



Minto Dance Academy
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www.mintodanceacademy.com

*****CONDITIONS OF ENROLLMENT*****

Parent/guardian or Student (if 18 years or older) must read and sign the complete document to indicate you understand and agree to these conditions.

Safety and Emergencies:

I understand that dance and exercise classes involve physical movement and exertion and represent that the student named on the registration is in good physical health and can perform the dances and exercises required for participation in the classes. I waive all liability against the Minto Dance Academy and its staff for any injury or loss of property sustained while participating in any classes or activities of the school.

I have provided all necessary medical information, and I understand that it is my responsibility to notify MDA of any changes to that information.

In the event that a parent/guardian or the emergency contact is not available, I give permission to the staff of the Minto Dance Academy to obtain emergency medical treatment for any illness or injuries that may occur while the student is attending classes.

I have provided the necessary contact information to be used in the event of short notice cancellations, and I understand that it is my responsibility to notify MDA of any changes to that information, as well as any changes to my email address and phone number.

****Please provide an email address for Intermediate and Senior dancers to be added to distribution of monthly newsletters and notices of class changes & cancellations****

For the safety of MDA staff and students, in the event of inclement weather, MDA will decide by 3:00pm whether to cancel classes. Our decision will be posted to social media and communicated via email. As the weather changes rapidly and drastically within our region, if conditions are bad where you are, please stay home. "No Bus Days" do not automatically mean dance is cancelled.

Registration and Fees:

Registration fees are non-refundable. Once you have registered, you will be expected to pay all tuition fees even if you do not continue to dance. New dancers may be granted a trial period of four (4) weeks where tuition fees will be refunded if the student does not continue and provides written notice to the MDA Executive. A partial refund (50%) will be given when an existing student withdraws before October 10 and provides the MDA Executive with written notice. No refunds are given to students who withdraw from a class after October 10.

In a recital year, costumes are ordered early October, dancers withdrawing after October 10 will be expected to pay the full price of their costume. Costumes will be available to pick up from the studio in mid-March.

MDA reserves the right to remove a student from classes if the student cannot comply with class rules and expectations. Partial refunds may be arranged in these circumstances.

MDA does not issue refunds for missed/cancelled classes due to inclement weather, holidays, studio events, or extenuating circumstances unless these cause the number of classes to drop below 26 instructional days (prorated based on the number of missed classes).

Fees must be paid before the dance term begins. Tuition is paid in two (2) instalments (50% at registration and 50% in January). Monthly payment plans are available; monthly payments are split equally and paid over 9 months and due the 20th of each month. A missed payment will result in a \$10.00 late payment fee being applied. After a 2nd consecutive missed payment, students will not be permitted to participate in classes or performances until the account balance is paid in full.

MDA gladly accepts E-transfer payments for all studio fees (tuition, festivals, t-shirt etc.). We ask that you include your dancers' name and the fee that is being paid so we can accurately apply the payment to your DSP account. For those wishing to pay via credit card, MDA will continue to accept payments via Dance Studio Pro however; effective July 1, 2025, a 2.5% convenience fee is added to each transaction.

Payment of registration fees verifies the acceptance of these conditions of enrollment and the policies of the Minto Dance Academy.

Fundraising Fee:

A \$60.00 fundraising fee is added to each family's statement at time of enrolment. This fee covers your raffle tickets. You pay yourself back when you sell the raffle tickets. Raffle winners are drawn at the annual AGM.

Additional fundraising events are held throughout the dance season. In a non-recital year, funds raised are used to offset studio operations. In a recital year, a portion of funds raised are applied directly to your DSP account to offset costume fees.

Class Rules:

MDA regular season runs September – June. For the 2026/2027 season, MDA will provide a minimum of twenty-six (26) instructional classes. Rehearsal week and recital performances are not included in the instructional classes.

MDA reserves the right to cancel/change classes based on enrollment. Notice will be sent to parents within 4 weeks of the season starting. MDA requires a minimum of 3 enrolled dancers per class to run.

Maximum class size is 10 dancers unless approved by the teacher and the executive.

MDA reserves the right to change a dancer's enrollment based on capabilities. MDA teachers make all placement decisions with each student's best interests in mind. Notice will be sent to parents within 4 weeks of the season starting.

If classes are cancelled due to inclement weather, a make-up class will be offered. When suitable, classes will be moved to a virtual class platform (eg. Zoom). For the safety of our students and staff, acro dance classes will not move to a virtual platform.

If classes are cancelled for an extended period, due to pandemic or other unforeseen circumstance, MDA will move to a virtual class platform (eg. Zoom).

Students are expected to arrive to class on time, late arrivals are disruptive to class. Students need to be dressed in appropriate dance attire (bodysuit, tights and shoes) with their hair pulled back off their face. Students are to turn off their cell phones during class.

