget - if you refer a friend or family member to enroll at the studio by September 15th, you'll both only pay a \$5 registration fee for the whole year! That's a discount of over 80%, so don't miss this chance to bring your friends. (If you've already paid your registration fee, you'll get a \$15 account credit). If you refer THREE students to register at DYD within a season, a 10% discount will be applied to your total remaining tuition balance after those three students register and make their first payment.

4. Communication

By now, you have probably noticed that we are BIG on communication here at Dance Your Dreams. It is our promise to respond to all enquiries within 48-business hours and we will never leave a query unanswered. Our friendly office staff can be contacted by phone at 484-254-6551 Monday through Thursday from 5-8pm. These hours and email response times are maintained during our regular dance season (end of August through the beginning of June) and vary during Summer and holidays.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are of course happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address - office@danceyourdreams.studio - to your contacts so we don't end up in the dreaded Spam folder!

We are also proud to provide you information round-the-clock via our communication app, BAND. You can download the BAND app at <https://band.us/n/acad51i2XaE8V>. Just follow the prompts to install our app on your mobile device and you'll receive alerts as they happen!

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an email and text message to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date. Additional family members/contacts can also receive this information. Contact us to find out how!

If a class needs to be canceled due to weather, please check your email, text messages, BAND, social media, WFMZ, DYD's website, and your Parent Portal for full details! We do not follow any school closings for snow days. Dance Your Dreams will make a final call about closing by 3:30 pm. Please always use your best judgement about your specific area before bringing your dancer to class.

Social media is a great way for us to keep in touch with a large number of people at once, so we encourage all families to follow us on Facebook and Instagram. Not only will we post important dates like studio closures, registration dates, events etc. but we will also post pictures and videos from inside the studio! This is always exciting to see for the parents and students!

We always display important information, dates, and studio details on our digital bulletin board on our website and the bulletin board outside of the studio, so please have a quick look on our website anytime or when dropping off and picking up your dancer in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification, please don't hesitate to email us at office@danceyourdreams.studio or call us on 484-254-6551 to chat with one of our helpful team members. In person meetings can be scheduled via your Parent Portal if you need to speak to someone from the studio in person.

5. Important Dates

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organized and ready for you so you can plan other commitments. Below we have listed some of our most important "Save the Dates" with more information (including times, costumes, requirements, etc.) to be communicated as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let us know at your earliest convenience.

Date	Event	Description
7/26/2021	Fall Semester Registration Begins	Register for the 2021 Fall Semester today!
8/30/2021	First Day of Fall Semester Classes	2021 Fall Semester Begins
9/06/2021	Labor Day	No Classes - DYD is CLOSED for holiday
10/11/2021	Columbus Day	DYD OPEN for all regularly scheduled classes
10/16/2021	Mohnton Halloween Parade	DYD invites all students to participate in the Mohnton Halloween Parade with us! Watch your email, Parent Portal, etc for full details
10/25/2021 - 10/28/2021	Halloween Week	Dancers are invited to wear Halloween costumes to class all week!
11/15/2021	Winter Recital Costume Fees Due	Winter Recital Costume Payments Due - Costumes not paid by this date will have card on file automatically processed.
11/24/2021 - 11/25/2021	Thanksgiving Break	No Classes - DYD is CLOSED for holiday, Happy Thanksgiving!
12/06/2021	Spring Semester Registration Begins	Registration for 2022 Spring Semester opens for current students!
12/06/2021	Winter Recital Tickets On Sale	Tickets for DYD's 2022 Winter Recital go on sale today! Watch your email, etc for full details
12/27/2021 - 1/02/2022	Christmas Break	No Classes - DYD is CLOSED for holidays, Merry Christmas & Happy New Year! Classes resume January 3rd!
1/13/2022	Last Day of Fall Semester	Have you registered for the 2022 Spring Semester yet?

