

PN'FERNO PERFORMING ARTS CENTER POLICY & PROCEDURES

PARENT, VISITORS, STUDENT ETIQUETTE: If at any time you wish to speak with an instructor, please leave a message with the front desk assistant and we will the instructor or Ms. Kaniesha (Studio Director) will set up a meeting with you. Our goal is to provide a fun, challenging & educational dance experience. If you should have any questions or concerns, please do not hesitate to contact us.

- Enter the facility respectfully and quietly.
- All visitors must be seated in the lobby.
- Be on time!
- No water, food or gum is allowed on the dance floor.
- Please call N'Ferno to inform your instructor of any absence from a class.
- Parents are **not permitted** to confer with N'Ferno instructors during or between classes. Please speak with the front desk or call to schedule a conference.
- No children should be left unattended in the facility.
- Parents and dancers **will not** openly critique any dancer during class time.
- All parents of students ages 8 & under **MUST** come into the studio to pick up their child/children once their classes have ended. They **cannot** leave the building without a parent or guardian to escort them out. We want to ensure that every child has been safely picked up.
- Students will carefully follow the dress code guidelines.
- Students and parents will carefully follow the tuition guidelines.
- Attendance at all stage and dress rehearsals during recital week is required by all dancers who wish to perform in the N'Ferno Recital.
- Be respectful to N'Ferno instructors, peers and visitors.

ATTENDANCE

Dance requires discipline and consistency to master techniques. When a student misses a class, it not only hinders their performance, it hinders the overall progress and cohesiveness of the class. We expect students to attend class every week, be on time prepared for class (adhere to the uniform/attire & hair policy). Students are required to attend/participate in 80% of the session classes to participate in the annual production.

- We will schedule up to 2 makeup classes for classes missed due to illness, injury, & emergent situations.
- No refunds/credits are given for missed classes due to holidays and/or days off, and vacations.
- During inclement weather closings, we will set aside up to 2 makeup classes for any cancelled classes on those specific days

INCLEMENT WEATHER CANCELLATIONS: All cancellations will be posted on the studio N'Ferno Performing Arts Center – via text message, Facebook, Instagram (_nfernodancecompany_) or the message line 410-655-1427.

LATE PICK CHARGES

There will be a \$10 late pick up charge for any student not picked up **10 minutes** after their class has ended for the day. If a student is not picked up **after** the 10-minute mark, then parents will incur a \$1 per minute charge thereafter which will be applied to your account.

COSTUMES

There will be a costume fee of \$60.00 per class that will be due in February. Costume fees are to be paid in CASH or CHECK. Any fees paid after the February due date will incur the following charges:

- Late fee after the due date: \$5 per child
- Expedited fee 30 days after the due date: \$10 per costume, per child.
- Overnight fee 60 days after the due date: an additional \$10 per costume, per child
- Thereafter your child is in jeopardy of not receiving their costume on time or their size may no longer be in stock.

Add a Class(es) Option: A student may add additional class(es) to up until the 1st week of January.

Class Transfer Option: A student may transfer to another class up to 45 days from their enrollment. You must complete and submit the Transfer form. ****I understand that by transferring classes that I am fully aware and responsible for any financial increases and/or decreases to my monthly tuition rate.***

Drop/ Withdraw: All classes require a 5-month commitment. To Drop/Withdraw a student beyond the 5-month commitment an Add/Drop/ Withdraw form must be submitted by **January 10th**. If this form is not submitted by the deadline no changes will be made to your account, therefore, binding you to a financial commitment for the remainder of the 9-month session. **"No withdrawal forms will be accepted after January 10th."**

For all those who wish to withdraw after January 10th, Parent/guardian will be required to pay **the withdrawal fee of \$200 for the 1st class & \$50 for each additional class your child is enrolled in to avoid the next course of action**

Annual Recital Participation If a student will not be participating in our annual production a "Withdraw to Participate" form MUST to be completed and submitted by January 10th. Effective January 11th you will be automatically expected to participate in our year end annual production and student will be responsible for all costuming cost.

