

the  
studio  
of dance and arts



2023/2024 Handbook

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# W E L C O M E T O O U R S T U D I O

We are thrilled to extend a warm and enthusiastic welcome to each and every one of you as you step into the enchanting world of dance at the studio of dance and arts. Whether you're taking your first graceful steps or you're a seasoned performer, we are delighted to have you join our dance family.

Dance is more than just movement; it's an art form that empowers, inspires, and uplifts. It's a language that transcends words and allows us to express our emotions, stories, and dreams. At the studio of dance and arts, we believe in fostering a nurturing and supportive environment where every dancer can explore their passion, discover their unique voice, and embrace the joy of movement.

Our dedicated and talented faculty is here to guide you on this exciting journey. With their expertise, creativity, and boundless enthusiasm, they will help you develop your skills, build confidence, and unlock your full potential. We're not just here to teach you dance; we're here to inspire you, challenge you, and encourage you to reach for the stars.

As you embark on this incredible adventure, you'll not only refine your technique and artistry but also make lasting friendships and cherished memories. Our dance community is a vibrant tapestry of diverse individuals, all coming together to share their love for dance and celebrate the beauty of self-expression.

Throughout the year, you can look forward to engaging workshops, exhilarating performances, and meaningful connections that will enrich your dance experience. Our commitment to excellence, inclusivity, and creativity ensures that every moment you spend with us is unforgettable.

Thank you for choosing The Studio as your dance home. We're excited to embark on this journey with you and witness the magic that unfolds with every pirouette, leap, and heartfelt expression. Together, let's create a symphony of movement that resonates with passion and purpose.

Let's dance, dream, and inspire – all under the spotlight of creativity.

With open arms and dance-filled hearts,

The Studio of Dance and arts Board of Directors and Staff

# MISSION AND PHILOSOPHY

Located in rural Montana and housed in the former Central High School building, The Studio of Dance and Arts was formed to meet a community need for arts-based education and activity for the people of Havre and the surrounding areas. Since 2015 the studio has offered classes in ballet, tap, contemporary, jazz, hip hop and tumbling, and we strive to maintain a high quality dance education worthy of our outstanding and supportive community. We hope to provide an environment that cultivates long-lasting friendships, memories, and a love for the dance arts.

## **Mission Statement**

"The Studio" is a non-profit collaboration of entities along the Hi-line designed to provide opportunities for and foster the learning of performing arts with an emphasis on dance arts in Havre and the surrounding communities.

## **Vision**

"The Studio" will offer a safe, positive and energetic environment that will nurture self-expression and self-confidence as well as foster fitness and a love of arts for children and adults of all ages.

# STUDIO POLICIES

The first step in becoming a successful dancer and tumbler is making a solid commitment to your classes, rehearsals, and performances. Strong technique is a key ingredient, and class is where you develop that technique. Please come to class prepared to learn and without personal distractions. Class time is your chance to focus on individual goals and improvements. Great progress is made when you can look at each class, rehearsal, and performance as an opportunity to become better at what you love to do. ALWAYS make the most of every class, rehearsal, and performance opportunity.

## **ATTENDANCE:**

- Please arrive class-ready 10 minutes prior to start time. Tardiness distracts those already in class but please do not hesitate to come in late if unavoidable.
- If you are going to be late or absent, please note it in the Jackrabbit app or contact an instructor directly.
- Students are expected to attend all classes and rehearsals unless an extenuating circumstance arises. In cases of injury, children are expected to still come to class to observe, as observation is beneficial to learning.
- Absences in ANY technique classes or rehearsals on ANY day in the weeks prior to a competition or performance may cause the student to lose their performance/competition opportunity.
- Any student not attending required classes will not be able to complete a solo, duet, or trio.
- It is unacceptable to attend any dance or tumbling classes that you are not registered for and/or the instructor has not placed you in.

## **CANCELLATIONS AND CLOSURES:**

- The Studio follows the Havre Public Schools holiday calendar. A notice will be posted if classes are being held during a scheduled school closure.
- At times, last minute cancellations may be necessary. We try to avoid last-minute cancellations as best we can. Please refer to the makeup class policy in this handbook.

# STUDIO POLICIES

**STUDENT CONDUCT:** Treat instructors, assistants, student teachers and other students with respect. Disrespect and/or poor sportsmanship will not be tolerated.

