



MAMMOTH DANCE ACADEMY

At Snowcreek Athletic Club

POLICIES & PROCEDURES

A Message from the Director:

At The Mammoth Dance Academy, we are dedicated to the enjoyable task of not only teaching dance, but also witnessing the development and growth of our students on a mental and physical level, through coordination, poise, grace and personality.

Parents, we hope that by enrolling your child at The Mammoth Dance Academy at Snowcreek, you intend to take an active part in helping maintain an enthusiastic attitude in dancing for your child at all times. We trust that all students dance experience with us will be a meaningful one. We are here to teach students the Art of Dance.

Devin McCoy

RULES & POLICIES

Studio Rules

All students must wear a cover-up over their dancewear to and from the studio.

Dance shoes should not be worn outside of the building.

There will be no food or gum permitted in the dance studio.

Please do not leave any students unattended. All parents are required to sign students in when you arrive.

No horseplay will be permitted in the lobby or studio.

Dancers should arrive five minutes before scheduled class time and be picked up promptly after class.

Please notify the studio if you will be late picking up your dancer.

If you must pick your dancer up early from class, please Notify the instructor before class, and the instructor will dismiss the dancer from class. No parents allowed to disrupt the class.

Teachers reserve the right to dismiss any student from class who continuously disrupts.

A parent/teacher conference must take place before a “dismissed student” may return to class.

Class Rules

SMILE!

All students should arrive to class on time.

If a student arrives late, please check in with the office to receive access to class.

Students should come into class fully prepared with hair properly secured and dance shoes on.

All students must follow the M.D.A dress code policy.

No jewelry may be worn to class other than small earrings.

There will be no food or gum permitted in the studio.

Student must keep talking to a minimum.

Any student who repeatedly disrupts the class will be dismissed from class.

No smoking on premises.

Students must wear form fitting attire during class. No baggy T-shirts or sweats during class (Hip Hop exempt).

Proper undergarments are required.

Registration & Tuition Policies

Registration is accepted on first come first serve basis: Maximum of 15 students per class.

Classes will be closed to further enrollment once maximum capacity has been reached.

A Seasonal registration/Recital fee \$100 will be collected at time of enrollment. This fee is non-refundable.

Initial payment will be collected at time of registration.

General Policies

Registration fees and tuition payments are non-refundable.

There will be no prorating or refunds given due to missed classes.

Each student is encouraged not to miss classes. If they do, they are required to catch up on the material they missed on their own time.

Withdrawing Policy: You must complete a drop form thirty-days prior to your upcoming tuition payment. You will be responsible for the next payment if you do not give a thirty-day written notice. Please be aware that no prorating or refunds will be issued due to withdrawing from classes.

Inclement Weather: Mammoth Dance Academy will cancel classes when M.D.A chooses to close due to inclement weather.

Safety

Safety for your child is of our utmost concern.

All young dancers must be escorted to and from the building.

If a health condition exist which will prevent full participation, please notify Mammoth Dance Academy in writing as soon as possible.

No child will be allowed to leave the studio with anyone other than a parent unless M.D.A has a written notice the from parent.

Observation

Our 2-way windows are provided for occasional viewing only. You are welcome to view the first and last 10 minutes of class. This rule is set in place to limit student distractions and prevent injury.

TUITION PAYMENT PLAN

Tuition Is to be paid the first of each month. It will be considered late after the 5th and a \$25.00 late fee will be automatically added. If tuition is not paid before the 1st of the next month, your child will be refused admission to class. As each week allows for 4 lessons, tuition will remain the same each month. Classes will operate on 4-month season. Allowing 64 lessons which averages 16 classes per month.

Payments Mammoth Dance Academy accepts payments by cash and credit cards (visa, MasterCard, American Express, Discover)

Automatic Debit We now offer an automatic debit payment plan. If you feel like you are going to be late paying tuition this might be the solution.

NO REFUNDS will be issued due to withdrawing from classes.

NO REFUNDS for registration fees, tuition, recital fees or costumes, etc.

POLICIES AND PROCEDURES

Registration: A non-refundable fee of \$100 per student is required at time of registration. \$10 discount for additional family members.

Payment of Fees: Tuition is divided into 4 equal installments. You must pay tuition plus registration fee on the day of registration. Tuition must be paid by one of the payment methods offered by Mammoth Dance Academy. Tuition will be debited from your bank account on the 1st day of each month from Oct-Jan or charged to your credit card the 1st day of each month. The month of October and January are non-refundable. Credit Card or bank debit payments are not accepted

[Recipient Name]

[Date]

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in-person monthly. All charges will appear on your bank statement or credit card statement as being from Mammoth Dance Academy at Snowcreek Athletic Club. All Tuition, registration fees, recital fees, costume fees, competition fees, recital tickets, and all fees associated with dance are non-refundable. Mammoth Dance Academy does not pro-rate tuition.