STUDENT ASSESSMENTS: N'Ferno strives for our assessments to be fair and relevant to help sustain a sense of motivation and interest. Expectations of the assessments are to highlight the student's achievements, opportunities, competencies and motivation. These key elements can be used in many ways to help the student improve in areas and to give a student a level of comfort to ask for help if needed. It is also used to continue praise the good work that is already being performed. During the assessment period the Creative Director and/or instructor will discuss the details of the assessment with the dancer. Parent/ Instructor conferences may be scheduled with the front desk assistant to discuss in detail with the parent. Mid-Session (January of current year) and Final (May of current year)

CLASS APPEARANCE & ATTIRE CLAUSE:

N'Ferno strives to produce dancers that have a sense of discipline and focus. This means we **MUST** present ourselves in a professional manner and it starts with our dancer's appearance. Attending class properly dressed and looking professional dictates your dancer's classroom experience; creating a level of respect for themselves and to the instructor.

Dancers are expected to look like dancers. Dancers should be dressed in their assigned attire (**see required dress code**). Hair and dress apparel are to be neat when entering the studio. Hair pulled up and away from your face and/or into a bun. Ballet – Hair must be in a Bun. No necklaces, bracelets or large hoop earrings are to be worn during class.

In addition to dress code, we expect our dancers to come to class free from any tattoos, drawings, or other noticeable marks on their body that is visible to the public eye. This includes ink markings on dancers' hands and arms. N'Ferno Performing Arts Center and Competitive Dance Company tees, shorts, and accessories are permitted in the classroom. **Non-affiliated** studio attire is **not** to be worn in the studio.

Underpants will not be allowed under tights and leotard in Ballet and Modern for Pre-Teen/Teen Intermediate, Teen Intermediate, and Teen Advance, Pre-Pointe, and Pointe. They should wear dance tights with a cotton panel instead of underwear. Flesh toned colored high cut and/or seamless underwear, or Flesh toned colored camisole leotards **ARE** permitted under tights and leotard. These items are the **ONLY** exception and alternative we are allowing in class. They are available in all dancewear shops and catalogs.

MEDICAL – MEDIA RELEASE I, the undersigned, hereby acknowledge, accept and represent that participation in the activities for which the participant is registered to attend includes strenuous physical activity and involves foreseeable risks of serious injury (including paralysis and even death) with or without the negligence of others. Participant, on his or her behalf, and the parent/guardians, on behalf of Minor Participant as well as on their own behalf, unequivocally agree to incur and assume such risks as a condition to participation in the activities for which Participant is registered. In order for N’Ferno Performing Arts Center to register participant, the Participant (and the Minor Participant’s parents/guardians on behalf of Minor Participant and on their own behalf) hereby waive all claims (past, present or future), release and discharge, covenant not to sue, and agree to indemnify and hold harmless N’Ferno Performing Arts Center (as well as its officers, employees, independent contractors, affiliates and agents) from any and all liability, loss, cost, expense, claims, demands, actions, judgments and executions which the undersigned ever had, now has, or which the undersigned may have in the future, for personal injuries, known or unknown, and damage to property (real or personal) in any way caused by, related to, or arising out of, directly or indirectly, the activity for which the Participant is registered or in which Participant is permitted to engage. In the event of the illness or injury, I authorize N’Ferno Performing Arts Center to obtain necessary medical treatment for the Participant and hereby, in my own behalf and behalf of the Participant, release and hold harmless all Releasees.

The undersigned represents and agrees that this waiver and release is binding not only on the undersigned, but also upon all their respective heirs, representatives, administrators, executors, and assigns. This release covers every possible injury or accident, whether related to the permitted activity, the equipment, the condition of the premises, or otherwise, and regardless of whether due in whole or in part to the negligence of a Releasee or other Participant.

