



# Policies and Guidelines

Please read carefully and initial next to each section

Student Name: \_\_\_\_\_

## Our Epicenter Families Responsibilities

I have received or will obtain a copy of Epicenter for the Arts policies and will take the responsibility to carefully read and follow the rules and policies therein. I understand that Epicenter for the Arts does not give credit and/or refunds for class(es) missed due to holiday, vacation, illness, weather, etc. I further understand that there are specific risks of physical or property damages, losses, or injury that may result from my or my child's participation with Epicenter for the Arts, and I voluntarily assume the risks associated with such participation. Epicenter for the Arts is faith based and we will incorporate scripture from the Bible and prayer into the classes.

## Social Media

Please make sure to join us on Facebook, Instagram and our e-mail list to get all the latest updates on classes, open classes, events, master workshops, fees. We will also have displays throughout the Epicenter as reminders for important dates.

## Office Hours

Office hours are Monday - Thursday 10am - 5pm, Friday 10am -3pm. The front desk will be open Monday - Thursday 3:30-8:30pm. Parents, please make sure to take care of all business issues during our regular office hours.

## Tuition & Payment Policy

- ~ A \$45 registration fee is charged for the first family member and \$30 for 2nd family member per annual class year. There is a \$75 family max registration fee.
- ~ Tuition is due the first of each month beginning August 1 – May 1. With the exception of August, which will be prorated, your monthly tuition will be the same regardless of absences, holidays or the number of weeks in a given month. Tuition fees are to be paid monthly unless previously arranged with Epicenter for the Arts. A \$15 late fee will be added after the 5th day of the month for accounts with a balance. If a student is enrolled, the parent is liable for full tuition each month. As a convenience, we encourage all families to set up automatic drafts.
- ~ Additional fees such as costumes, show fees, etc. will be due throughout the year. You will be notified via newsletter and email.
- ~ A \$35 service charge will be added to the account for returned checks.
- ~ **No refunds or credits will be given under any circumstance, includes all Fall and Summer Classes, costumes, or show fees.**
- ~ Any remaining tuition balances must be paid before registering for another class.
- ~ Summer Tuition or deposit is required at the time of registration, and full payment must be made prior to the start of class in order to be admitted into class.
- ~ Epicenter reserves the right to drop a student due to non-payment.

### **Showcase Commitment**

Epicenter for the Arts will assume that each registered student will be performing in the June Showcase. We ask that you make a decision regarding your students' performance in the June Spring Showcase no later than November 1<sup>st</sup>. If you have made the decision for your child to be in the showcase and choose to drop out after February 1, please be advised that your account will still reflect the showcase fee. Please also be advised that costume fees are non-refundable and will be due November 1.

### **Class Placement**

Students are placed in class according to their age, ability, and/or experience at the discretion of the teachers and director. One or all may apply when placing the dancers in an appropriate class level. All Epicenter Companies and professional classes are by audition only. Placement classes will be charged \$10 for the first class, and then \$5 for each additional class placement.

### **Class Cancellations due to Weather**

Though we will check with local school districts, it will be at the discretion of the director that we close the studio or cancel classes. We will send updates via email and social media in the event of a closing or late start due to a weather related issue. Please follow us on Facebook (Epicenter for the Arts) to get the latest information.

### **Medical Policy to drop classes**

A doctor's note is required for monthly tuition to be pro-rated for classes that need to be dropped due to injury. We must receive the doctor's note within two weeks of the doctor's signature. We will then prorate for missed classes from the date of injury, up to 2 weeks.

### **Attendance & Make-up Classes**

In order to progress personally as a dancer as well as keep up with the class, regular attendance is strongly encouraged. Absences not only affect the individual, but also affect everyone else in the class. If you must miss class for any reason, please notify the studio. A student may be asked to leave the class if attendance drops below 80%. Epicenter reserves the right to drop any student who misses class for more than 30 days without written notification in order to make room for another student to join the class. There are no refunds for missed classes; however make-up classes may be scheduled for another class within the same level and genre, limited to 2 makeups per semester. See the front desk for makeup class options.

### **Private Dance Lessons**

Private dance lessons are available and are scheduled by the office staff during office hours. Each teacher may charge their own set rate that will include a studio rental fee, that fee will be verified by office staff when setting up the lesson. By scheduling a private lesson, you have reserved a spot that could be released for someone else. Private lesson fees are paid for 24 hours in advance and are non-refundable. We ask that you notify the office 24 hours in advance if you need to cancel or reschedule, otherwise you will be charged for that lesson. If a teacher needs to cancel or reschedule, the family will be notified 24 hours in advance, otherwise the teacher will give a private lesson at no charge. The "free" lesson will be in addition to their previously scheduled lesson that is to be made up and has already been paid because we will have charged for the lesson the day before the lesson.

