

## REGISTRATION POLICY FOR CLASSES

- Registration and payment for our classes must be completed **online** prior to the class.
- Drop in classes can not be scheduled in the parent portal. If you would like to sign your dancer up for a drop in class, please email us prior to the class. If there is a spot, we will notify you by email prior to the class along with instructions to set up your account. Drop in classes are \$25 per class and must be scheduled and paid for in advance.
- Once you register for a class your dancer will remain in the class for the entire dance year (August 2021-June 2022).
- Dancers are welcome to switch classes at any time throughout the year as long as there is a spot available. Switches must be approved by our Office Coordinator and can not be done in the parent portal. Contact our office by sending an email to [support@capitoldancecompany.com](mailto:support@capitoldancecompany.com).
- If a class closes due to maximum enrollment, a **wait list** will automatically be generated in our system. If a spot opens up on the wait list, we will reach out by email. If a class closes due to maximum enrollment, we cannot guarantee a spot will open on a wait list. To add your dancer to the waiting list, proceed to enroll them in the class even though it shows as "full/closed" in red in the portal. **Payment is not required to be added to a wait list.**
- **We are paperless!** All schedules and class information will be posted on our website and social media pages. All registration, payments, and scheduling will be processed through our studio portal. Important updates will continue by email and through social media posts.

## TUITION POLICY

- Tuition is monthly and is prorated based on the date of registration. *Prefer to have your dancer start on a specific date?* Contact our office by sending an email to [support@capitoldancecompany.com](mailto:support@capitoldancecompany.com)
- **By registering for our classes, you will be opted in to AutoPay automatically. AutoPay is the only option for tuition payments.**
- Payment for classes will be made through our studio portal. A credit card must be on file to complete enrollment. All payments are made by credit/debit card. **No cash or check payments are accepted.**
- We do not accept partial payments or split payments between cards. Multiple cards may be added to an account, however there may be only 1 card charged for payments.
- All tuition is prorated based on our holiday/studio closure dates.
- Accounts will continue to be auto charged tuition unless we receive email notification of withdrawal.
- If we receive a declined message when processing tuition, an email notification will be sent. We will allow a 7 day grace period to update the card on file. A late fee of \$25 will be issued if a card on file is not updated within 7 days of notification.
- We reserve the right to charge any outstanding balance, including late fees to the credit card on file. **CDC reserves the right to drop a student from classes if account balance is outstanding for more than 14 days.**
- CDC does not disclose account information to any person not listed on the account.

## **TUITION POLICY (CONTINUED)**

All tuition will be collected and billed automatically on the first day of each billing cycle each month.\* If the first day of each billing cycle falls on a holiday, you will be billed the following business day. AutoPay tuition processing will fall on the following dates in the table below.

\*As a reminder, all tuition is prorated based on our holiday/studio closure dates.

<b>Month</b>	<b>Day of Billing</b>	<b>Dates of Instruction</b>
August	Tuition due upon enrollment	Monday, 8/23 - Saturday, 9/4
September	Tuesday, 9/7	Monday, 9/6 - Saturday, 10/2
October	Monday, 10/4	Monday, 10/4 - Saturday, 10/30
November	Monday, 11/1	Monday, 11/1 - Saturday, 11/27
December	Monday, 11/29	Monday, 11/29 - Saturday, 1/1
January	Monday, 1/3	Monday, 1/3 - Saturday, 1/29
February	Monday, 1/31	Monday, 1/31 - Saturday, 3/5
March	Monday, 3/7	Monday, 3/7 - Saturday, 4/2
April	Monday, 4/4	Monday, 4/4 - Saturday, 4/30
May	Monday, 5/2	Monday, 5/2 - Saturday, 5/28
June	Tuesday, 5/31	Tuesday, 5/31 - Saturday, 6/18