1/14/2022	Full Dress Rehearsal	Winter Recital Rehearsal at Venue (MANDATORY) - Watch your email, etc for full details
1/15/2022	Winter Recital	Winter Recital – Watch your email, etc for full details
1/16/2022 – 1/23/2022	Winter Break	DYD is CLOSED
1/24/2022	First Day of Spring Semester Classes	2022 Spring Semester Begins
2/21/2022	Presidents' Day	DYD OPEN for all regularly scheduled classes
3/10/2022	Summer Recital Costumes Fee Due	Summer Recital Costume Payments Due - Costumes not paid by this date will have card on file automatically processed.
4/24/2022	Easter Break	Easter Monday – No Classes (Possible Snow Make Up Day)
4/15/2022 – 4/24/2022	National Dance Week	Watch your email, etc for full details
5/02/2022	Summer Recital Tickets On Sale	Tickets for DYD's 2022 Summer Recital go on sale today! Watch your email, etc for full details
5/23/2022 – 5/26/2022	Picture Week	Class and individual pictures to be taken during normal classes this week!
5/30/2022	Memorial Day	No Classes - DYD is CLOSED for holiday
6/4/2022	Semi-Dress Rehearsal for Summer Recital	Semi Dress Rehearsal at DYD (MANDATORY) - Watch your email, etc for full details
6/09/2022	Last Day of Spring Semester	Have you registered for the 2022 Summer Sessions yet?
6/10/2022	Full Dress Rehearsal for Summer Recital	Full Dress Rehearsal at Venue (MANDATORY) - Watch your email, etc for full details
6/11/2022	Summer Recital	Summer Recital – Watch your email, etc for full details

6. Code of Conduct

To ensure the smooth, safe running of Dance Your Dreams and an enjoyable experience by all, below you will find our Code of Conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please contact us to discuss further. Following a formal meeting, we do reserve the right to take disciplinary action on or dismiss any students or parents who breach our studio's Code of Conduct.

Families who do not comply with their fees or other payment obligations may be charged a late fee, and/or excluded from performances. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid account balances. External debt collection may occur when fees remain overdue and this will be at the expense of the client.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through the front desk. All parents must wait in the lobby area or outside of the studio until classes have been dismissed.

Bathrooms are to be used before and after class only, except for emergencies. We encourage parents to have dancers use the restroom prior to class. All dancers in Creative Movement, Lil, and Beginner levels are required to use the restroom prior to class to avoid as many class disruptions as possible.

Dancers are not permitted to have cellphones during class, unless previously discussed and approved. Any emergency communication should be discussed with the front desk and we will handle the situation quickly.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is dropped off and picked up on time. Dancers are not permitted in the studio until five minutes prior to their class beginning and should be picked up immediately after their class ends. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation for late arrival or late pick up so we can keep the teacher up-to-date or your child calm and safe until they can be collected. Please remember that we are not babysitters. A \$1.00 per minute charge for babysitting will be added to your account if your dancer is dropped off early or picked up late from class without notice. Any questions or complaints must go through the front desk or via email – parents and students are not permitted to contact Dance Your Dreams' teachers or staff via personal phone, in person, personal email, or social networking with studio issues unless it has been broached with the director first. Personal meetings with the studio director can happily be arranged via the front desk or email.

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the director. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Dance Your Dreams takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

Dance Your Dreams reserves the right to change teachers or class times, when necessary, at any time throughout the year. Dance Your Dreams also reserves the right to cancel any class due to low enrollment.

Choreography, costuming, and studio policies remain the intellectual property of Dance Your Dreams and may not be reproduced or sold by any students, parents or staff without permission of the director.

7. Class Descriptions and Dress Codes

Acro-Acro/Tumbling: Class helps to develop courage, strength, stamina, coordination, flexibility of all parts of the body, jumping abilities, and grace. Each class will focus on developing flexibility, balance, muscle control, discipline and concentration. This class focuses on fundamental acrobatic technique, teaching many different skills. All precautions for safety are taken into account with proper explanations, demonstrations, equipment and assistance.

Dress Requirements: A leotard is required. Tights are preferred. Bottoms are permitted. No tops are permitted.

Ballet: Known for helping dancers increase body control, balance, agility, and core strength, Ballet is an essential cornerstone in a dancer's training. A solid foundation in Ballet actually helps dancers perform better in other styles. Classes contain both the Italian Cecchetti Method, (focused on smaller, more delicate and precise movements with emphasis on body control), and the Russian Vaganova Technique, (specializing in grander, more expansive movements).