- There is NO TALKING in class. Students must raise their hand and be called on.
- No gum, candy, or food allowed outside the waiting room.
- No cell phones or devices inside the studio area unless it is approved by the instructor, and is only allowed to record choreography/play music.
- Please remove street shoes in the foyer and carry them to your locker, place on the shelves in the foyer, or place in your dance bag.
- Please make sure dancers pick up after themselves at the end of their class time.
- No loitering in the bathrooms and absolutely no running in the hallway.

**BEHAVIOR AND DISCIPLINE POLICY:** Behavior that The Studio deems inappropriate will not be tolerated. Instances in which a student is not adhering to the Code of Conduct will result in an incident report to be kept in the student's file. Incident report sheets are available in each classroom. Incidents can be reported and documented by instructors, student instructors, parent reps, and board members. Each incident will be accompanied by a form; the parent must return the signed form on the child's next day of dance.

- First offense - Verbal warning to the student. May be asked to leave class. Incident report filed and sent home.
- Second offense - Meeting with the student, parent, board member and an instructor if necessary.
- Third offense - Two week suspension from all classes. If the suspension falls within 2 weeks of a competition the student loses the privilege to compete and no refunds will be issued.

**BULLYING POLICY:** The Studio wishes to provide a safe, inclusive environment that fosters an individual's creativity and love for the dance arts. We do not tolerate bullying of any kind, whether it be verbal, written, or physical. Because bullying often goes unreported due to the concern of retaliation, if you are uncomfortable coming forward regarding an incident, you may report anonymously. We ask that you please write down the details of the incident including the date, the class, who was bullying, and a brief description of the incident and place it in the payment box. Otherwise you are welcome to report any witnessed incidents of bullying to the instructor or a board member. Particularly egregious offenses may result in immediate termination from our program.

# STUDIO POLICIES

Anyone not following the Student Conduct guidelines, the bullying policy, or the behavior and discipline policy will be instructed to sit out and wait for their parent/guardian. If the behavior continues, The Studio of Dance & Arts will place the offending student on a Performance Improvement Plan; failure to adhere to this Plan may lead to expulsion/termination of student status. The Studio reserves the right to issue consequences as it sees fit, especially if there is a severe discipline problem, a recurring issue, or a serious offense.

**DISMISSAL POLICY:** The Studio reserves the right to dismiss a student for reasons including but not limited to:

- Non-payment or excessive late payment fees
- Not observing the rules of The Studio
- Physical or verbal abuse, either by a student or parent, toward another student or parent, a teacher, a board member, a committee member, or a student teacher.

**LOCKERS:** Please be considerate of other dancers when using your child's locker. Lockers on the bottom row have been reserved for smaller students.

- Absolutely no banging of lockers!
- Once class is dismissed, students will have 10 minutes to get in and out of their lockers.
- If classes are in session, please keep opening and closing of lockers to a minimum.
- No stickers will be placed on the outside of the lockers
- A lock may be purchased for your student's locker at your own expense.
- Lockers are to be cleaned out and emptied no later than two weeks following recital or their last class. Failure to adhere to this results in any items left in lockers to become the property of The Studio.

# STUDIO POLICIES

**MEDICAL INFORMATION/MEDICATIONS:** Please provide a summary of your child's medical condition(s), along with any medication(s) your child is currently taking. The board will advise your child's instructor(s) of the condition(s) and inform them of any medication(s). Please be as detailed as possible and inform The Studio of any changes in medication. The information you provide to The Studio is strictly confidential and used solely for your child's safety.

**STUDENT DEPARTURE:** Students must wait INSIDE the building for someone to pick them up. PLEASE make your children comply with this rule, as it is for THEIR SAFETY. Please be there promptly to pick your child up (no later than 15 minutes after their scheduled class is dismissed). Once the next scheduled class begins, there will not be supervision for your child.

**EMERGENCY CONTACTS:** Please ensure you have accurate emergency contact information in your Jackrabbit portal. It is your responsibility to make sure information is up to date.

**STUDIO ETIQUETTE:** Students, parents, and visitors are expected to clean up after themselves and their children. This includes the hallway, waiting room, and bathroom and applies to all studio events including but not limited to recitals, competitions, and parties. Lockers are to be kept clean with no open food left in them.



## CLASS INFORMATION

**CLASS OBSERVATION:** Parents and visitors wishing to watch classes will be asked to make prior arrangements with the instructors. The classrooms are not equipped with a viewing window.

