

Dance & Music Academy of Woodstock
6238 Holly Springs Parkway, C-3, Woodstock, GA 30188
770-924-1661 office@dancemusicwoodstock.com

Policies (updated 5/16/23)

2023-2024 Aug-May: Registration

1. Once registered, the student is enrolled for the entire August-May session.
2. There is a \$45 annual registration fee per family due at the time of registration. This fee is non-refundable. Customers that re-enroll for the next session prior to June 1st will have this fee waived.
3. To complete enrollment, the registration fee (if applicable) and the first tuition payment are due. They are non-refundable and will be charged upon receipt. Any applicable discounts will be manually adjusted prior to charging your card.
4. In the event we are unable to hold classes in person at the studio alternate arrangements will be made. This could include but not limited to: outdoors, alternate location, or online service like Zoom. Your contract is for dance classes and/or music lessons, not the location.
5. Children cannot exceed more than 10 hours of instruction per week.
6. Non-recital dance classes will not have class during photo week or the week of dress rehearsal.

Credit or Bank Draft Authorization Agreement

I hereby authorize Dance and Music Academy of Woodstock to charge my credit card or checking account for all services and products related to my family's enrollment in classes and activities at the Dance and Music Academy of Woodstock, including but not limited to tuition, registration fees, late fees, ordered costumes, or merchandise (Note: Fees are subject to change). I understand that my credit or debit card will continue to be charged on a monthly basis unless I submit the Dance and Music Academy withdrawal form 30 days before intent to discontinue. I have read this entire agreement and understand that I will be held fully responsible for its terms and conditions of service. I understand that once the monthly installments for my annual tuition have occurred there will be no refund given if I decide to discontinue. I agree to notify the Dance and Music Academy of Woodstock, immediately of any change in the status of my charge account including but not limited to card expiration, name change, limitation of use, loss or theft of the card, etc. In the event that the amount charged is refused for whatever reason, I accept responsibility for full payment for the amount charged as well as a late fee of \$15.00.

2023-2024 Aug-May: Payments and Fees

1. Tuition is based on an annual fee divided equally into 10 equal payments due the first of the month, August through May. Monthly tuition does not change based on the number of classes in a particular month. No refunds or credits will be given for unattended classes. Please refer to the make up policy for missed lessons.
2. Auto-billing with a credit card on file is required. If you are unable to leave a card on file, a month's tuition is due upon enrollment as a deposit. This deposit will be placed in your account to cover late fees, returned check fees, and unpaid costume fees. Any balance of the deposit left over at the end of the year will be posted to the last month's tuition.
3. Any account unpaid after the 5th of the month, including declined auto drafts, will be assessed a \$15 late fee. There will be a \$35 fee charged for checks returned due to insufficient funds.
4. Music accounts must be current in order to stay enrolled in their time-slot. Any music lessons unpaid after the 15th of the month will be dropped.
5. We do not send out monthly invoices. You may view your account and make payments online at any time by logging into our customer portal through our website or at the following link <http://app.jackrabbitclass.com/jr3.0/PARENTPORTAL/Login?orgld=511194>
6. Dance tuition now includes individual dance portraits for all recital classes and digital downloads of recital performances. Company tuition includes individual dance portraits for 2 costumes as well as the digital downloads of recital performances.
7. The following are nonrefundable: Registration Fee, First Tuition Payment, Costume Fee (once the order has been placed), and ordered merchandise.
8. Costume Fees for dancers participating in the Spring Recital will be split evenly and due with October and November tuition. Costumes are \$90/each. Any costumes that are not paid in full by November 5th will incur an additional \$15 shipping fee. Please see Company and Competition packets for specific costume pricing.
9. There is not a recital fee. Parents and any guests attending (over age 3) must purchase tickets.
10. Star, Company, and Competition dancers are bound to their respective contracts regarding tuition and fees due.

2023-2024 Aug-May: Make Ups and Cancellations

1. Music students may make up (1) absence per semester (Fall: August-December, Spring: January-May)
2. Dancers may make up missed lessons in the most similar class available during the months of August-February. Starting in March, make ups may not be available as most classes may be rehearsing their recital dance.

3. Any lessons cancelled by the teacher will be rescheduled.
4. We will send out emails for any closings due to weather. Dancers may make up missed lessons in the most similar class available. Music students will have their missed lesson rescheduled by their instructor. Lessons may transition to a digital format due to weather related closings.