Dress Requirements: A leotard and tights are required. No tops or bottoms are permitted. Skirts are permitted. Pink Ballet shoes are required.

CheerDance: This high energy class will help you learn how to work as a team. The class will focus on correct arm placement, proper execution of jumps, tumble skills and stunts. Dancers will work on strengthening the entire body while learning about the different safety precautions that should be used while cheering. All safety precautions are taken including use of mats and stunt helping.

Dress Requirements: A leotard and tights is recommended. Bottoms are allowed. No tops or skirts are permitted. Jazz shoes or sneakers that have not been worn outside are permitted for class. ALL white sneakers are required for Recital.

Contemporary: Contemporary explores moving the body, especially the spine, in ways different from more traditional styles. The class teaches dancers to ground themselves and adjust their weight placement to use the floor in a whole new way. Both fluid and sharp movements are found in this

barefoot style of dance, which can express a message, story, emotion, mood, or feeling through movement. ****JAZZ OR BALLET IS REQUIRED TO TAKE THIS CLASS****

Dress Requirements: A leotard and convertible/footless tights are required. Tops and bottoms are permitted, at the discretion of the instructor. Tan canvas half soles are required.

Dance Theater: This class combines the artistic worlds of Theater and Dance, teaching dancers how to tell a story, play a character, and convey moods, feelings, and emotions through dance.

****JAZZ IS REQUIRED TO TAKE THIS CLASS****

Dress requirements: A leotard and tights are required. Bottoms are allowed. Tops are not permitted. Tan Jazz shoes are required.

Hip Hop: This ultimate high-energy class infuses the most modern styles of dance including old and new urban, street, breaking, popping, and locking. During class, dancers will step outside of the box and will use their own personality and style to make movements and combinations their own. Dancers will be working on strength and stamina to master basic steps through intense combinations.

Dress Requirements: Loose fitting clothes are permitted. Black sneakers are required.

Jazz: This high energy class combines a lot of movement with the discipline of technique. We will focus on isolations of the body, improving performance quality, and complex rhythms and patterns. Dancers will learn various styles of Jazz such as Broadway, Street, and contemporary to grow as a well rounded dancer.

Dress requirements: A leotard and tights are required. Bottoms are permitted. No tops permitted. Tan Jazz shoes are required.

“Lil” Levels: Class is meant for dancers ages 3 years old through 4 years old. We will be working on developing or enhancing listening, social, and motor skills through movement. We combine many activities to keep the interest of the dancer and teach the fundamentals.

Dress Requirements: Dance clothes, such as a leotard and shorts, are preferred. Comfortable clothes such as cotton shorts and a t-shirt are permitted for class. No jeans are permitted. Lil Ballet/Tap: Pink Ballet shoes and black tap shoes are required. Lil Hip Hop: Any sneakers that have not been worn outside are permitted for class, but ALL black sneakers are required for Recital. Lil Acro: No shoes are needed and tights, if worn, should be footless.

Lyrical: Lyrical is a combination of Ballet and Jazz where you can learn how to make the body flow and connect from movement to movement. Learn to portray true emotions through the body, face, and use of musicality. With progression of the class, we will emphasize music lyrics while telling a story with fluid movement. ****JAZZ OR BALLET IS REQUIRED TO TAKE THIS CLASS****

Dress Requirements: A leotard and convertible/footless tights are required. Tops and bottoms are permitted. Tan canvas half soles are required.

Tap: Using foundations from all forms of dance, tap is created by a mixture of Ballet and Jazz movements and Tap sounds. In this class, dancers will learn everything from basic to complex steps

and how to put those steps together to create a variety of unique and fun beats with or without music. We will explore both rhythm and Broadway styles.

Dress requirements: A leotard and tights are required. Bottoms are permitted. No tops permitted. Black Tap shoes are required.

Creative Movement: Class is meant for dancers ages 18 months through 3 years old. We will be working on developing or enhancing listening, social, and motor skills through movement. We combine many activities to keep the interest of the dancer and teach the fundamentals.

Dress Requirements: Comfortable clothes such as cotton shorts and a t-shirt or dance clothes, like a leotard, are permitted for class. No jeans are permitted. No shoes are needed for this class. Tights, if worn, should be footless.