In addition, if anyone (whether a Participant, Minor Participant’s parent/guardian, or anyone else on behalf of a Participant or parent/guardian) makes acclaim against any of the Releasees despite this release, then the undersigned agree to indemnify and hold harmless, each of the Releasees from any litigation expenses, attorney fees, loss, liability, damages or cost any release may incur as the result of such a claim. Furthermore, the undersigned represent that the Participant is healthy and has no physical or mental condition that would impair Participant’s ability to safely participate in the contemplated activity.

I understand that N’Ferno Performing Arts Center, from time to time, produces promotional and other materials relating to its programs. I understand that the Participant may be included in videotapes, DVDs and/or photographs taken during the year. Therefore, without reservation or limitations, I, in my own behalf and on behalf of my Minor Participant, hereby assign, transfer and grant to N’Ferno Performing Arts Center, its successors, assignees and licensees, the exclusive right to photograph and/or videotape the Minor Participant and to utilize such videotapes and photographs and Participant’s name, face, likeness, voice and appearance as part of the event, in advertising and promoting the Event or advertising and promoting future events, and for sale for any and all purposes, for perpetuity.

The intent of this document is to relieve the Releasees to the fullest extent permitted by law of any responsibility or liability for injury or damage arising out of the contemplated activity. As a consequence, if any term or condition in this document is determined by any court of competent jurisdiction to be overbroad or otherwise unenforceable for any reason, then the undersigned stipulate and agree not only that remainder should be enforced, but also that the otherwise unenforceable term should be reformed and enforced to fullest extent permitted by law

I, in my own behalf and on behalf of the Participant, hereby warrant that I have read this form in its entirety and fully understand its contents and are voluntarily signing same. I, in my own behalf and on behalf of the Participant, am aware that this Release and Waiver releases Releasees from liability and acknowledges my voluntary and knowing assumption of the risk of injury or illness.

N'FERNO PARENT ACKNOWLEDGMENT AND TERMS AGREEMENT POLICY & PROCEDURE DOCUMENT

Student(s) Name

The class appearance and attire requirement guidelines **will be enforced** for our classes. **Failure to abide by the dress code may result in dancer's inability to participate in their class or they will be sent home until they are properly prepared for class. By initialing, I acknowledge that I have read and understand the policy where myself and dancer also known as my child agrees to the terms and conditions of the class appearance and attire policy.** _____ (Parent Initials)

I, _____, HAVE READ & RECEIVED N'FERNO DANCE COMPANY'S POLICIES AND PROCEDURES IN THEIR ENTIRETY, UNDERSTAND THEM, AND AGREE TO COMPLY WITH THE CONTENTS AS LONG AS MY CHILD IS ENROLLED WITH N'FERNO. I UNDERSTAND THAT, UPON N'FERNO ACCEPTANCE OF THE REGISTRATION, DANCERS ARE ENROLLED AND FINANCIALLY RESPONSIBLE FOR TUITION UNDER THE PLAN SELECTED ON MY REGISTRATION FORM.

By signing below, I acknowledge, understand and fully agree to the terms and conditions of N'Ferno Performing Arts Center Dance Program Policy & Procedures (Four (4) Pages).

Parent Print

Date

Parent Signature

MEDICAL HISTORY

I AGREE THAT MY CHILD IS COVERED EXCLUSIVELY BY INSURANCE

DOCTOR: _____ CITY: _____ PHONE: _____

Has your child ever been advised by a medical doctor not to participate in any athletic activity?
If yes, please explain: _____

ALLERGIES: Foods, Medicines, Insects, Plants, Etc.: _____

MEDICATIONS: If so, please list them here: _____

Does your child have any of the following? Mental or Physical Disabilities, ADD/ADHD, Asthma, Anemia, Diabetes, Heat Exhaustion, Hemophilia, Heart trouble, IBS, or Nausea/ Vomiting. **If so, please identify and explain:**

Has your child had any major illness or surgery in the last three years? If so, please explain:

Emergency Contact: (Other than yourself)

Name: _____ Contact: _____