### **PLACEMENT FOR CLASSES:**

- Placement is derived from many years of teaching experience, is highly individual, and factors that go into each decision is complex. Placement decisions are considered final.
- All dancers and tumblers must display excellent behavior and listening skills in class and are expected to be role models for all dancers.
- Dancers and tumblers must be able to accept positive criticism and take and apply corrections from all instructors. Listen to each correction given, whether it's directed at you or another dancer/tumbler. A correction is an honor, it shows how much a teacher or choreographer cares about your progress.

**ADD/DROP CLASSES:** The Studio maintains a strict policy regarding enrollment.

- Tuition is never prorated
- Adding or dropping a class must be done so in writing by the 20th of the month PRIOR to when you want the change to take place.
- There will be no class drops approved (minus extenuating circumstances) after February 1st.
- Students absent more than three (3) classes in one month without notifying the instructor will be automatically dropped from the class.

**WAITLISTS:** At times it may be necessary to establish a waiting list for certain classes.

- Waitlisted children will be placed in the order of the waitlist
- If a spot opens you will be contacted by email and/or BAND app and will have 48 hours to respond. In the event you do not respond you will be placed back at the top of the waiting list and the next person will be contacted.

**MAKEUP CLASSES:** There is no additional charge for makeup classes.

- Makeup classes will be held based on the availability of the instructor/classroom space.
- Instructors have two weeks to make up a missed class.

# PERFORMANCE / EVENT INFORMATION

**COMPETITION, WORKSHOPS AND PERFORMANCES:** As Studio members, you are considered part of The Studio family. The expectation is that you are watching all performances and supporting our dancers/tumblers when you are not preparing for your own performance. We need to show love and support to all our members.

- You are a representative of the studio and as such, will be expected to behave appropriately.
- Disciplinary action preceding competition may waive your ability to attend competitions, workshops, or performances.
- Your child will not be able to attend competitions, workshops, or other activities if your account is past-due or has a significant balance.
- Competition and workshop fees are non-refundable. You are liable for all fees once your child is registered for a competition or workshop.
- Fundraising credits earmarked for competitions/workshops will only be applied to group dances or elite small groups selected by instructors to perform. Solos, self-elected duets/trios/ small groups will not receive a fundraising credit.

**RECITAL:** The studio typically participates in two major productions each year. The first is the Nicole Alex Memorial Scholarship Fund gala held in December. The second is a studio-wide recital held at the beginning of June.

- All enrolled students are expected to perform. Please let your instructor and the board know if your child cannot participate in recital.
- Tumblers perform in the June recital \*ONLY\*.
- Additional performance opportunities for the tumblers will be at the sole discretion and coordination of the tumbling instructors.

## FINANCIAL POLICIES

**MONTHLY CLASS PAYMENTS:** Payments will be posted to each family's Jackrabbit account on the first of the month and are payable to The Studio of Dance & Arts. Payments not made prior to the 10th of each month will be assessed a \$15.00 late fee unless prior arrangements have been made. Mailing address is: The Studio of Dance & Arts P.O. Box 2111 Havre, MT 59501 or for your convenience, a payment drop box is located on the information wall outside of the waiting room. Please write the student's name on the memo line of your check. \*A penalty charge of \$30.00 will be assessed for each returned check.

**COSTUMES:** Costumes are typically ordered twice per year, once for the holiday gala performance in December and once for the June recital.

- A recital costume deposit of \$25 per enrolled class will be assessed and due by November 15th of the current dance season. The \$25.00 deposit per costume will be placed towards the student's final costume invoice. Per vendor policy, any costumes ordered are final sale (including solo/duet/special group costumes). In the event your child needs a size exchange, the studio will facilitate that.
- Costume deposits are non-refundable unless classes have been dropped due to unavoidable conflict in which the deposit will be applied as a credit to the student account.
- All costume invoices are due within 30 days of posting to your Jackrabbit account, subject to a \$15 late fee per every 30 days of non-payment.
- Solo, duet, and special group costumes require payment before they can be ordered and are not subject to any fundraising credits.
- Fundraising credits will be applied to recital costumes ONLY, and only once per enrolled class.

**FUNDRAISERS:** Throughout the year, The Studio hosts many fundraisers. We encourage all students and families to participate in the fundraisers as they help all students at The Studio. Individuals and groups are not allowed to host independent fundraisers. All fundraisers for competitions, costumes, workshops, etc. must be done through The Studio. Since we are a non-profit organization, all fundraised funds must be distributed to each student fair and equitably, per the IRS rules. There will be no Individual Fundraising Accounts.