<b>2021 - 2022 CLASS PRICING</b>	
<b>Classes per week</b>	<b>Monthly Family Rate</b>
1	\$80
2	\$150
3	\$210
4	\$255
5	\$285
6	\$320
Unlimited 1 Student	\$370
Unlimited 2+ Students	\$420
Drop-In Rate	\$25 per dancer
Annual registration fee	<i>No registration fee!</i>

## 2021 - 2022 STUDIO CALENDAR & CLOSURE DATES

2021 - 2022 CALENDAR	
2021-22 Season Begins	Monday, 8/23
Closed for Labor Day	Monday, 9/6
Closed for Thanksgiving Break	Monday, 11/22 - Sunday, 11/28
Closed for Winter Break	Monday, 12/20/2022 - Sunday, 1/2/2023
Classes Resume	Monday, 1/3/2023
Closed for MLK Jr. Day	Monday, 1/17
Ballet Performance Awards	Sunday, 1/30
Closed for Presidents' Week Break	Monday, 2/21 - Sunday, 2/27
Closed for Spring Break	Monday, 4/11 - Sunday, 4/17
Closed for Memorial Day	Monday, 5/30
2021-22 Season Ends	Saturday, 6/18
Rehearsal Week @ CDC	Monday, 6/20 - Thursday, 6/23
Dress Rehearsal at Campbell Heritage Theater	Friday, 6/24
Show Day! (Campbell Heritage Theater)	Saturday, 6/25

## ATTENDANCE FOR IN-PERSON CLASSES

- ***There are no refunds or credits if your dancer is absent for a class.***
- *Dancers should not attend class if they are feeling ill.*
- Make up and drop-in classes are only allowed in classes that have spots available.
- Make up classes are available in a comparable age/level class within 2 weeks of your dancers absence.
- Make up classes must be scheduled and approved prior to your dancer attending. Please email our Office Coordinator at [support@capitoldancecompany.com](mailto:support@capitoldancecompany.com) to schedule your dancer's makeup class.
- There are no makeup class options for our 3 year old dancers registered in the Saturday 9AM Tiny Dancer class, as we only offer one class a week. Dancers that are registered for this class and are 4 yrs old may attend a makeup class in any 4-6 yr old class.

## **TERMINATION OF ENROLLMENT**

- Termination from parent or guardian must be submitted VIA EMAIL. **The official termination date is the day CDC receives written notice of termination, not the last day of student's attendance.**
- A refund will be provided from the day we receive written notification by email to: [support@capitoldancecompany.com](mailto:support@capitoldancecompany.com)
- Accounts will continue to be auto charged tuition unless we receive email notification of withdrawal.
- To drop your dancer from their class, please send an email to: [support@capitoldancecompany.com](mailto:support@capitoldancecompany.com)

## **CLASS SPECIFICATIONS & INFORMATION**

**Sizing:** Class sizes vary depending on size of room, style of dance and age of dancers. If a class closes due to maximum enrollment, students will be put on a waiting list. In the event a class has low enrollment, we reserve the right to cancel the class.

**Class Placement:** CDC classes are based on age and ability. In the event that a dancer is registered for a class that is not their age bracket or level, CDC will require that your dancer is placed in the appropriate class. CDC Teachers and Management will make the final decision in regards to a dancers' level and capability.

**Trial Classes:** CDC does not offer free trial classes. Dancers are welcome to register for a drop in class to see if they like the class prior to registering for the entire month. Drop in classes are \$25 per class.

**Marketing:** By enrolling in classes at CDC, you are giving permission for CDC to take and or use photographs and video photography of its dancers performing in company programs, competitions, classes, or other sponsored events for CDC marketing purposes, including social media, and without any monetary reimbursement to the dancer or dancer's family.

