



MONGAN DANCE ACADEMY (MDA) POLICIES

COVID Requirements

When in-studio classes can be held, the following requirements will be in place:

- Students will be dropped off/picked up at the main door of the EPCHS Sports Complex. Students in pre-level classes can be accompanied by one parent on the first day of class to familiarize themselves with MDA's studio space.
- Students, staff, and families who come into the facilities must have their temperature taken, use hand sanitizer, and wear masks.
- Students must wear masks in the dance room while dancing. If this is too difficult for the student, he/she can take the class at home via Zoom.
- Students who have any symptoms of COVID or the flu shall not attend class. According to there CDC, symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

If COVID statistics require the EPCHS Sports Complex or MDA to close, all MDA classes will be held via Zoom. Email notices will be sent to all primary account holders.

Tuition

- The dance school year is divided into four sessions for tuition: Fall, Winter, Spring, Summer. During the uncertainties of the COVID health crisis, we will offer the sessions in two parts each so they are 6-week sessions instead of 12-week sessions.
- The enrollment seat is officially reserved when tuition is paid in full. Registrants with unpaid balances may be placed on a waitlist or forfeit the seat.
- We accept cash, checks payable to *Mongan Dance Academy*, and credit/debit cards. There is a \$35 service charge for returned checks. Phone payments can be made by credit/debit card with a \$4 service charge.
- Students who are enrolled in a class will have first priority to remain in the class for the next session. Tuition must be paid in full two weeks prior to the start of the new session or the seat may be forfeited.
- A one-time annual administrative fee of \$25/family will be posted to each account during online registration OR after we receive the registration. It covers all children in a family who are registered in consecutive sessions for the current dance year.
- Student who have difficulty transitioning into class for at least two weeks and parents/ instructor agree that it is best to try class at a later date, a credit for the remaining classes will be given which can be used for the same child within the next 12 months.
- If a parent/guardian withdraws a student prior to the start of the session, or during the session, tuition is non-refundable.

- Registration for a class is a commitment for the entire session, and MDA reserves your child's seat for the duration. Therefore, all fees, including, but not limited to, tuition, deposits, administration fees, recital fees, late fees, etc., are non-refundable.
- If a class is cancelled by MDA, all payments for remaining classes will be reimbursed in full.
- In the case of COVID, inclement weather, or any other natural disasters or unforeseen circumstances, there will be no refunds or credits. All balances must be paid in full.
- Accounts with unpaid balances will receive a \$10 late fee per month. Accounts with unpaid balances for more than six months may be submitted to a collection agency if needed.

Missed and Make-Up Classes

- If the surrounding public schools are closed due to inclement weather, MDA may be closed if the conditions are still unsafe at class time. Students may make up the class in another class of comparable style/age.
- Text/email messages will be sent to the primary account holder if classes are cancelled for any reason.
- Announcements will be made in Facebook regarding cancelled classes.
- Students who miss a class can make up that lesson in another class of comparable style/age. Refunds are not given for missed classes. Limit 3 make-ups per session.

Class Policies

- Due to social distancing, no one is permitted to be in the dance room unless approved by the instructor for extenuating circumstances.
- **Street shoes are NOT allowed on the studio dance floor at any time.**
- Your child's name should be written on all dance shoes, bags, equipment, and personal belongings. MDA is NOT responsible for lost or stolen property.
- Please notify MDA of a student's medical conditions or illnesses, food allergies, and/or medication in case of an emergency.
- When food is served at extra-curricular events (i.e., camps, special events), you may provide your child's food/snacks/beverages in case of food allergies and/or dietary restrictions.
- Participation in the Annual Spring Recital is optional.

Dance Attire

- Students must come prepared for dance class with appropriate dance attire and shoes.
- See the MDA website for required uniforms.
- Hair must be pulled back from the face, and long hair must be worn up. Students in upper ballet levels (Ballet 1, 2, 3, 4) must wear hair in a bun.
- Dance shoes shall NOT be worn outside.

Class Placement

- All pre-level students (up to age 8 by September 1) must register in their age category.
- All upper level students (ages 8 and older as of September 1) new to MDA must register in level 1 classes, or they can call MDA at 708-658-6165 for evaluation and level placement.
- Current upper level students of MDA shall register for the level based on the instructor's evaluation and level placement.
- Students are not moved to a higher level mid-year based on age. All level placement must be approved by MDA.

MONGAN DANCE ACADEMY (MDA) WAIVER

I have chosen to have my child participate in dance instructions and/or sponsored activities provided by MDA. I understand the nature of the activities that my child will be participating in, and that there is the possibility that, despite precautions, accidents and/or physical injury may occur.

I agree to release and hold MDA harmless, including its officers, agents, instructors, staff, volunteers, and employees, from any cause of action, claims, or demands now and in the future. I will not hold MDA liable for personal injury or personal property damage or loss sustained by my child, which may occur on the premises before, during or after classes, or which may occur at any MDA sponsored event outside the studio.

Furthermore I agree to read and follow MDA's Policies and Waivers and take full responsibility for my child's behavior, in addition to any damage he/she may cause to the property, facilities, or equipment utilized by MDA.

My signature on this form and/or an electronic submission for registration and/or payment for tuition is proof of my intention to execute a complete and unconditional waiver and release MDA of all liability pursuant to the terms herein, and to accept all terms and conditions contained in MDA's Policies and Waiver. I am of lawful age and competent to sign this affirmation.

* Parent/Guardian Signature	Date
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Student's Name

*** Online registration and payment is considered acceptance of MDA's policies and waivers.**