

EVOLUTION DANCE STUDIO POLICIES & GUIDELINES

ONLINE CLASS WAIVER

Evolution Dance Studio welcomes you to our online classes! We will be using Zoom, an online video conferencing service, to bring you our interactive art classes. This will be a fun and engaging time for our students and our teachers.

Before we get started, we need to remind everyone that students will be on live video conference. Please read through the following guidelines so we can maintain a safe experience for all participants.

1. We will send you a link to join the Zoom class meeting. Setting up a Zoom account or inputting any information except for your student first and last initial will NOT be required. To learn more about Zoom go to Zoom.us.
2. The class meeting will be live and interactive. Please make sure your student is in a quiet place where a parent can monitor the session.
3. Sounds and voices can be captured by the devices' microphone and heard by others in the Zoom session. Teachers will mute participants for portions of the session but may unmute participants during discussion or to hear questions.
4. During live sessions, remember everything within the camera viewing area will be visible to the teacher and other students. Please make all household members aware of this. Hanging "Live Video Session" signs around the area or turning the monitor/device camera toward a wall can help with controlling the area.
5. These sessions will NOT be recorded and will Not be available afterward.
6. Students will NOT be refunded for missed classes for any reason, including poor internet connection. The last day to drop a class and still receive a full refund is one week prior to your class start day.
7. Please review our "Participant Code of Conduct" policy and discuss responsible and appropriate behavioral expectations with your student that may be applicable online. We will also monitor the students and set virtual classroom expectations so that all participants will have a safe and fun learning experience together!

I do hereby release and hold harmless the Evolution Dance Studio, It's members, employees from any claim.

I give permission for my child/student to participate in the Evolution Dance Studio online classes using the Zoom conferencing service. I understand and agree that in the event any dispute arises between you, either personally or on behalf of your child, and Evolution Dance Studio, or personnel, that dispute will be decided according to the laws of the State of Maryland.

By completing your registration for Evolution Dance Studio class, you acknowledge that you have read this document in its entirety, that you understand its contents, meaning, and effect, and that you have agreed to its terms completely and voluntarily. You also acknowledge by your completed registration that you accept the allocation of risks and responsibility as between the Evolution Dance Studio and yourself forth in this agreement. Evolution Dance Studio is relying on your consent to the terms of this agreement in its operation generally and allowing you/your child, in particular, to attend.

Please contact us if you have any questions about these guidelines or our virtual learning program at Evolutiondances.com

PHOTO WAIVER RELEASE FORM

I hereby grant releasee permission to use photographs in any of the following Web-based publications, Print Advertisement, Organization Bulletin.

I hereby affirm that such release to the release does not constitute any form of compensation, including royalties arising from the photographs, to my benefit.

I understand and agree that photographs in the possession of the releasee shall become the property of the releasee. The use and publication of the photographs, however, shall conform to my rights as a subject of said photographs. I, my heirs, representatives, executors, administrators, or any other person acting on behalf or on behalf of my estate have or may by reason of this authorization. I am of legal age.

CANCELLATION POLICY

We will start your notice from the time our office has been contacted by the parent or guardian. Telling your weekly teacher before/after/during a class does not count. You must contact our office. The final month's tuition will be prorated if applicable. Our school is a YEAR-ROUND program. Do not assume you will be dropped after a recital. Out of fairness to all our participants, this notice will not be waived for any reason.

EXTENDED ABSENCE

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To hold your spot during a break or vacation you must continue paying your monthly tuition. We do allow make-up classes

upon your return. We cannot hold your spot while you are gone without payment. If you are intending to drop the class because of an extended absence, and there is a waiting list for that class, you will be expected to wait for the next available position upon your return. Makeups expire 30 days from the date of absence.

NEW OR LOW ENROLLMENT CLASSES:

When we launch a new class there may be a period when enrollment is low. If a group class starts with one dancer, or should only one dancer ever arrive for class, we will convert that day to a 30-min private lesson. In some cases, if enrollment is low for an extended period, we may consider dropping the class entirely. We would give you as much notice as possible.

MISSED CLASSES/MAKE-UPS/SCHEDULE CHANGE:

Make-ups for holiday closures - Only selected holidays on days that fall below the class average (4 in a month / 48 total for the year) will be eligible for a make-up class. We will include a note on closure reminders as to which holidays warrant a make-up visit. You will have 3 weeks to use your holiday make up time and then it will expire. We will invite you to use the makeups at times where the lesson planning and show deadlines are more flexible and allow for a less consistent class group. For example, Evolution Dance Studio will not hold makeups in June as a high percentage of class time will be spent on fine-tuning recital numbers. If an absence is eligible for a makeup, you will have 30 days from the absence date to make the class up. Makeups will expire 30 days from the absence date.

PAYMENT POLICY

Performance Teams have a separate tuition structure and have additional, gear, and convention fees not listed here.

FREE TRIAL CLASS:

All new students are allowed, ONE free trial class. If you want to try more than one class, you can pay for a single class provided there is a spot in the class. Trial classes only occur once a spot is available in that class. The trial is built into your registration. You will have three days to decline the spot after your trial before we begin billing. If you miss the deadline to decline you will be required to submit a notice and pay for 2-week of classes. All details will be emailed to you before the trial classes. We will send a follow-up email after the trial with your official start date unless you decline the spot.

REGISTRATION FEE:

There is a \$50 yearly registration fee per student. This fee will be assessed on your anniversary month each year you are enrolled. If you drop and return after your anniversary date you will be charged again.

TUITION PAYMENTS:

We accept Visa, MasterCard, Discover, American Express, or Cash

Classes are billed monthly. We require a credit card to be on file. Evolution Dance Studio will post tuition fees at the end of the month for the next month. We will auto-process payments on the 1st of the month. Those that may need a payment plan, please see an office manager. Most classes will have fees post monthly. Classes are ongoing. Should the 1st day of the month fall on a weekend or holiday, we will process payments the next business day. Private lessons will be billed differently.

LATE FEES:

Our classes are Monthly. If tuition is late a \$30 fee will be added to your account.

RIGHT TO REFUSE SERVICE

We always have the right to refuse service should you or any member of your family not follow these studio policies. Our policies are in place for the safety of all participants in our programs, their families, and individuals and businesses with whom we share the building and must always be agreed to and followed.