# FINANCIAL POLICIES

**COST:** The studio strives to offer affordable, fun classes for Hiline families.

- Tuition: We bill on a per-class basis for dance and tumbling -
  - \$50 for one class per month
  - \$65 for two classes per month
  - \$80 for three classes per month
  - \$95 for four classes per month
  - \$110 for five classes per month
  - \$125 for six classes per month
  - \$140 for seven or more classes per month
  - Same-household sibling discounts apply at 50 percent off for the 2nd sibling, 75% off for the third sibling, and the 4th sibling is free
- Costumes: Costumes are capped at \$85 per costume prior to any fundraising credits, excluding shoes and additional accessories

**HARDSHIP ARRANGEMENTS:** Please contact the Treasurer if you are experiencing a hardship and need to discuss your account.

**REFUNDS:** The Studio does not issue refunds or prorate tuition for any reason. If your child would like to drop a class, you are liable for the charges unless we receive an add/drop form by the 20th of the month PRIOR to dropping the class. For example, if your child wishes to drop a class November 1st, we must receive a written notice or add/drop form by the 20th of October.

**MERCHANDISE AND COSTUMES:** Merchandise from the studio store and costumes will be billed to your Jackrabbit account.

- All posted fees are due within 30 days or a \$15 late fee will apply.
- It is your responsibility to regularly check your account for assessed fees.
- All sales are final sale.

**UNPAID FEES:** Unpaid fees will be subject to stated late fees. We reserve the right to apply payments made to past due amounts first, followed by merchandise and costumes. Accounts with balances will not be able to purchase warmups, participate in competition or workshops, or any of the other "extras" until a payment arrangement is made or the account is made current.

## DRESS CODE

Students are required to have the appropriate dancewear, tumbling gear, and shoes FOR ALL CLASSES. Make sure shoes fit – not too tight, not too loose. ALL children must have a water bottle of their own. Please make sure your student's name is on all their possessions including leotards, tights, shoes, and water bottles.

- Ballet and Pointe
  - Hair in a neat bun
  - Black leotard with pink tights, boys a white shirt and black, fitted pants
  - Pink leather split-sole ballet shoes with no ties for the girls, black leather ballet shoes for the boys
  - NO skirted leotards or shorts allowed
- Tap
  - Hair out of face, bun not necessary
  - Fitted but not tight pants and shirts OR Ballet attire
  - Thin socks or tights
  - Tap shoes -
    - Bloch "Tap On" Tap Shoes Style S0302 (Toddler/Beginning/Intermediate)
    - Bloch Merry Jane Tap Shoe Style S0352 (Toddler)
    - Bloch "Respect" S0313L OR Jason Samuel Smith S0361L (Advanced)
- Contemporary
  - Hair pulled back and secured out of face
  - Fitted clothing with pants or capris below the knee
  - Nude FootUndeez or similar style metatarsal protector
- Jazz/Hip Hop
  - Hair pulled back and secured out of face
  - Comfortable clothing you can move in with bottoms that go below the knees
  - Shoes - Style to be determined by the instructor
- Tumbling
  - Hair pulled back and secured out of face
  - NO loose or baggy clothing, or clothing with strings hanging (hoodies, untied sweatpants, etc)
  - Fitted clothing or leotard/shorts-style unitard
  - No loose jewelry (stud earrings are acceptable)

# COMMUNICATION POLICIES

**COMMUNICATION:** Email and the BAND app are the major forms of communication. It is imperative that we have your current email address and phone number. If any changes occur to your contact information during the year, please notify us of the changes immediately. If you do not have email or are having problems with your computer, it is your responsibility to check with the studio/parent rep for updated information. An information board is located in the hallway outside of the waiting room.

- Studio email: [Thestudiohavre@gmail.com](mailto:Thestudiohavre@gmail.com)
- Website: [www.studioofdanceandartsmt.com](http://www.studioofdanceandartsmt.com)
- BAND APP: <https://band.us/@sdahavre>
- Jackrabbit Studio App: Studio of Dance and Arts on Google Play and Apple Store

**BAND APP:** Please join our studio BAND app group. Here you will have individual message groups for all of your child's classes as well as a main wall where important information, volunteer opportunities and other communication will take place.