In fairness to their classmates, it is important that students attend all classes to keep up with lessons and choreography. Too many missed classes will jeopardize a dancer's ability to participate in performances at demonstrations and other activities.

All dancers and their parents/guardians should behave in a respectful manner towards the teachers, towards the members of the executive, and towards each other. MDA will not tolerate any form of abuse (physical, verbal, cyber)

Only Teachers, Teacher Assistants and students are permitted in the studio during class time; parents/guardians/siblings must remain in the lobby.

Festivals/Competitions:

Select classes will be invited to participate in festivals and competitions in Southwestern Ontario. If you do not want your dancer to be considered for these performance opportunities, please inform the MDA executive.

MDA agrees to pay 50% of registration fees for participating classes; the balance split amongst the number of students in a participating class.

In the event scholarship money is awarded to a class routine, the amount is divided equally amongst the participating dancers and applied to their DSP account as a credit towards future classes.

There will be opportunities for solos/duos/trios to participate with additional fees and rehearsals outside of normal class times. By committing to a solo/duo/trio, you are committing to paying all fees even if the dancers choose to not perform at one or both festivals.

Dress Code & Hair:

Please leave all outside footwear in the lobby, no outside shoes are permitted in the studio.

MDA dress code is applicable to all dancers (male & female) at all ages. Please refer to the dress code outline for appropriate attire based on age/dance genre.

All loose hair is to be tied back and off the dancers' face. Ballet hair is to be secured in a neat bun.

Teachers will enforce the schools dress code/hair policy. Students will be given 1 verbal warning, with the following steps for future infractions:

- 1) Dress Code Reminder sent home with students
- 2) MDA Executive communicates with the parents
- 3) Students may observe their class in lieu of participation

It is requested that all, jewelry, watches, fit bits etc. are to be taken off for all classes.

Please label all items. Uniform items are not very distinguishable from one another. MDA will not be responsible for lost/misplaced possessions, please leave all valuables at home. Periodically the Lost and Found box is emptied and items not labelled are discarded/donated to charitable organizations.

Costumes (Recital Year):

During a recital year, there are additional fees for costumes. Fees for costumes are added to your DSP account in January and are due no later than March 15.

MDA offers two (2) fundraising opportunities to help offset costume fees; fundraising credits are applied to DSP after each fundraising event. It is possible to completely offset your costume fees through fundraising.

Dancers will not be provided with the digital link to their recital photography, if costumes have not been paid in full.

Dancers will not be permitted to participate in the year end recital, if costumes fees have not been paid in full.

At the end of the dance seasons, the costumes are yours to keep.

Privacy and Social Media:

I agree to address any concerns or issues regarding my child's dance classes in writing at mintodanceacademy@gmail.com. I recognize that MDA Executive is responsible for the operations of the studio, and I will not engage MDA Staff or others in conversations about my concerns.

MDA reserves the right to use photos and videos of students from dance classes and performances for advertising and marketing purposes.

MDA engages in social media for the purpose of studio promotion, team building, and community involvement.

_____ I Consent: I grant permission for my child to participate and appear in MDA video or audio recording, photographs, written articles, or on websites and social media.

_____ I Do Not Consent: I do not allow for my child to participate in MDA video or audio recording, photographs, written articles, or on websites or social media.

*****CRITICAL VOLUNTEER INFORMATION*****

The Minto Dance Academy has operated as a community dance school, run solely by volunteers, for over 45 years. Volunteering is an integral part of keeping our studio fees affordable, being able to offer great opportunities to our dancers and is a requirement of registering with MDA.

At the beginning of the season, a \$100.00 volunteer fee is due to MDA via cash or post-dated check (June 1, 2027). **Volunteer fees are due absolutely no later than November 1, 2026.**

Dancers will not be permitted to perform in the Christmas Showcase if their family has failed to provide cash or a post-dated check.

Each family will be provided with a pre-addressed envelope, please use this envelope to provide your volunteer fee, the envelope can be safely deposited into the lock box in the lobby. Envelopes can also be given to any member of the executive committee.

As MDA is a volunteer parent-run studio, we rely on the parents to help make our events successful. Each family is requested to volunteer for at least 2 events throughout the dance season, one of which must be the year end recital.

There are many opportunities throughout the dance season to volunteer:

- Harriston Fall Fair Parade (Sept)
- Harriston Haunts (Oct)
- Christmas Parades (Nov/Dec)
- Christmas Showcase (Dec)
- Photography Weekend (Mar)
- Other volunteer opportunities may also be available throughout the year.

Volunteer hours MUST be completed during the dance season (September – June).

Families who complete their volunteer requirements will have their volunteer fees envelope returned to them at the end of the season. Families who fail to complete their volunteer requirements will have their cash deposited/check cashed.

Signature of parent/guardian, or student (if over 18 years of age):

Sign: _____ Date: _____

Print: _____