

# DanceWorks Kenora Policies

as of August 2, 2019 for 2019/20 Sessions

## Registration Fee

A \$30 non-refundable registration fee per family is due at the time of enrollment for all Full Year, Fall, and Winter/Spring class registrations.

The registration fee is waived for mini-session and summer session registrations.

I've read the above and agree.

## Payment Policies

Registration is a commitment to pay the entire tuition amount for the length of the class session. I acknowledge that this obligation will continue until such time as payment is made in full.

Full Year and Fall/Winter Session:

Tuition can be paid in full, by cash, cheque, e-transfer or credit card at the start of a session or broken down into equal installment payments, by credit card or post-dated cheques. The installments are as follows: Full Year (9 months), Fall (4 installments) or Winter (4 installments). The first installment plus the registration fee is due at the time of registration. Payments are then due by the 5th of the following months (October 5th through April 5th as applicable).

Mini-Sessions, Workshops, Camps or Other Special Events:

Full payment at the time of registration is required for mini-session registration, workshops, camps or other special events in order to finalize and reserve your spot.

Late and NSF Payments:

There is a \$20 charge for all N.S.F., returned cheques, declined or cancelled payments. Any payments that are more than 30 days late are subject to a 5% late payment fee on the outstanding balance.

I've read the above and agree.

## Withdrawal Policies

The following will apply to all student withdrawals:

15 day advance written notice must be received in order to formalize your withdrawal and receive a refund. Missing or not showing up for scheduled lessons does not constitute notice of withdrawal. Late payments or failure to make tuition payments does not constitute withdrawal from classes or cancellation of an ongoing agreement.

For Full Year classes running the full 9 month session refunds will only be given until December 1st. From January 1st refunds will not be given unless there is a doctor's note indicating significant injury or illness preventing the dancer from dancing for the rest of the session.

Fall and Winter session classes will only be eligible for refunds within the first 4 weeks of classes.

Mini-sessions registrations and registration fees are not refundable.

Workshops, camps, or other special events will have the withdrawal policy listed in the details for that particular event. If it is not listed then refunds will only be given for withdrawal more than 15 days prior to the event.

I've read the above and agree.

## **Late Registrations**

Late registrations are accepted only at the teacher and studio director's discretion. Any students registering after classes have started are responsible for prorated payments for that month and all remaining months in the class session as well as the full registration fee.

Registrations for Full Year classes after December 15th (after teacher and studio approval) will be charged a late registration fee of \$50+HST.

I've read the above and agree.

## **Cancellation Policy**

DanceWorks Kenora reserves the right to provide a substitute teacher in the event that the regular teacher is ill or otherwise unable to teach. DanceWorks Kenora fees take into account the possibility of up to 2 cancellations by the studio or teacher for Full Year Classes and up to 1 cancellation by the studio or teacher for Fall or Winter/Spring sessions. If more classes are cancelled, the teacher will arrange make-up sessions or allow students an extra make-up class. Planned studio closures or holidays that were indicated at the time of registration do not count as cancellations.

In the event that the studio is closed due to weather or other emergency situations, we will email all students scheduled that day and post the closure on our social media pages.

DanceWorks Kenora reserves the right to adjust class time or cancel class due to low enrollment. Cancelled classes will receive a refund if the dancer is not able to change to another class.

I've read the above and agree.

## **Performances & Costume Policy**

The Kenora District Festival of the Arts and the DWK Year-End Recital are important components of our dance classes and require the commitment of all dancers in the class in order for the class to succeed as a group. All Full Year classes and Winter session Creative Movement will participate in the Year-End Recital in May. All Dance Foundations, Primary, Junior, and Senior level classes will also participate in the adjudicated dance performances as part of the Kenora District Festival of the Arts in April.

Any dancers who are unable to participate in either of these performances must inform the studio by December 1st (or at the time of enrollment for Creative Movement). Dancers that decide not to participate in Festival or Recital will still be able to participate in class but will not be placed in choreography and will need to dance to the side or sit out occasionally as the class prepares for their performance.

There is no extra cost to participate in the Year-End Recital and the tuition fees cover the entry costs for the Festival performances. Family members and friends that attend these events will need to purchase a ticket or pay an entrance fee.

Costumes for performances are provided by DanceWorks Kenora (but may build on the dress code requirements for each class) and must be returned immediately following the Year-End Recital. Unreturned or damaged costumes will result in a costume replacement fee of \$80 (plus HST) for each costume.

I've read the above and agree.

## **Attendance & Etiquette**

Dancers are expected to be on time for class with your proper dancewear and shoes for all classes. Proper attire is listed on the studio website ([danceworkskanora.com](http://danceworkskanora.com)). An important part of dance training is the discipline learned from arriving to class on time and with proper hair and attire. This also provides a distraction free learning environment for all students.

