



Moreno Dance Academy (MDA) Policies & Procedures

Thank you for Choosing MDA. Please read carefully and thoroughly. Please sign and date.

1. There is no food, drinks or gum allowed in MDA. Water bottles are allowed in the cubicles/playroom. All dance bags must be placed there or with family members in the viewing areas.
2. Label all shoes & dance bags on the inside, not on the bottom of shoes.
3. \$25.00 initial Registration is due per family. Annual Registration will be \$10.00 per family in August each year for returning students. Registration is due at the sign up of any new student along with the first month's tuition. If you drop classes for one consecutive month, re-registration will be due again as we will need to file the student back into the system.
4. All new dancers will need to be assessed to find placement of classes. Students will remain in said class. Parents do not choose placement of students. All students will be placed according to their ability levels. Any changing of classes will be done in September and January of each year.
5. Students must be escorted to and from the studio by an adult and be picked up immediately after class.
6. Parents are expected to keep noise levels down and watch all siblings at all times. Please clean up after your children. Parents are to remain in the viewing areas, not in the dance room. Please do not open the door and interrupt class. If the instructor needs your assistance, they will ask for it.
7. MDA does not require a long term contract; however we do expect all students to participate in the Annual Recitals and to dance year round.
8. Students cell phones must be left in the cubicles/dance bags, turned off.
9. MDA is not responsible for lost or damaged possessions.
10. No street shoes are allowed in the dance room. Students are to wear cover ups to and from the studio. Students are to arrive dressed to dance. Do not wear your dance shoes outside.
11. Dress code is on the following page. There will be specific shoes/tights/hair needed for classes and Recital. Please follow the shoe guide and ask any questions prior to purchasing.
12. There are no pro-rates for missed classes. If you need a make-up class, it must be scheduled with the instructor to use within a month. Please do not just show up to a class to make up.
13. If you are running late and will be more than 15 minutes late, please schedule a make-up class.
14. Do not cut your child's ballet strings. They are to be tied and tucked inside of the shoe.
15. We reserve the right to refuse service to anybody.
16. Students/parents must wait outside the dance room until the instructor calls them into class. No running around the dance room, touching the mirrors, or hanging on the barres is allowed.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS MDA POLICES & PROCEDURES

Name (Parent/Guardian) Signature:

Date:



MDA Tuition Policies & Dress Code

1. Tuition is based on a 4 week month. For those months with 5 weeks, there will be no additional fees. These "extra" weeks will attribute for the missed holidays throughout the year. MDA will be closed the following holidays, New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Halloween (afternoon classes only), Thanksgiving and the day after, Christmas Eve and Christmas Day. The weeks in between Christmas Eve and New Year's, & the week following the summer recital.
2. MDA accepts: cash, checks, credit, debit and Auto debit. Auto debit is set up through our software Dance Studio Pro. You will be sent an email with your log in Info. You will also be able to make a single payment through our Dance Studio Pro software. You will be emailed a statement monthly.
3. There is no pro-rate for classes missed. If you choose to drop from MDA, you must give a 2 week notice so you are not charged for the next month.
4. \$25.00 registration fee will be assessed to put each family into our billing system. This is due upon registration of the first month of classes. If you sign up after the first lesson of the month, that first month's tuition will be pro-rated. Annual registration will be due every August. This is also when we will evaluate each child and change classes if applicable.
5. No Refunds or pro-rates for classes missed. Make up classes will be given within a month of missing class. Make up classes must be scheduled with MDA. Please do not just show up for a make up class.

Tuition Rates Per Month

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|------------------|-----------------------------|-------------------|---------------------------------|
| 1 class per week | \$58.00 per month | 6 class per week | \$205.00 per month |
| 2 class per week | \$90.00 per month | 7 class per week | \$230.00 per month |
| 3 class per week | \$125.00 per month | 8 class per week | \$255.00 per month |
| 4 class per week | \$155.00 per month | 9 class per week | \$280.00 per month |
| 5 class per week | \$180.00 per month | 10 class per week | \$305.00 per month |
| 11+ classes | Add \$25.00 per class/month | Private Lessons | \$25.00 – \$35.00 per half hour |

I HAVE READ AND UNDERSTAND MDA TUITION POLICES

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|-----------------------------------|-------|
| Name (Parent/Guardian) Signature: | Date: |
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MDA Dress Code

Mommy & Me Dance Classes | Any color leotard and tights. Ballet and tap shoes needed, any color. For the recital, they will need specific colors.