Other Dress Requirements are as follows:

- Dancer's hair must be pulled up and out of face at all times.
- Form fitting two piece outfits (sports bra/crop top and booty shorts) are permitted in replacement of leotard for any class.
- Any clothes permitted over top MUST be form fitting for safety concerns.
 - Any clothes permitted over top are always at the discretion of the instructor. If it is not permitted, it is due to safety concerns.
- No jeans are permitted at any time for any class.
- No sneakers that have been worn outside are permitted for class use. Please have a separate pair specific to dance.
- Jewelry of any kind is not permitted to be worn in any class with the exception of stud earrings.

8. Safety

Dance Your Dreams is very serious about the safety of our dancers. Please be sure to read this entire section and ensure that all safety protocols are being followed by dancers, parents, and anyone involved with your dancer's journey through dance.

As part of your registration, you will have read and signed a multimedia waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you.

We have a number of CCTV cameras that allow us to monitor the classrooms from our front desk at all times for safety and security reasons. These cameras also live-stream to our lobby TVs. Parents are welcome to watch your dancer's class from anywhere via our Watch Me Grow camera system from a mobile device or computer. An account will need to be requested and approved by the DYD staff. This ensures only parents/approved family members of our current dancers have access. Our staff will then give you access to the correct camera, classroom, and day/time for your dancer.

All of our teachers and staff members have undergone official checks allowing them to work with children.

Classroom Safety: Our classrooms and locker rooms are not play areas. Our equipment is not used for play and requires careful supervision. Only dancers enrolled at DYD are permitted inside the classrooms during their designated class(es) time(s) only. No parents or siblings are permitted inside of classrooms or locker rooms at any time for any reason. Please do not allow dancers inside classrooms unless their instructor is present or they have been given special permission. No running, horseplay, foul language, or other disruptive behavior will be tolerated from dancers in class. Please encourage your dancers to be respectful of their instructors and their peers. If a dancer cannot follow this, DYD instructors reserve the right to remove them from class. Only water and sports drinks are permitted in the classroom in water bottles able to be sealed. No food or other beverages are permitted in the classrooms.

Lobby Safety: DYD provides a waiting area for one parent to accompany dancers, if needed. Please keep in mind that DYD offers a live-stream of all classrooms to watch your dancers' classes from anywhere on any device with an internet connection and we highly recommend this due to our small lobby size. We expect good manners and respectful behavior to be used in, around, and out of the studio. No furniture or any items in the lobby should be moved at any time. Our chairs are not a foot rest nor climbing equipment. Siblings and additional family members are not permitted unless prior approval has been given. Additional noise from cell phones like phone calls, games, or videos is not permitted. The noise level should be kept to an absolute minimum to allow dancers to properly learn in their classrooms without added distraction. No food or other beverages are permitted in the lobby. Please keep our lobby tidy.

Parking Lot Safety: Dancers younger than 10 years old, are required to be walked to and from our studio door. Our parking lot is ONE WAY. When utilizing our studio parking lot, please only enter the front from Morgantown Road and please only exit the rear onto Bartlett Street to ensure the flow of traffic is correct. You are required to park in a marked parking space to be in our parking lot. Parking along our building or the building we share our parking lot with is not permitted, meaning do not create your own parking space. You are not able to patronize any store without correctly parking in a marked parking space, our studio is required to be treated in the same manner. Please never stop your vehicle at any other place, for any reason. Please utilize the street for parking whenever possible if spaces in the parking lot are not available. Be courteous not to park anyone in. We also ask you to be respectful if we ask you to move your vehicle. This is due to agreements of all tenants for the property. No dancer is to leave the studio to wait for a parent to pick them up under any circumstances.

Any damage to studio property or furnishings will be billed appropriately to the responsible parties involved. Any parents or students that do not agree with this policy can be dismissed from the studio at the discretion of Dance Your Dreams.

Dance Your Dreams is not responsible for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

9. Schedule

Scheduling our classes is a huge task and we take all care to ensure that children are given classes at an age-appropriate time without long hours that may lead to fatigue or disrupt home or school life. Please use the link below to view our most up-to-date schedule. Please contact us if you have any questions regarding leveling or trialing a new class!