**Communication:** All studio related information is communicated through email.

**Teachers:** CDC reserves the right to substitute a teacher in any class when the original teacher is not available.

## **SUMMER PERFORMANCE POLICY**

- **Our yearly Summer Performance is optional for all dancers.**
- Dancers that want to participate in their class dance AND/OR want to try out for a lead role will need to register and "opt in" for the show once details are provided.
- All show related fees will be auto charged to the card on file after participation forms are submitted.
- All show related fees are non-refundable.

## **COVID AND STUDIO CLOSURE POLICY**

- In the event that we encounter another resurgence of COVID cases in our county and/or we are required to close indoor classes, classes will be held on ZOOM or outdoors. Dancers will automatically be enrolled in zoom classes and will not need to re-register for classes.
- All accounts will receive a tuition credit if we are required to close our studio. No refunds will be issued.

## **COVID MASK POLICY (Subject to Change)**

Santa Clara County now recommends individuals and businesses to "adopt universal masking requirements for customers entering indoor areas" and "**wear masks indoors, regardless of vaccination status**".

We will now require ALL dancers and teachers, regardless of vaccination status, to wear masks at this time.

**We are monitoring the current rules and will update this policy as needed. All mask changes will also be emailed out to CDC parents.**

## **GENERAL STUDIO CONDUCT**

**Safety:** Safety is our concern for your young dancers. We insist that all parents/guardians deliver and pick up their children from inside our studio and not the parking lot. CDC is not responsible for dancers' activities when they are on a break between classes or once they leave the classroom. In the event that a dancer is loud and/or disruptive in the office, they will be asked to wait outside between classes.

**No food or drinks:** Beverages, gum, candy, and food are strictly prohibited inside our studios. CDC reserves the right to ask any dancer to eat their meal/snack outside and not in our office.

**No dogs:** Dogs are not permitted in our studio lobby or dance studios unless they are a service animal with documentation.

**Discipline:** CDC expects good behavior, respect and discipline from all of our students and parents/guardians before, during or after classes as well as during competitions and performances. Physical or verbal abuse (including use of social media), uncalled-for disregard of CDC teachers' or administrators' directives or anything else that could be construed as a discipline-related problem involving students or their parents/guardians will not be tolerated. CDC has the right to remove a student from class for inappropriate conduct. CDC reserves the right to refuse service.

**Bullying/Harassment:** If any students experience bullying or harassment, administration staff must be notified. This includes in the classroom and ALL social media platforms, CDC takes any form of harassment very seriously. If there is any issue that you feel needs to be brought to the staff attention, please do so immediately.

## **WAIVER OF LIABILITY FOR ALL CLASSES**

Please be advised that there is a risk of physical injury associated with, arising out of, and inherent to, the activity of dance. You therefore agree to release CDC and its staff and hold them harmless of all liability and hereby acknowledge that you are knowing and voluntarily assuming full responsibility for all risks of physical injury arising out of active or in-active participation in a dance class, dance performance, dance competition or other dance related activities supported by, involved with, or approved by CDC.

**Emergencies:** I grant permission to the staff of Capitol Dance Company to take first aid or emergency measures as judged necessary for the care and protection of my child while under the supervision of the studio. In case of a medical emergency, I understand that my child will be transported to an appropriate medical facility by the local emergency unit for treatment if the emergency unit deems it necessary. I understand that in some medical situations the staff will need to contact the emergency resource before the child's parent, physician, and or other person acting on the parent's behalf. I also understand and agree that the child's parents or legal guardians shall be responsible for any expenses incurred.

## **ASSUMPTION OF THE RISK & WAIVER OF LIABILITY RELATING TO COVID-19**

Capitol Dance Company (“CDC”) cannot guarantee that you or your children will not become infected with COVID-19. Further, attending classes at CDC could increase your risk and your children’s risk of contracting COVID-19. By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that my children and I may be exposed to or infected by COVID-19 by attending classes.

In the event that my child is exhibiting any signs of illness, I will keep them home and not bring them to the studio to take class. Furthermore, if my child exhibits signs of illness while taking classes, I will immediately come and pick them up from the studio.