

TURNING POINTE DANCE CENTRE POLICIES AND PROCEDURES EFFECTIVE AUGUST 1, 2024

ENROLLMENT/REGISTRATION: An annual nonrefundable registration fee of \$40 is charged for the first student, \$30 for the second student and \$25 for each additional student in the same household. Once a student is enrolled, tuition will continue to be charged each month through June. Class placement is determined by the instructors and is based on a student's ability and certain age restrictions. Classes can be added through the DanceStudio-Pro Parent Portal at any time with instructor permission until March 15 of each year. Classes can only be dropped effective the first of each month and parent must provide written notice via email to dance@turningpointdancecentre.com at least 30 days in advance to drop the class.

TUITION/PAYMENT: Our program is designed as a ten-month session running September through June. Monthly tuition is calculated on a four-week month average and is divided into equal payments for lessons received for the full ten-month session. Tuition will remain the same each month regardless of attendance, school closures, holidays, vacations, recital rehearsals and performances, etc. Registration reserves a place in the class for the dancer, even when they are absent. Tuition will not be prorated for any reason. Holiday closures are Memorial Day, Halloween, Thanksgiving and the day after, Winter Break and Spring Break.

All tuition and fees will be paid via Autopay on the 25th of each month for the following month's fees. For example, September tuition is due on August 25, October tuition is due on September 25, etc. All clients will be required to enter a form of payment (credit card, debit card, bank account, etc.) in their Parent Portal to be used for their Autopay payment each month. A late charge of 10% will be added for all fees paid five (5) or more days after the due date (25th of each month). Accounts that are more than thirty (30) days behind will be suspended and dancer will not be permitted to return to class until both the past due balance and the following month's tuition have been paid in full. There will be no prorated tuition, deductions, refunds or transfers for missed lessons, regardless of the reason. Accounts that become delinquent face cancellation of classes.

REFUNDS/RETURNS: NO REFUNDS ARE GIVEN FOR ANY REASON, including loss of interest, time conflict, injury, illness, pandemic, government shutdown, natural disaster, etc. This applies to class tuition, private lesson fees, costume and retail purchases, etc. Retail items must be returned unused with the original packaging to receive the account credit. Account credits can be used toward any future tuition or retail purchases. Account credits will expire after one year.

RECITAL PERFORMANCE: Each regular class session (September through June), we showcase the progress of our students in our professional quality recital performances. Participation is not mandatory, but is strongly encouraged, as dance is a performing art. Families with multiple students or students taking multiple classes/levels should expect to perform in more than one show. Students who opt out of performing in the shows will still learn the recital routine during their class(es) to allow them to experience as much of the show process as possible. Adult students (over age 18), or parents of students choosing not to perform in the shows, must notify us via email to dance@turningpointdancecentre.com by January 1 or Recital Fees will not be refunded to account.

RECITAL FEES: Each student participating in the Recital will be charged a Recital Fee for each routine they perform in. Tiny Tots, Creative Movement, Combination classes and Beginning level students will be charged \$100 (plus tax) per class. Intermediate and advanced level students will be charged \$120 (plus tax) per class. All recital fee balances will be available by October 1. Recital fees may be paid in advance or by installments on required due dates below. Recital costumes will be distributed once June tuition and all fees for the entire session are paid in full. All costumes must be picked up by July 1 or they will be disposed of.

- Families with one to two classes must pay by December 1.
- Families with three to five classes must pay one-half by November 1 and one-half by December 1.
- Families with six or more classes must pay one-third by October 1, one-third by November 1 and one-third by December 1.

ARRIVAL AND DISMISSAL TIMES: Dancers should arrive in full dance attire 10 minutes prior to their scheduled class time. Missing 'warm-ups' due to tardiness may cause injury and is disruptive to the rest of the class. Classes may be dismissed by instructor 5 minutes prior to scheduled class end time to allow students time to prepare for their next class.