Recital Fees: To help defray the cost of recital expenses such as the theater rental, technicians, special effects, props, sets, etc. a non-refundable recital fee is due when you register for classes. This fee is both for student registration and the recital. The recital fee will include a program for our Fall Recital, Costumes, and awards. Not all dancers will receive an award.

Cancelled Classes: Classes with less than four students may be cancelled, combined, or rescheduled at the Mammoth Dance Academy's discretion.

Withdrawals and Refunds: There is a two-month minimum for all classes. One-month notice from the first of the month is required to discontinue any classes. If your child wishes to withdrawal that you must notify the office in person and complete a withdrawal form one month in advance, or you are responsible for that month's tuition. All automatic bank debiting or credit card charges will stop after the one-month notice period. Classes with less than four students may be canceled, combined, or rescheduled at the Mammoth Dance Academy's discretion.

Schedule Changes: Changes to your child's schedule can be made up until the Second week of October. There are no changes after the second week of October and No drops after November 1st.

Business Matters: Must be directed to our Dance Director. To voice any concerns or questions with Director, you must make an appointment for a scheduled meeting. No Instructor or Director is to be stopped before, after or during a dance class with questions. This takes away from scheduled classes and **WILL NOT BE TOLERATED!** Under no circumstance should a parent walk into a dance class room before, during or after a dance class unless there is an emergency. Thank you ~

Extreme Weather or unexpected Interruption of Classes: If the Mammoth Dance Academy must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons will be added on to the end of the teaching year. No refunds for lessons missed due these reasons will be given.

Substitutions: The Mammoth Dance Academy reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and M.D.A cannot arrange a substitute any missed classes will be made-up.

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Missed Lessons and Make-Up lessons: Absolutely no make-up lessons will be given for missed lessons unless absence is due to serious illness and 24 hour notice (phone or via email) has been given to the office. Make-up lessons will be limited to 2 per year and will require a doctor's note. No refunds or prorated tuition are given for missed classes. (School activities such as ski trips or programs, band trips, Spring Breaks, sports games, etc. do not qualify for make-up classes) You will need to fill out a Make-Up class form and hand it to the instructor.

Dress Code:

Jazz Movement

Black Leotard

Pink Tights

Ballet Shoes with elastic

Skirts (optional)

Hair pulled back off face

Tap

Form fitting shirt

Black Capris

Tap Shoes

Hair pulled back off face

Ballet

Black Leotard

Pink Tights

Ballet Shoes with elastic

Pointe Shoes (if approved by instructor/director)

Skirts (optional)

Hair pulled back out of face

Hip-Hop

Form fitting shirt

Comfortable pants (jazz pants, or warm-ups)

Dance Sneakers (NO STREET SHOES)

Hair pulled back off face

**IF DRESS CODE IS NOT ADHEARD CORRECTLY THE
DIRECTOR WILL HAVE A PARENT MEETING. WE EXPECT ALL
STUDENTS TO WEAR
PROPER ATTIRE!**

Dance Class Attendance and Lateness:

Repeated lateness may result in termination of lessons. A minimum attendance level will be required. If a student misses more than 4 classes without written notices, the school reserves the right to terminate lessons. Students missing more than 4 classes after DECEMBER will not be allowed to participate in the year-end dance recital.

Parent's Responsibility to be aware of Dates and Events:

It is the responsibility of the parent or adult student to be aware of all Mammoth Dance Academy activities, such as viewing days, recitals, extra classes, and dates that M.D.A is open or closed. The Mammoth Dance Academy will post all such notices on the "What's New Window" as well as sending Newsletters via email. The monthly newsletter will also be available at the studio to take home. It is the parent's responsibility to regularly check these boards to ensure they are informed. It is the responsibility of the parents or adult students to inform the Mammoth Dance Academy of any address, telephone, or email address change.

Care of Students:

The Mammoth Dance Academy is not responsible for providing before or after class care for the students. Students are not to be left at the studio for excessive time before or after classes. Please be prompt when picking up your child.

Photo Release:

The Mammoth Dance Academy is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials.

[Recipient Name]

[Date]

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Parent

Signature: _____

Date: _____

Print Name: _____

Student Name: _____

Student Name: _____

Student Name: _____