Regular attendance is essential for student success. Please notify the studio if your dancer will be missing their class. There will be no refunds given for missed classes. Dancers are encouraged to make-up missed classes in another level

or style. Talk to your teacher for a recommended make-up class. Repeated absences may mean that a dancer is removed from sections of class choreography or will not be allowed to perform with the class.

Dancers and families are expected to follow the studio rules (available online at [danceworkskenora.com](http://danceworkskenora.com) and as posted in the studio) and to show respect for the dance space as well as other dancers, teachers, and studio volunteers. Dancers should notify their teacher prior to the start of class of any injuries that prevent full participation. Bullying will not be tolerated. DanceWorks Kenora will make every effort to work with dancers and their families to resolve any issues related to behaviour and proper conduct but reserves the right to decide on appropriate action, including removing a dancer from a class (without refund).

I've read the above and agree.

### **Class Visitors & Observation**

In order to enhance the quality of teaching, maintain a focused environment and ensure students get the most out of their classes DanceWorks Kenora does not allow parents or family to observe classes. There will be a parent viewing week in the fall session where parents and family members will be invited to observe a typical class. Family and friends are also invited to show their support by attending performances.

The studio may allow family or visitor observation under other circumstances on a case by case basis.

I've read the above and agree.

### **Studio Communications**

All registered families must have a current and active email address on account. We communicate the majority of our studio information via e-mail and you are responsible for keeping your email current, checking your email regularly, and making sure that [info@danceworkskenora.com](mailto:info@danceworkskenora.com) is listed as a "safe" sender and that studio emails are not going to your spam or promotions folder.

Emails will include registration confirmation, studio updates, schedule notifications, class specific updates, as well as statements and receipts. We do not send promotional or junk mail to our dance families.

General studio news will also always be posted to the website under [danceworkskenora.com/news](http://danceworkskenora.com/news). You can also follow DanceWorks Kenora on social media to receive updates but this does not replace the need for an active email address on file.

We recommend that older students have their own email address on file so that they also receive studio updates and class specific information.

I've read the above and agree.

### **Photo & Media Policy**

DanceWorks Kenora students and their parents/guardians agree to the release of any photographs and video for the purpose of publicizing and promoting their programs and services, including posts on the studio's website and social media sites. Compensation will not be expected.

Students and parents are not to photograph or record anything in the studio without the approval of DanceWorks Kenora. Images or videos that include other dancers should never be shared or posted online without permission from that dancer and their family.

I've read the above and agree.

## Liability

All DanceWorks Kenora students, or their parent/guardians when the student is under 18, waive any and all claims that they have or may have in the future against DanceWorks Kenora, its legal representatives or assignees, all instructors, contractors, or other persons acting under its permission or authority, and all rental facilities or organizations.

Students and parents/guardians recognize that dance and fitness programs require physical exertion that may be strenuous and may cause physical injury and are fully aware of the risks and hazards involved. Students accept responsibility for listening to their own body, being aware of any physical conditions, and knowing that they are not obligated to follow the instructions being given and can modify instructions as needed for their own body.

Registration represents and warrants that the student is physically fit and has no medical conditions that would prevent their participation in dance classes, programs or workshops. The student and parent/guardian agree to keep the instructor informed of any conditions or injuries which may impact their full participation in class or performances.

The student and parent/guardian realize that at times an instructor may make physical contact with a student to bring awareness to an area of the body and to correct positioning. The student and parent/guardian agree to let the instructor know before class if the student would prefer no physical contact during class.

Parents/guardians consent that they are responsible for students in the studio building or performance venues both before and immediately after their student's scheduled programming. Students age 12 and under should be escorted to and from the studio classroom.

The student and parent/guardian assume all risks of participation in the programs and related activities offered by the studio. I waive, release and forever discharge any and all claims or actions I or the student may now or in the future have against DanceWorks Kenora for any injury, death, damages or loss sustained as a result of participation in the programs offered by the studio. DanceWorks Kenora will not assume responsibility for any injury, losses, costs or damages resulting from participation in their programs or the related activities.

I've read the above and agree.

## Signature Text

I, on my own behalf and on behalf of the above named student(s) for whom I am a parent or legal guardian, hereby guarantee that I have read and do understand the DanceWorks Kenora policies.

I accept and agree to abide by these policies in order to be accepted as a student at DanceWorks Kenora.

I state that I am of lawful age and legally competent and am signing this document on my own behalf or on the behalf of the student of my own free act.

I've read the above and agree.

Date: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_