<https://www.danceyourdreams.studio/classes>

10. Auto-Pay

No forgetting to pay the bill and no late fees EVER! Our payment system is Auto-Pay. Upon registering for the Fall or Spring semester, each account will sign up for Auto-Pay with the credit or debit card of your choice. This will serve as your form of payment each month. If you prefer to pay with cash, check, or a different credit card, you are more than welcome to! Simply pay before the Auto-Pay date and no Auto-Pay will be deducted from your credit or debit card.

Tuition - Tuition payments are due on the 1st of each month. Auto-Pay won't be deducted until the 5th of each month giving you ample time to pay by cash, check, or another card if you choose. If the account still has a balance on the 5th, the Auto-Pay system goes into effect and your account will be paid in full to avoid the late fee that would be applied on the 6th.

Costumes - Costume fees will be applied to your account one month before the due date. You will have enough time to complete any optional fundraisers offered, if you wish to help offset costs, before fees are due. Costumes that are not paid by the due date (listed under the "Yearly Fees" section) will be paid using the card on file via Auto-Pay.

Additional Costs - There is a 3% convenience fee added to all card transactions. Any fees accumulated on the account (water bottles, apparel, accessories, etc) will be shown on your account statement which can be viewed at any time through the Parent Portal and will be paid each month with Auto-Pay unless payment is made via cash, check, or another card prior to the 5th of the month.

How to Sign Up - At Dance Your Dreams, we require a card (credit or debit) to be kept on file. This is for your benefit to avoid the excessive late fees and to be sure your dancer does not have to miss classes due to overdue accounts. The card information must be entered upon registering your dancer for classes. Please remember Auto-Pay will only kick in if your account still has a balance on the 5th of the month. Please contact us if you have any issues when entering information in your Parent Portal. The Auto-Pay System has been put in place due to the overwhelming and increasing amount of late payments Dance Your Dreams has received. We hope you enjoy the ease of our NO HASSLES PAYMENT SYSTEM and rest easy knowing there are NEVER ANY LATE FEES!

11. Fee Structure [*View DYD's most up-to-date tuition prices, broken down, here*](#)

Registration Fee: \$20.00 per dancer is due upon sign up and once per season.

Tuition: Accepted forms of payment: cash, check, all major credit cards, and debit cards. All accounts are required to be signed up for Auto-Pay to avoid late fees.

Each Semester is 18 weeks in length, meaning each class is guaranteed 18 classes. Tuition can be paid in full by September 5th or divided into 5 equal monthly payments for your convenience. Fall Semester payments are due September 1st through January 1st. Spring Semester Payments are due February 1st through June 1st. To avoid late fees, all accounts are required to be signed up for Auto-Pay. You may pay cash, check, or with a different card before the Auto-Pay date of the 5th of each month, if you prefer. Auto-Pay will be run on the 5th of every month from September to June. **If a dancer/parent chooses to stop dancing all together at any point after October 15th in the Fall Semester or March 15th in the Spring Semester, the rest of the semester's tuition is due.**

Tuition Discounts: Full Semester paid by September 5th (Fall) and February 5th (Spring) receive 5% off total. Full Season paid by September 5th receive 10% off total.

Late Tuition Fees: All accounts are signed up for Auto-Pay to avoid any and all late fees. However, if when Auto-Pay is run on the 5th of the month (September to June) a card is declined for any reason, a late fee of \$20.00 will be added to the account on the 6th of the month. If a payment is not received by the 15th of the month, an additional \$15.00 late fee will be added to the account. If payment is not received by the 30th of the month, a final \$15.00 late fee will be added to the account, the dancer will not be permitted to participate or attend class until the account has been fully rectified, and the account may be sent to collections at the discretion of Dance Your Dreams.

Returned Check Fee: There is a returned check fee of \$35.00 for all non-sufficient funds checks. This must be paid and rectified before the next month's tuition is due. All applicable late fees, dismissal from class, and rules regarding the account being sent to collections will apply.