ATTENDANCE: Students must attend all classes unless there is an illness or family emergency, as absences affect the entire class. Weekly reinforcement of dance technique is imperative to keep the student advancing with the remainder of the class. Poor attendance hampers the student's dance education and the Recital choreography process. If it is necessary to miss class, please enter the expected absence in your Parent Portal with the reason for the absence. Students may make up classes within 30 days of the class missed during the session from September through March. For April through June, make-up classes are only allowed in classes that do not perform in Recital, as Recital performance preparations are in progress. To request a make-up class, please email us at dance@turningpointdancecentre.com so that we can log the make-up in our system and notify the instructors. Missed classes must be made up by the student who missed the class and cannot be used by friends, family, etc., and must be made up in comparable level of class that was missed. Starting April 1, if a student has 3 or more absences in any class(es), the student will be removed from the Recital performance for those class(es) with no Recital Fee refunds.

CLASS OBSERVATION: In the interest of minimizing lobby traffic, we ask guardians of Beginning 3, Intermediate and Advanced students to drop their dancer(s) off 10 minutes prior to class, dressed and ready to dance. Guardians may return for the last 10 minutes of dancer's final class to observe on the lobby monitors. Guardians of Tiny Tots, Creative Movement, Combination classes and Beginning 1-2 dancers may stay in the lobby for the duration of the class and observe class on the lobby monitors.

DRESS CODE: Our Dress Code is on our website, www.turningpointdancecentre.com. The Dress Code is mandatory and will be strongly enforced.

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CLASS ETIQUETTE: Every student and parent is expected to behave throughout the facility in a disciplined, responsible, and courteous manner. Excessive talking or unfriendly behavior is not conducive to a healthy learning environment. TPDC reserves the right to suspend or dismiss any student or parent whose attitude, attendance, or conduct is found unsatisfactory.

COMMUNICATION: We communicate with our parents and students via email. Our email address is dance@turningpointedancecentre.com. Please be sure that all your contact information, including emergency contacts, is current in the Dance Studio-Pro Parent Portal at all times so TPDC can keep you informed of important information and reach you in case of emergency. We do not communicate via text or social media.

PERSONAL PROPERTY: Be sure to label your dancewear and bags so we can return them to you if left at the studio. We are not responsible for lost, stolen, or damaged articles of clothing, jewelry, or other personal property. Please check the lost and found, as items will be donated to charity on a regular basis. Security cameras are in force.

FOOD AND DRINK: Only water is allowed in the studios. Food is only allowed in designated areas. Any food containing nuts is not allowed on the premises.

CLASS CANCELLATION: Classes may be canceled or combined for low enrollment at any time. If it is necessary for us to cancel classes due to unforeseen circumstances, we will recommend appropriate make-up classes for the canceled classes.

PRIVATE LESSONS: The cost for a private lesson is \$90 per hour for one dancer, \$120 per hour for two dancers sharing a lesson, and \$150 per hour for three dancers sharing a lesson. Private lesson fees must be paid in advance to receiving the lesson. To cancel or reschedule a private lesson, please notify the instructor at least 24 hours prior to the private lesson. If you cancel or reschedule with less than 24-hour notice, there is a \$25 cancellation fee. If you schedule a private lesson and fail to attend or fail to notify the instructor at least four hours prior to your scheduled time, you will be charged for the private lesson in full because the instructor will not have time to schedule a replacement.

POLICY CHANGES: We reserve the right to change policies and/or adjust fees at any time and for any reason, without notification.

RELEASE WAIVER

On behalf of myself and/or my child(ren), I understand that there are risks associated with, arising out of and inherent to the activities provided through A Dance Perspective LLC dba Turning Pointe Dance Centre and Trilogy Dance Company. They include, but are not limited to, illness, injury and death. In recognition of this acknowledged risk, I knowingly and voluntarily waive all right and/or causes of action of any kind, including any and all claims of negligence arising as a result of such activity from which liability could accrue to A Dance Perspective LLC dba Turning Pointe Dance Centre and Trilogy Dance Company, it's officers, agents, employees, instructors, subsidiaries, parent corporations, and all affiliated entities (hereinafter collectively referred to as "Turning Pointe and/or Trilogy Dance").

I hereby agree to release Turning Pointe and/or Trilogy Dance and hold Turning Pointe and/or Trilogy Dance harmless of all liability, and hereby acknowledge that I knowingly and voluntarily assume full responsibility for all risks arising out of active participation in dance classes, camps, rehearsals, private lessons, studio rentals, performances and activities through Turning Pointe and/or Trilogy Dance on behalf of myself, the legal guardian, and/or my child(ren).