2023-2024 Aug-May: Withdrawal

Withdrawals (for any reason) require 30-days notice and must be submitted via Dance and Music Academy's Withdrawal Form. Forms can be picked up at the front office or submitted online under 'Parent Info'. It is not sufficient notice to verbally tell an instructor or staff member, leave a voice-mail, or send an email of intent to withdraw. Tuition and late fees are due during the 30-day notification period. If the withdrawal form is not submitted, you will continue to be billed and are responsible for tuition and late fees. This 30-day notice does not apply to Company and Competition dancers who are bound to the terms of their Company and/or Competition contracts.

2023-2024 Aug-May: Calendar

1. We will be CLOSED for Labor Day and all Cherokee County week-long school holidays in September, November, December, February, and April.
2. We are OPEN during all Cherokee County remote and professional learning days, Martin Luther King, Jr. Day, and President's Day.
3. Please refer to the studio calendar on our website www.dmawoodstock.com/calendar

2023-2024 Aug-May: Spring Performances

1. Participation in the Spring Dance or Music Recitals are encouraged, but not mandatory.
2. The Spring Dance Recital will be held on Friday May 10th - Sunday, May 12th, 2024. Dress rehearsal for the Spring Dance Recital is mandatory and will be held during the week prior, Monday May 6th - Friday May 10th, 2024.
3. The Spring Music Recital date is TBD, but typically held at the end of April or during the month of May. Music students of all levels are eligible to participate in the Spring Music Recital (if enrolled by January 15th, 2024).

2023-2024 COVID-19 and other Health and Safety Protocols

Students, staff, and any guest entering our premises or attending a Dance & Music Academy event must abide by our COVID-19 Health and Safety Protocols. *COVID-19 policies are subject to change at any time

1. MASKS are optional for all students, staff, parents and guests.
2. Do NOT enter our premises/event if:- You have a fever of 100.4 degrees or higher.- You have a positive or pending test for COVID-19, if your child isn't feeling well or has any symptoms of COVID-1.
3. If your child or anyone in your household tests positive for COVID-19, please notify us and follow the current Department of Health Guidance <https://dph.georgia.gov/dph-covid-19-guidance> .
4. All students and staff must notify us of a positive test result.5. All students, staff, and guests must be fever and fluid free for a minimum of 24 hours without the use of fever reducing medicine before entering the premises/event.6. Dance and Music Academy will notify families of a positive case in a child's class, sanitize our facility, have hand sanitizer available throughout the premises, and use air purifiers inside class rooms.7. Virtual Lessons – Music: please notify the office if you would like to switch to a virtual lesson. Dance: A zoom link is accessible via your Parent Portal under each class.

COVID-19 Release

I agree to withhold my child's participation from activities at Dance & Music Academy until they in compliance with the current Public Health Guidelines. I understand that I/my child are assuming all the risks with respect to personal sanitation and protection with respect to COVID-19. I hereby release and hold Dance & Music Academy, its owners, teachers, assistant teachers, or any other representative of Dance & Music Academy, from any and all claims for damages or personal injuries with respect to COVID-19 issues. I also understand that if the studio has to reduce the number of people in the studio at any one time, my schedule may be adjusted and or reduced. Dance & Music Academy will adjust schedules as fairly as possible and to enable each student to attend the maximum number of classes.

Medical Emergency

The undersigned gives permission to Dance and Music Academy of Woodstock, its owners and operators to seek medical treatment for the participant in the event they are not able to reach a parent or guardian. In case of emergency or sudden illness, I hereby give authority to any hospital or doctor to render immediate emergency aid as it might be required for the undersigned student's health and safety. Dance and Music Academy of Woodstock DOES NOT carry medical insurance for its students. It is required that all students be covered by their own family insurance and if injury occurs, it is understood that the students own policy is your only source of reimbursement.

Release of Liability

As the legal parent or guardian, I release and hold harmless Dance and Music Academy of Woodstock, 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, or injury, including death, 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 and Music Academy of Woodstock, its owners and operators or in route to or from any of said premises.

Children Group Care License Exemption

I acknowledge that I have been informed that this program is not a licensed child care facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning and this program is exempt from state licensure requirements. Dance and Music Academy of Woodstock LLC carries liability insurance. <http://dec.al.ga.gov>

Other Policies

1. I understand that photographs and/or video of students taken in class, on picture day, and/or at performances/events may be used in promotional advertising for Dance and Music Academy of Woodstock. All photographs, videos, or depicted likenesses are the sole property of Dance and Music Academy of Woodstock. I understand that I am not entitled to any profit that may be associated with the use of these photos, videos, or depicted likenesses.
2. Dance and Music Academy of Woodstock reserves the right to place all students according to age, ability, and experience.
3. Dance and Music Academy of Woodstock reserves the right to cancel any camp or class with insufficient registration and a full refund will be given.
4. Dance and Music Academy of Woodstock reserves the right to dismiss students or families for rude, disruptive, or disrespectful behavior.