Costume Costs: Costume payment for Winter Recital is due November 15th. Winter Recital costume cost is \$45.00 TOTAL, regardless of amount of classes enrolled in. Please note the Winter Recital costume does NOT include shoes. These must be purchased separately through your Parent Portal. Costume payment for Summer Recital is due March 10th. Summer Recital costume cost is \$75.00 PER CLASS. A discount of 13% off TOTAL Spring Semester costume bill is given if the costume bill is paid in full by cash/check absolutely no later than March 9th. Please note the Summer Recital costume does NOT include undergarments, tights, or shoes. These items must be purchased separately through your Parent Portal.

Dance Photos: You will have the option to purchase dance photos of your dancer for our designated Picture Week. All information will be released closer to the date. Prices are at the discretion of the photographer that Dance Your Dreams hires.

Recital Costs: Other costs associated with Recital are tickets for the show. Recital ticket prices are announced with Recital information and every person over 4 years old MUST have a ticket to get into the show. (4 & under may sit on a lap - however, if a seat is required, a ticket is required) Tickets are sold online beginning approximately one month before each Recital. If there are tickets left over, they will be sold at the door in exact cash only. Photos and videos of each Recital will also be available at a cost. Please refer to our "DYD's Guide to an Easy Recital Season" for full details on purchasing tickets and pricing for photos and videos. Recital merchandise, program ads, and other exciting things may also be purchased, if desired!

Fundraisers: We offer OPTIONAL fundraisers periodically throughout the year to help you cover dance expenses. Information will be given out in a timely manner to participate in any fundraisers.

Withdrawing From Class: In order to make sure the Auto-Pay is stopped on time, all withdrawals from any class must be made in writing by the 20th of the month prior to changes taking place or tuition is still due for the next payment and will continue until Add/Drop form is received. Dancers have the option to drop, add, or switch classes until September 10 for Fall Semester and February 10 for Spring Semester. After this time, approval is needed by the Director and instructors. **If a dancer/parent chooses to stop dancing all together at any point after October 15th in the Fall Semester or March 15th in the Spring Semester, the rest of the semester's tuition is due.** There is no refund on paid tuition or fees.

Collections: Any past due balances that we are unable to obtain within a reasonable time will be sent to our collection agency as delinquent at the discretion of Dance Your Dreams.

Refunds: Refunds are not issued for any missed classes. There is no refund on paid tuition, paid costume fees, or other fees. At the discretion of the director, account credits may be issued for extenuating circumstance in lieu of refunds.

12. Attendance and Illness Policies

Attendance:

Attendance is very important to your child's dance education experience - especially when it comes to their performances. They can't learn if they aren't there! If your student is absent too often, they will fall behind and feel lost when they return to class which can lead to anxiety, a loss of self confidence, and stage fright come performance time. Your child's attendance in class is very important to their peers and our teaching staff. As a member of a group, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them.

Absences are REQUIRED to be reported at Dance Your Dreams.

If you know ahead of time that your child will be absent due to holidays/vacations, personal

commitments, or school events/trips, please let us know ahead of time so the class impact is minimal. Absences should be reported via the Parent Portal by clicking on the "Attendance" button and then "Report Absence" at the top of the page.

Illnesses:

DYD is committed to keeping our dancers safe. We ask for your cooperation in helping to keep our dancers healthy. We are very strict regarding our dancers' health. If a dancer is brought to us feeling unwell, they will be isolated and sent home immediately. Thank you for your help in keeping our entire DYD family healthy and safe!

If your child is too unwell to attend class, we ask that you report your absence through your Parent Portal as soon as you can so that we are aware. Students are not permitted in class with any COVID/Flu-like symptoms or gastrointestinal symptoms. Students must be fever-free with no fever reducing medications for a full 24 hours prior to returning to class. Students with gastrointestinal symptoms should not attend classes until they are symptom free, with no medication, for a full 24 hours. Students with COVID/Flu-like symptoms should follow the most up to date CDC guidelines. Students who have been exposed to COVID in any way should also follow the most up to date CDC guidelines. Please always feel free to reach out to us to discuss when your child should return in the case of illness/exposure.

We will make every effort to schedule a make-up class in the event that your dancer misses class due to illness/exposure.

13. Social Media

Dance Your Dream's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Dance Your Dreams staff, students or families may subject the owner to disciplinary or legal action.

Videos from performances or rehearsals that are more than 30 seconds long may NOT be posted online.

