



## Menlo Park Academy of Dance 2023-24 Policies

### Academy Decorum

- Be on time for class.
- No talking in class.
- Be neat and clean in appearance to show body alignment. Dress code for each class is compulsory.
- Warm up clothes and t-shirts are not permitted in class. Students may wear a fitted ballet wrap sweater in winter.
- Hair must always be secured off the face & neck for all classes. A classical ballet bun with hairpins & hairnet is required for ballet levels I & up.
- Do not wear bracelets, necklaces, watches or dangle earrings.
- Do not chew gum in class.
- Food is not permitted in any of the buildings.
- **Cover-ups are required** before and after class when entering and leaving the building.
- NO photography or filming of classes at any time.
- Menlo Park Academy of Dance does not teach technique to students who compete with a Competition Team at other local dance studios, as this represents a conflict of interest within the classroom and student body.

### Dress Code

Please visit: <http://www.menloparkacademyofdance.com/dress-code/> to get the dress code for each class. RAD Ballet levels uniform is available for purchase from the Studio Pulse Parent Portal.

## Class Levels

Below is a guideline for selecting the appropriate level of classes. Please contact the office if you have any questions regarding which level to enroll your student

- Primary - 1st grade in school
  - Ballet I - 2nd grade in school
  - Ballet II - 3rd grade in school
  - Ballet III - 4th grade in school
  - Ballet IV - 5th grade in school
  - Ballet V - 6th grade in school
  - Intermediate & Advanced level placement is at the discretion of the MPAD Director.
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- Students must take corresponding ballet, jazz & lyrical levels.
  - Lyrical Students level II-V are recommended to be enrolled in a Ballet class at MPAD.
  - Ballet V students may take Saturday Intermediate Ballet at 11am ONLY if they are enrolled in THREE Ballet V classes.
  - Enrollment in Advanced level classes is **by permission of Director only**.
  - 3 Ballet Technique classes are required to be eligible for Pointe. Intermediate & Advanced contemporary classes are not counted as part of this requirement.
  - Contemporary students are required to be enrolled in a Ballet class at MPAD. Intermediate Contemporary is only open to Intermediate Ballet level and up. Ballet V students are NOT permitted in this class.
  - **Permission from the studio director is needed to change class level.**

If you are not sure which level is appropriate for your child, please email or call the office before registering.

## Parents

Students must be picked up promptly at the end of each class. Menlo Park Academy teachers are not expected to wait for parents or care givers to pick up their dancers at the end of each day.

## Registration policy

- **Registration is exclusively available online. Parents can register or add classes online but need to contact the office via email to switch or cancel classes.** Annual Non-Refundable Registration fee: \$95.
- An electronic signed waiver is required before confirmation of registration of any class online. A printed version (available online) must be signed for a single class/drop in lesson and emailed to the office 24 hours prior to the class.
- Tuition is paid on a monthly basis online and is due on the first of the month. Methods of payment accepted are Visa, MasterCard, Check or Cash. Automatic payments will be charged on the 1st of the month, except for August. A \$10.00 late fee will be charged for manual or declined credit card payments received **after the 5th of the month**. Monthly class tuition cannot be pro-rated.
- August tuition (3/4 month) is due at time of registration in order to reserve placement in class.
- **There are no refunds for missed classes.** Make up classes should take place:
  - within four weeks
  - by taking a class the same level as the missed class
  - the teacher must be informed if the class is a make-up.
- **Termination of attendance must be given in writing via email to the office by the 20th of the month.**

## **Tuition**

Single class/Drop in \$35

1 class per week \$128

2 classes per week \$240

3 classes per week \$336

4 classes per week \$432

5 classes per week \$520

6 classes per week \$600

7 classes per week \$672

8 classes per week \$736

9 classes per week \$792

10 classes per week \$880

11 classes per week \$924

12 classes or unlimited\* per week \$1,008

\*Unlimited does not include competition classes

ALL classes are either ONE hour or 1.5 hours in length.

## **Studio Holidays**

- **Labor Day:** Monday September 4th, 2023 the studio will be closed. Please make up the class you will miss – there are no refunds for missed classes due to Labor Day.
- **Thanksgiving break:** Thursday November 23rd through Saturday November 25th, 2023. Please make up the class(es) you will miss – there are no refunds for missed classes due to Thanksgiving break.
- **Winter break:** Sunday December 24th, 2023 through Sunday January 7th, 2024. Classes resume Monday January 8th, 2024.
- **Memorial Day:** Monday May 27th, 2024 the studio will be closed. Please make up classes you will miss – there are no refunds for missed classes due to Memorial Day.
- **Last day of class:** Friday June 7th, 2024. There are no classes on Saturday June 8th. Please make up the class you will miss. There are no refunds for missed classes due to the Recital.

\*Please note:

*From Monday August 14th to Saturday December 23rd, there are 19 weeks (4 3/4 months of tuition) therefore August is 3/4 month tuition & September, October, November and December are full month tuition. From Monday January 8th to Friday June 7th, there are 22 weeks (5 1/2 months of tuition) therefore June is 1/2 month tuition.*

## **Adult Classes**

Adults have three options:

- Drop In \$35, payment & signed waiver must be received prior to taking a class.
- Regular online registration
- 5 class (\$120) card. The card must be purchased by emailing the office before the first class and used within 2 months. A waiver must be signed upon purchase of class card. **There are no refunds on class cards.**

## **Competition team**

- Competition team is **by invitation only**.
- Please note students participating in another school's competition team cannot register for classes at MPAD as it represents a conflict of interest.
- Separate monthly fees apply for solos, duos, trios, groups & productions rehearsals.

