

# Policy Form 2020-2021



Student Name(s):

\_\_\_\_\_

Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **All Students/Parents**

We, \_\_\_\_\_ parent (guardian), the undersigned, release Edmondpac LLC (DBA Reclaiming Arts), it's owners, directors, faculty, instructors, assistants, staff and volunteers from any liability in connection with instruction, programs, or activity received, including class instruction, in-studio performances, out of studio performances or outreaches, and trips. I agree to all conditions stated therein. Children should be delivered and picked up on time. Reclaiming Arts is not liable for children left unattended.

Initial \_\_\_\_\_

I agree to allow Reclaiming Arts unrestricted use of all photographs, video, tapes and films for advertising and promotional services. I understand that it is my responsibility to safeguard my personal property and realize it is not the responsibility of Reclaiming Arts. I understand that it is my responsibility to stay informed by checking emails on a regular basis.

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Snack Charges - Please initial \_\_\_\_\_ Students have the privilege of running a snack charge account. Permission is granted by the parent and is not monitored by Reclaiming Arts. I hereby acknowledge that when my child signs their name to receive a \$2 snack or \$1 water their charges will be added to my account. All accounts must be kept up to date to participate. I understand that communicating snack charges with my child is my responsibility.

## **Dance, Aerial, and Theatre Classes**

Upon enrollment, you will be asked to sign up for auto-pay. Reclaiming Arts has permission to charge your card for your monthly balance on the first of each month. If you wish to drop a class, you must send an email to [info@reclaimingarts.com](mailto:info@reclaimingarts.com) before the 20th of the previous month or your card will be charged for the following month's payment. If payment is declined on the 1st of the month, a correction must be made by the 15th or a \$15 late fee will be charged to the account. Students whose accounts are not at a zero balance will not be allowed to participate in performances. Students who have an account that is two months overdue will not be allowed to participate in classes until tuition is current.

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Reclaiming Arts students are asked to obtain a standard of excellence that includes consistent attendance in all classes. Please plan time wisely. It is important to the cohesiveness of your students' training that they attend classes every week as scheduled. If your child will be absent from class, please contact the front desk and/or teacher prior to the class time. Absences may reflect a student's part in the choreography/production. Teachers have the right to take out a student in a part or whole of choreography/production if attendance is not consistent. Upon availability of the teacher, private lessons will be offered to catch the student up in the class. It is encouraged to schedule private lessons whenever a student is absent for the sake of keeping up with technique and grasping class choreography with proficiency. When a student misses a class there is no refund. Make-ups are allowed in another similar class and level within two weeks of the student's return.

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A non-refundable enrollment fee of \$50 is due to secure placement. Students are committed for 9 months (until May) once they are enrolled. There are no refunds for early termination. By enrolling in the class, you are giving the teacher permission to pick out the costume for performance. Dress rehearsal is mandatory to participate in the recital. Reclaiming Arts may ask a student to not participate (without giving a refund) if dress rehearsal is missed. Costumes and production fee are calculated into monthly tuition. Refunds or prorating will not be given for those opting out of recital. Students who register for classes after September will need to pay a costume catch up fee for calculated costume expenses.

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Reclaiming Arts abides by the Edmond school calendar concerning breaks, holidays, and weather cancellations. You will be notified the day of for a weather cancellation before 3:00pm. Classes can be made up within two weeks in a similar level and style for any cancellations. Our 9 month calendar goes by an average of 4 weeks per month. Tuition is not refundable for any cancellations or breaks.

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Placement in classes is based on ability, experience, and maturity factors. Students may be younger or older than suggested age for class based on these factors. Reclaiming Arts teachers and director put the student's best interest in mind when choosing class placement. Teachers and/or Reclaiming Arts director may move a student during the year to provide them with a class that best allows them to learn and grow. Evaluations take place during the previous year. New students or those taking a new class can be evaluated at their convenience. There will be an evaluation fee of \$15 to cover the teacher's time.

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### **All Private Lessons (Music, Dance, Aerial, and Acting)**

Payment for private lessons are due BEFORE the rehearsal begins. Once the private lesson is scheduled, your card on file will be charged. The instructor has the right to cancel any private lessons that have not been paid. Due to time it takes to prepare for a lesson, cancellations must be made 24 hours prior to the start of the lesson and the instructor and front desk be notified. There are no refunds for a cancellation made the day of the lesson or a no-show.

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### **Adult Students**

A class pass must be purchased prior to the start of the class. Once your card is purchased, stop by the front desk before the start of each class to hole punch your card. Your one class pass can be used for all adult classes. There are no refunds for unused classes. Cards expire May 31,2021

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