You may not post photographs / videos that feature Dance Your Dreams dancers, other than your own, online without the proven consent of their parent/guardian.

Identifying information of any featured minors - including names, ages, or specific location - must be removed when posting on Social Media.

14. Waivers and Signature Page

Release of Liability/Medical Waiver

I, _____, have chosen to have my child, _____, participate in dance instruction given by Dance Your Dreams Studio of Dance. I acknowledge that I understand the nature of the activities my child will be participating in and the possibility that despite precautions, accidents and/or physical injury may occur. I am aware that participation in dancing is potentially dangerous and involves risk of injury. I understand that these risks include, but are not limited to injury to ligaments, muscles, tendons, bones, and other aspects of the body that may include head, neck, or spine. Due to the dangers of this activity, I understand the importance of my child's following the teacher's instructions regarding techniques, training, and other rules and agree that my child will obey these instructions.

By registering your child at Dance Your Dreams, you are affirming and attesting that: (a) You have not recently had any close contact with anyone who is either confirmed or suspected of being infected with COVID-19, including anyone who was experiencing or displaying any of the known symptoms of COVID-19; AND (b) You have not recently traveled to a restricted area that is under a Level 2, 3, or 4 Travel Advisory according to the U.S. State Department (including China, Italy, Iran, and most of Europe); AND (c) You do not currently experience or display, and you have not in the last 14 days experienced or displayed, any COVID-like symptoms. You understand you are required to notify Dance Your Dreams if the prior changes.

As the legal parent or guardian, I release and hold harmless Dance Your Dreams, its owners and operators from any and all liability, claims, demands, and causes of action whatsoever, arising out of or related to any loss, damage, illness, or injury that may be sustained by the participant and/or the undersigned, while in or upon the premises or any premises under the control and supervision of Dance Your Dreams, its owners and operators or in route to or from any of said premises.

The undersigned gives permission to Dance Your Dreams Studio of Dance, its owners and operators to seek medical treatment for the participant in the event they are not able to reach a parent, guardian, or emergency contact. I authorize all medical and surgical treatment, x-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/emergency contact can be reached in the case of an emergency. I hereby declare any physical/mental problems, restrictions, or condition and/or declare the participant to be in good physical and mental health. I understand that my child will be taken to THE CLOSEST HOSPITAL of the location we are at at the time of injury. I understand if I prefer a different or specific hospital or doctor be contacted it must be listed in the medical section of my online account and I understand I assume all financial responsibility of transportation.

My signature below is proof of my intention to execute a complete and unconditional waiver and release of all liability pursuant to the terms herein, and agree to all terms and conditions contained above. I am of lawful age and competent to sign this affirmation.

Multimedia Waiver

I authorize and agree that Dance Your Dreams may take and use photographs or videos of myself or my child as needed for its record keeping, advertising, social media and/or public relations projects and that I have no rights to the same and will not be compensated for the same. As the legal parent or guardian, I give permission here to Dance Your Dreams Studio of Dance to use any photograph/video taken during a class or event, without my expressed written permission. Dance Your Dreams Studio of Dance may only use the photograph/video in materials such as: studio brochures, the studio website, Facebook, decorative use around the studio, or for other advertising use. I understand Dance Your Dreams may not use photographs/videos for public use or with intent to harm the participant. I understand that last names or any other personal or identifying information may not be used in description of media. I understand that I can refuse permission and have the participant removed from any situation involving still cameras or video cameras. I understand I must give a refusal of permission in writing to Dance Your Dreams.

Signature and Acknowledgment of Dance Your Dreams' Policy and Procedure

My signature is proof that I have fully read and informed myself to Dance Your Dreams' Policy and Procedures, Release of Liability/Medical Waiver, and Multimedia Waiver. I understand a physical copy of my signed document can be provided to me at any time. I understand a copy of DYD's Policy and Procedures can be found on the DYD website, and in my Parent Portal. I agree to follow and help my dancer follow DYD's Policy and Procedure to the best of our ability.

I HAVE FULLY INFORMED MYSELF AS TO THE CONTENTS OF THIS DOCUMENT AND HAVE READ THE SAME PRIOR TO SIGNING.

Print Dancer's Name: _____

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date Signed: _____