Parent(s), Guardian(s) and their child(ren) grant A Dance Perspective LLC dba Turning Pointe Dance Centre and Trilogy Dance Company the right to copyright and/or publish images captured through video, photo or digital camera, of which student may be included in whole or part, for news release, website publications, advertising materials (including, but not limited to, signage, brochures, websites, social media platforms, flyers, newsletters, etc.). Parent(s), Guardian(s) and their child(ren) waive any right that they may have to inspect and/or approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. Parent(s), Guardian(s) and their child(ren) release, discharge and agree to save A Dance Perspective LLC dba Turning Pointe Dance Centre and Trilogy Dance Company from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composition form, whether intentional or otherwise, that may occur or be produced in the making of said images, or in any processing tending towards the completion of the finished product.

My child(ren) for whom I am registering have my permission to participate in all Turning Pointe and/or Trilogy Dance classes, camps, rehearsals, private lessons, studio rentals, performances and activities. I warrant the information is complete and correct and that I do have the authority to act and speak on behalf of my child(ren). I further release Turning Pointe and/or Trilogy Dance of all liabilities associated with myself and/or my child(ren)'s attendance at Turning Pointe and/or Trilogy Dance classes, camps, rehearsals, private lessons, studio rentals, performances and activities.

On behalf of myself and/or my child(ren), I give permission for A Dance Perspective LLC dba Turning Pointe Dance Centre and Trilogy Dance Company staff to authorize Emergency Medical Treatment for myself and/or my child(ren) in the event they find it is necessary. On behalf of myself and/or my child(ren), I give permission for A Dance Perspective LLC dba Turning Pointe Dance Centre and Trilogy Dance Company staff to administer Tylenol or Ibuprofen for myself and/or my child(ren) in the event they find it is necessary, unless otherwise stated in the Parent Portal during online registration.

On behalf of myself and/or my child(ren), I hereby acknowledge the health risks and dangers associated with the transmission of the COVID-19 virus, and other communicable diseases, and recognize that exposure to the COVID-19 virus, or other communicable diseases, could occur while in the care of A Dance Perspective LLC dba Turning Pointe Dance Centre and/or Trilogy Dance Company. As such, and in consideration for services to be provided by A Dance Perspective LLC dba Turning Pointe Dance Centre and/or Trilogy Dance Company, myself and/or my child(ren) fully assume all of the risks associated with participation in dance classes, camps, rehearsals, private lessons, studio rentals, performances and activities, including the possibility of COVID-19 (or the novel coronavirus) community spread.

I am aware that this is a release of liability and an acknowledgement of my voluntary and knowing assumption of the associated risks. I have signed this document voluntarily and of my own free will in exchange for the privilege of participation.

I, as parent and/or legal guardian, have read and fully understand and acknowledge the contents of this Waiver and Release of Liability and agree that I am voluntarily waiving, releasing, indemnifying and discharging A Dance Perspective LLC dba Turning Pointe Dance Centre and/or Trilogy Dance Company and their Officers, Directors, employees and volunteers from any and all liability, damages, and each and every action (collectively, "Claims") by participation in and/or associated with the Program(s) including, but not limited to, exposure or transmission of the COVID-19 virus. I represent that I have full authority to sign on behalf of my child(ren) and that my signature binds each other person having authority to make decisions on behalf of my child(ren). My signature below is confirmation that I have read and fully understand and acknowledge the contents of this Waiver and Release of Liability and agree that I am voluntarily waiving, releasing, indemnifying and discharging A Dance Perspective LLC dba Turning Pointe Dance Centre and/or Trilogy Dance Company and their Officers, Directors, employees and volunteers from any and all claims.

BY REGISTERING AND PAYING FOR ANY CLASSES, CAMPS, REHEARSALS, PRIVATE LESSONS, STUDIO RENTALS, PERFORMANCES AND/OR ACTIVITIES THROUGH THE WEBSITE, PARENT PORTAL, DIRECTOR(S), VIA EMAIL OR IN-PERSON, YOU ARE AGREEING TO ALL OF THE ABOVE CONDITIONS AND WAIVERS. I ACKNOWLEDGE I HAVE RECEIVED AND READ THE ABOVE INFORMATION AND THE ATTACHED POLICIES AND UNDERSTAND AND AGREE TO ALL OF THESE TERMS AND CONDITIONS.