

NAoD Dance Policies and Procedures

Registration, Tuition and Fees: A non-refundable fee of \$25 per student is required yearly at time of registration (Families not to exceed \$35). Tuition is based on 10 equal payments for one academic year and must be paid by automatic pay plan, credit card, checks made to Norwalk Academy of Dance or cash. There will be a \$35 fee for all returned checks. A \$15 late fee will be added on all past due accounts on a monthly basis. Any student who has an account with an overdue balance of more than 90 days may not be allowed in class and/or allowed to participate in the year-end recital until payment is made in full or payment arrangements have been made.

Withdrawal and Refunds: We require a 30-day written withdrawal notice for your dancer to be un-enrolled. Please email info@norwalkdance.com to submit your request. If your request is received after the 15th of the month, you will be responsible for the following month's tuition. Tuition rates are non-refundable after payment is drafted on the 1st. Withdrawal after December 1st is subject to a \$75.00 fee. It is the parent's responsibility to follow up with the studio to confirm receipt of withdrawal notification. Norwalk Academy of Dance reserves the right to terminate lessons to any students. In such a case, a refund for unused lessons will be given.

Costume Fees: All costumes (for the year-end recital) are \$80 per dance and are due by December 1. No costume fees will be refunded after January 1 even if a student withdraws from the school. All costumes paid in full before December 1 will receive \$5 off per costume. Students will not be allowed to receive their costumes if there is a balance due.

Missed Classes: You are not paying for scheduled school vacations and holidays. Students may make up any classes missed due to illness, or personal vacations in any appropriate class of their choice within the same school year. Credit will not be given for missed classes.

Extreme Weather or Unexpected Interruption of Classes: If the school must cancel classes due to extreme weather or events beyond our control such as power outages, the missed lessons can be made up at any time in any class of the same age or level. It does not need to be the same discipline (Can be tap, jazz, ballet or hip hop as they will learn fundamentals that will help in any class). In extreme cases, NAOd will add a class to the end of the season. No refunds will be given for lessons missed due these reasons.

Substitutions: The school 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 the school cannot arrange a substitute any missed classes will be made up.

Dress Code: Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out the class. Repeated failure to wear required dancewear could result in termination of lessons. Students are not permitted to wear jeans or shoes worn on the street or outdoors, to any dance class. For safety reasons dancers are not permitted to wear jewelry. Long hair must be tied back in a ponytail and off of their face. All ballet students should have their hair in a tight ballet bun. Please be aware of the NAOd individual class dress codes listed on the website or located in the office.

Attendance and Lateness: The school reserves the right to have students who come more than 10 minutes late to class sit out the class. 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 May may not be allowed to participate in the year-end dance recital, festivals or events.

Responsibility to be Aware of Dates and Events: It is the responsibility of the parent / guardians or adult student to be aware of all school activities, such as viewing days, recitals, extra classes, and dates the school is open or closed. The school will post all such notices on our bulletin board, Facebook page, as well as emailed in our monthly "Eblast". It is the parent's responsibility to regularly check to ensure they are informed. All information is available on our website at www.norwalkdance.com as well. It is the responsibility of the parents or adult students to inform the school of any email, address or telephone number change.

Care of Students: The school is not responsible for providing before or after class care for students and/or siblings. Students are not to be left at the school for excessive time before or after class. I also acknowledge that I am responsible for delivering my child to the studio and picking her/him up and that the studio is not responsible for a child that leaves the premises.

Injuries: I understand and acknowledge that there is a risk of injury inherent in dance activities and that personal injury or damage to property may result during participation in dance and related activities. I represent that my child is physically able to safely participate in dance and related activities. I agree to assume all risk associated with my child's participation in dance instruction, rehearsal, performance and related activities. In consideration, of receiving dance instruction and Norwalk Academy of Dance, I hereby waive, release, and discharge all present and future claims and liabilities of any kind, whether for bodily injury, property damage, or other loss, arising out of my child's participation in dance and related activities, including but not limited to dance instruction, rehearsals, and performances, whether conducted on or off Norwalk Academy of Dance premises.

Photo Release: The school is hereby granted permission to take photographs and video of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs and videos in its name.

Miscellaneous: Parents and adult students are to be aware that the school promotes healthy body image among the students. As such we approve if our teachers snack and/or drink water during the course of the teaching day. It is also important for them to be able to run to the restrooms occasionally in order to promote their health. Parents are to be aware that dancing as a profession is physically demanding and proper body care is essential.