### Music Lessons

Music lessons are considered private, please review and sign the separate music policies regarding attendance and other policies. If withdrawal from music lessons is necessary, **you must do so by the 20<sup>th</sup> of the month** or you will be charged for the following month. This must be done in writing and signed off by the front desk; teachers are not allowed to withdraw students. By enrolling in a private lesson, you have reserved a spot that could be released for someone else. Thank you for your cooperation and understanding of this policy.

### Withdrawal Policy

Enrollment in classes or lessons at Epicenter is through the first week of June, last class will be the week before Memorial Day. If withdrawal from a class is necessary, **you must do so by the 20<sup>th</sup> of the month** or you will be charged for the following month. This must be done in writing and signed off by the front desk; teachers are not allowed to withdraw students. By enrolling in a class or private lesson, you have reserved a spot that could be released for someone else. Thank you for your cooperation and understanding of this policy. Ballet costume balance of \$45 must be paid at the time a student withdraws from a ballet class or you forfeit the original \$75 deposit.

-For summer classes withdrawal must be done prior to the start of class, deposits and tuition will not be refunded.

### Studio Rules & Guidelines

The Epicenter for the Arts is a community! We want to treat each other with complete respect and love! Please look over these guidelines so you can see what is expected as a part of the team!

- ~ **Keep the noise level down in the student lounge, lobby, and hallways while classes or lessons are in progress.**
- ~ **Only water bottles are allowed in the studios. All other food and beverages must be kept in the café area.**
- ~ **No cell phones may be brought into classroom by students and all cell phones must be turned down in the lobby area as to not distract from classes.**
- ~ **Supervise young children at all times and please clean up all messes left by your children or family.**
- ~ **No foul language or inappropriate gossip is permitted at any time at the Epicenter for the Arts.**
- ~ **Label all items so your belongings won't get lost in the shuffle.**
- ~ **Please keep children from climbing on the furniture, clothing racks, tables etc.**
- ~ **Please keep small toys and other obstructions off the floor to prevent injury to others.**

### Observation of Classes

The Epicenter for the Arts has viewing doors and windows for you to be able to observe classes. The teachers are given the discretion to close viewing at any time that the outside atmosphere becomes a distraction. **Please refrain from tapping on the windows as this is a distraction to our students and instructors.**



# Parental Release

Please read over carefully and sign below

- I have read and agree to abide by the Epicenter for the Arts Policies and Guidelines regarding tuition, late fees, attendance, class withdrawal, and all other topics mentioned in the Epicenter of the Arts Policies and Guidelines.
- I understand that the Epicenter for the Arts reserves the right to refuse instruction to anyone not abiding by the Epicenter for the Arts Policies and Guidelines.
- I understand that the Epicenter for the Arts reserves the right to cancel or combine a class if enrollment is too small to financially maintain.
- I understand that the Epicenter for the Arts reserves the right to change schedules, instructors, policies, and/or rates at any time. I understand that while I will be notified of many of these changes via email updates. It is my responsibility to stay current on all changes posted in the office/reception area.
- I understand that the Epicenter for the Arts is not responsible for lost items, stolen items, or unclaimed merchandise.
- I understand that even after responsible measures have been taken, course activities may involve hazards for which the Epicenter for the Arts is not responsible. In the event that my child or I become ill or injured during class or while on the Epicenter for the Arts premises, I authorize staff to seek emergency medical care.
- Preferred Medical Facility: \_\_\_\_\_
- I understand that by entering Epicenter for the Arts facility or any Epicenter for the Arts event, the risk of illness, Covid-19 or other viruses, may occur. By entering the facility or taking part at the event, I understand the risk and cannot hold Epicenter for the Arts responsible in this matter.
- Please list any medical conditions of which we should be made aware: \_\_\_\_\_
- Certain medical conditions may require a doctor's release before participation at the Epicenter for the Arts.
- Unless otherwise notified, I give the Epicenter for the Arts permission to use my child's name and/or photos and media in all forms for advertising, trade, and any other lawful purpose. (Circle one) YES      NO
- I have had sufficient opportunity to read this entire document. I have read and understood it, and I agree to be bound by its terms.

Student's Name: \_\_\_\_\_

Parent/Guardian Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_