**PARENT RESPONSIBILITY:** It is your responsibility as the parent/guardian to ensure The Studio has updated billing and contact information. It is also your responsibility to ensure you belong to our communication apps and regularly check them. These apps are how we communicate and are an essential part of your child's success.

# SOLO / DUET / TRIO POLICY

The Studio of Dance and Arts

Effective Date: 10/01/2023

## **Policy Overview:**

Our Solo/Duet/Trio Dance Policy outlines guidelines and expectations for dancers performing routines outside of their enrolled class load. This policy applies to all solo, duet, trio, or special small group dancers enrolled in our studio.

### **1. Eligibility and Enrollment:**

- 1.1. Dancers must be current students of The Studio.
- 1.2. Dancers must have appropriate dance experience and skill level, as determined by the instructors, to participate in performances.
- 1.3. Dancers must attend all regularly scheduled, enrolled classes.
- 1.4. Family account with the studio must be in good standing

### **2. Dance Selection:**

- 2.1. Dance selections should be made in consultation with our instructors to ensure they align with the dancer's abilities and artistic development.
- 2.2. The Studio may limit the number of solo, duet, trio, or special small group performances in a given dance season based on availability and scheduling constraints.

### **3. Costume and Music:**

- 3.1. Costumes being ordered through the studio MUST be submitted to the Costume Committee binder no later than 8 weeks prior to performance date otherwise the studio cannot guarantee receipt by performance.
- 3.2 Students are to pick a minimum of three (3) costumes - one first choice and 2 alternates.
- 3.3. Music choices must be approved by your choreographer and provided to The Studio's Artistic Director to ensure they are suitable for the audience and age group.
- 3.4. Music selections must be cut and turned into The Studio Operations committee no later than 6 weeks prior to a performance.

#### **4. Rehearsal and Instruction:**

- 4.1. Dancers are required to attend all scheduled rehearsals and lessons.
- 4.2. Studio time to rehearse is first come, first serve via a posted schedule.
- 4.3. Studio class rehearsals and makeup classes will take priority over solo/duet/trio/small group rehearsals.

#### **5. Behavior and Conduct:**

- 5.1. Dancers are expected to demonstrate professionalism, respect, and good sportsmanship at all times.
- 5.2. Bullying, harassment, or disrespectful behavior towards fellow dancers, instructors, or staff will not be tolerated and may result in loss of performance privileges.

#### **6. Costume and Music Fees:**

- 6.1. Dancers are responsible for any additional costume or music fees associated with their performances.
- 6.2. Costume invoice must be paid prior to ordering if purchasing through The Studio.

#### **7. Policy Compliance:**

- 7.1. Failure to adhere to this policy may result in a dancer's solo performance privileges being suspended or revoked.

By participating in solo performances at The Studio of Dance and Arts, dancers and their parents or guardians agree to abide by this policy and any associated guidelines. We are committed to fostering a supportive and creative dance environment for all our students.

The Studio of Dance and Arts  
419 6th Ave  
Havre, MT 59501

[Thestudiohavre@gmail.com](mailto:Thestudiohavre@gmail.com)



# W A I V E R   C O P I E S

## **MEDIA WAIVER**

I hereby grant permission to The Studio of Dance and Arts, its representatives, instructors, to take and use visual/audio imagery of me, including but not limited to photographs, videos, and audio recordings, for promotional and educational purposes.

I understand that the images and recordings may be used in various media formats, including but not limited to print, online, social media, broadcast, and presentations. I understand that these images may be used for a variety of purposes, including advertising, marketing, publicity, and educational materials.

I waive the right to inspect or approve any finished product in which my image or voice may appear. I release The Studio of Dance and Arts from any claims, demands, or liabilities arising out of or in connection with the use of these images and recordings, including but not limited to any claims for defamation, invasion of privacy, or infringement of moral rights, rights of publicity, or copyright.

I understand that my participation is voluntary and that I will not receive any financial compensation for the use of these images and recordings. I also understand that I may be identifiable from the images and recordings and that The Studio of Dance and Arts will take reasonable measures to protect my privacy and dignity.

I am of legal age and have read and understand the contents of this Media Release Waiver Form. I am aware that by signing this form, I am giving up certain legal rights.