Ballet & Tap Combo Classes | Black or Pink leotard (*any style*), black or pink tights. Ballet and tap shoes needed. Any kind/color permitted until recital. Specific colors will be needed for the shows. No dress up or costumes are allowed. Hair pulled back off of face.

Ballet/Pointe Classes (*ages 6 and up*) | Black leotard (*any style*), ballet pink tights (*convertible or footed style*). Pink Split-Sole ballet shoes. Ballet skirts are permitted only if they are above the knee and must be a ballet skirt, pink or black only. No dress up skirts/costumes allowed. No full sole ballet shoes. Hair secured in a bun. Use hair nets/snoods and bobbie pins. If hair is too short, pony or pig tails are ok.

Tap/Jazz/Hip Hop/Musical Theater/Acro/Tumbling Classes | Jazz pants, leggings, sweats or dance shorts (*in pink, grey or black*) with leotards or MDA/dance competition Shirts. Hair pulled back off of the face. Proper shoes needed. Specific types of the proper shoes will be needed for the recital and all performances. Hip Hop classes wear tennis shoes and loose fitting dance attire. Teens may wear crop tops and the appropriate bottoms.

Boys | Black dance pants. Solid black, white, MDA Boys fitted shirt. Appropriate shoes for class.

All shoes, attire, and tights must be purchase from Discount Dance Supply (*studio code – TP35969*) or another Dance Attire Company.



MDA Registration Form

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|-------------------|----------------------|
| Account Last Name | Parent/Guardian Name |
| Home Phone | Cell Phone |
| Email Address | |
| Home Address | |

| Student Name | Class Enrolled | Day | Time | Student Birth Date |
|--------------|----------------|-----|------|--------------------|
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On behalf of said students listed above, I hereby agree, and consent to participation in dance/tumble class. I am aware and understand the possible risk of physical injury that may occur from said dance/tumble classes. I hereby release, absolve, indemnify, and hold harmless Moreno Dance Academy, its owners, directors, and staff members. This consent applies, but not limited to any and all participation in classes, performances, competitions, and any other function in conjunction with Moreno Dance Academy. I also agree that said students are in good health and capable of participating in said classes. I have read and understand the above statements.

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| Name (Parent/Guardian) Signature: | Date: |
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Participants of the Moreno Dance Academy may have the opportunity to be photographed at various events. This may include but is not limited to the following: classes, performances, competitions, picture days, etc., With permission from parents/guardians these photos/images and or videos may be included in publications, advertisements, brochures, flyers, websites, social media, and other promotional material created by Moreno Dance Academy. No financial compensation will be given to Moreno Dance academy or said students/guardians for the use of these photos/videos. Parents also understand, acknowledge and agree to the following:

1. I will make reasonable efforts to respect the privacy of the other Moreno Dance Academy children and families by not publicly disseminating photographs of children other than my own without prior consent from the other children's parent(s).
2. By agreeing to participate in any and all Moreno Dance Academy classes, recitals and other performances, I acknowledge and agree that my child may be photographed and/or videotaped by MDA student's families and/or professionals with or without MDA's prior or subsequent knowledge and/or consent, I further acknowledge and agree that said photographs and videotapes may be made available to MDA families and/or third parties, and that the photographers and/or cinematographer may, with or without MDA's knowledge and/or consent, use the photographs and/or videos for their own purpose including, but not limited to advertising or promotional purposes.
3. I understand and agree the Moreno Dance Academy ("MDA"), it's owners, operators, and/or instructors, shall not be responsible in any way for the actions of third parties, including, but not limited to parents, family members or friends of other MDA students, professional photographers and/or cinematographer who may photograph, videotape, and/or otherwise record my child's image and/or disseminate my child's image in some private or public forum, including but not limited to Facebook, twitter, or other social media outlets, and/or said third party's website(s). This release of third party liability on behalf of MDA, its owners, operators, and/or instructors, shall apply regardless of whether such actions are done with or without MDA's prior or subsequent knowledge. I have read, understand, and agree to the above statements.

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| Name (Parent/Guardian) Signature: | Date: |
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