### **Participant's Information:**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### **Parent/Guardian Information (if participant is a minor):**

Full Name: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Agreement: \_\_\_\_\_

### **Participant's Signature (if 18 years or older):**

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(Signature)

### **Parent/Guardian Signature (if participant is a minor):**

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(Signature)

# WAIVER COPIES

## LIABILITY WAIVER

In consideration for participating in dance and/or tumbling, organized by The Studio of Dance and Arts, I, the undersigned, hereby agree to release and discharge The Studio of Dance and Arts, its officers, directors, independent contractors, subcontractors, agents, volunteers, and affiliates from any and all claims, liabilities, demands, actions, causes of action, costs, and expenses, whether at law or in equity, whether known or unknown, arising out of my participation in the said activity/event. I acknowledge that participation in dance and/or tumbling involves certain risks and hazards, including, but not limited to, bodily injury, property damage, and the risk of contracting illness or communicable diseases. I voluntarily assume all such risks and hazards, and I agree to follow all instructions, rules, and guidelines provided by The Studio of Dance and Arts and its representatives. I hereby release, discharge, and hold harmless The Studio of Dance and Arts from any and all liability, claims, demands, actions, or causes of action whatsoever arising out of any damage, loss, injury, or death to me or my personal property that may occur during my participation in dance and/or tumbling, including those which may be caused by the negligence of The Studio of Dance and Arts, its officers, directors, employees, independent contractors, subcontractors, agents, volunteers, or affiliates.

I understand that this release includes, but is not limited to, any claims based on any negligence, action, or inaction of The Studio of Dance and Arts, its officers, directors, employees, independent contractors, subcontractors, agents, volunteers, or affiliates. I also understand that this waiver and release extends to any claims I may have against The Studio of Dance and Arts arising out of my participation in dance and/or tumbling.

I acknowledge that I have read and understand this Liability Waiver and Release Form in its entirety, and I am signing it voluntarily. I am aware that by signing this form, I am giving up certain legal rights, including the right to sue The Studio of Dance and Arts for any damages, injuries, or losses that I may incur.

This waiver and release shall be binding upon my heirs, executors, administrators, and assigns. This agreement is governed by the laws of Montana, USA, and any disputes arising from it shall be resolved in the appropriate courts of Montana, USA.

### **Participant's Information:**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### **Parent/Guardian Information (if participant is a minor):**

Full Name: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Date of Agreement:** \_\_\_\_\_

### **Participant or Parent/Guardian Signature (if participant is a minor):**

(Signature)

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# W A I V E R C O P I E S

This Financial Policy outlines the terms and conditions regarding payment, fees, and financial matters related to The Studio of Dance and Arts. Please carefully review and acknowledge your understanding of these policies by signing and dating this form.

## **Payment and Fees:**

1. **Tuition:** Tuition fees for programs and services provided by The Studio of Dance and Arts are outlined in the official program documentation. Tuition is posted on the 1st of the month and due by the 10th.
2. **Late Payments:** Payments not received by the specified due dates may result in late fees. Late fees and payment deadlines will be communicated to you separately.
3. **Payment Methods:** We accept payments in person by check or through your Jackrabbit portal, including all major credit/debit cards. Please ensure payments are made using the provided payment instructions. We do not accept cash in the payment box. Cash payments need to be handled in person.
4. **Returned Payments:** In the event of a returned payment (e.g., bounced check, declined credit card), a fee of \$30 will be assessed to cover associated administrative costs.
5. **Non-Payment:** Failure to fulfill payment obligations will result in suspension of services or participation until outstanding balances are resolved.

## **Refunds:**

1. **Refunds:** There will be no refunds for tuition, store merchandise or costumes

## **Financial Communication:**

1. **Statements:** You will receive regular statements and notifications regarding your account status, payments due, and any outstanding balances.
2. **Communication:** It is your responsibility to promptly address any billing inquiries, discrepancies, or concerns. Please contact our Treasurer, Hayley Yost, for assistance.

## **Privacy and Security:**

1. **Financial Information:** Your financial information will be treated confidentially and securely in compliance with applicable data protection laws.
2. **Authorized Contacts:** If you authorize someone else to discuss or handle your financial matters with us, please provide written consent and their contact information.

By signing below, you acknowledge that you have read and understood the financial policies outlined above and agree to comply with the terms and conditions stated.

## **Participant's Information:**

Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

## **Parent/Guardian Information (if participant is a minor):**

Full Name: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Date of Agreement:** \_\_\_\_\_

## **Participant or Parent/Guardian Signature (if 18 years or older):**

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(Signature)