**MENLO PARK ACADEMY OF DANCE, INC.**  
WAIVER & RELEASE OF LIABILITY  
READ BEFORE SIGNING

This WAIVER & RELEASE OF LIABILITY is executed and delivered by the below named individual ("Participant") for the benefit of MENLO PARK ACADEMY OF DANCE, INC., as well as its directors, officers, shareholders, employees and agents. (If Participant is under the age of eighteen (18) years, the term "Participant" shall be construed to include both the actual minor Participant and also the Participant's parent or legal guardian executing this WAIVER & RELEASE OF LIABILITY on behalf of said minor Participant.)

WHEREAS, MENLO PARK ACADEMY OF DANCE, INC. is in the business of offering dance-related services, including without limitation, dance instruction, training and related fitness and performance activities, (collectively, the "Activities"), and

WHEREAS, Participant desires to execute and deliver this Release to acknowledge and confirm that Participant has voluntarily decided to enter into and undertake one or more Activities, but that Participant is responsible for, and assumes all risks related to, the same;

NOW THEREFORE, the undersigned agrees as follows:

IN CONSIDERATION of being permitted to participate in any way in the Activities, the undersigned Participant (or parent or legal guardian of Participant, as the case may be), on behalf of Participant and Participant's personal representatives, assigns, heirs, and next of kin:

1. ACKNOWLEDGES, agrees, represents and warrants that Participant understands the nature of the Activities, and that Participant is qualified, in good health, and in proper physical condition to participate in such activity, knows of no physical or mental condition, illness or injury with respect to Participant which would or should preclude Participant from participating in the Activities; and willingly agrees to comply with the stated and customary terms and conditions of participation. Participant further agrees and warrants that if at any time Participant believes conditions to be unsafe, Participant will immediately discontinue further participation in the Activity. Participant further acknowledges having been encouraged to have a complete physical examination prior to participating in Activities if Participant has any health problems or considerations due to injury, illness or age or a history of heart disease or high blood pressure, respiratory problems, skeletal or muscular injuries or other ailments or conditions that might be made worse by participation in the Activities or make Participant more susceptible to illness or injury as a result of participation in the Activities.

2. FULLY UNDERSTANDS that: (a) The Activities involve risks and dangers of damage to personal property and serious bodily injury, including but not limited to strains, sprains, fractures, dislocations, back or muscle injury; slipping, tripping or falling; lifting, twisting, partial and/or total paralysis, or other trauma, injury, death or other ailments that could cause serious disability and impair one's general physical and mental health and hinder one's future ability to earn a living and generally to enjoy life, as well as the possibility of emotional injury experienced as a result of witnessing or actually accidentally inflicting injury to another ("RISKS"); These RISKS include exposure, directly or indirectly, arising out of, contributed to or by, or resulting from any infectious or communicable disease, including (without limitation) the current or any future outbreak of the novel coronavirus (COVID 19) and/or any mutation or variation thereof; (b) These Risks and dangers may be caused by Participant's own actions or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity takes place, or the negligence of the "Released Parties" named below; (c) There may be other risks and social and economic losses either known to Participant or not readily foreseeable at this time. Participant (and Participant's parent or legal guardian, if applicable) fully accept and assume all such risks and all responsibility for losses, costs, and damages incurred as a result of Participant's participation in the activity.

3. HEREBY RELEASES, DISCHARGES, AND COVENANTS NOT TO SUE: MENLO PARK ACADEMY OF DANCE, INC., its instructors, instructor trainers, administrators, directors, agents, officers, members, shareholders, volunteers, employees and other participants, as well as any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the "Released Parties" herein) from all liability, claims, demands, losses, injuries, damage to property, or other damages on the Participant's account or that of the Participant's parent(s) or legal guardian(s) caused or alleged to be caused in whole or in part by the negligence of the "Released Parties" or otherwise, including negligent rescue operations or negligent administration of first aid; and further agree that if, despite this release and waiver of liability, assumption of risk, and indemnity agreement Participant, or anyone acting on Participant's behalf, makes a claim against any of the released parties, the undersigned will INDEMNIFY, SAVE, AND HOLD HARMLESS each of the Released Parties from any litigation expenses, attorney fees, loss, liability, damage, or cost which any may incur as the result of such claim.

I HAVE READ THE FOREGOING WAIVER & RELEASE OF LIABILITY, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I GIVE UP SUBSTANTIAL RIGHTS BY SIGNING IT AND SIGN IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Participant Name (print) \_\_\_\_\_ Date of Birth \_\_\_\_\_

StreetAddress \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ Adult Signature \_\_\_\_\_

Name /Description  
of Activity or Event \_\_\_\_\_

CONSENT OF PARENT/LEGAL GUARDIAN  
(if student is under 18 years of age)

By my signature below I certify that I am the parent or legal guardian of the Participant named above, and that no person's signature other than mine is required in order to grant legal consent and execute a valid release on behalf of the Participant. I have read the above WAIVER & RELEASE OF LIABILITY and I understand that the Activities may potentially involve the RISK OF INJURY OR DEATH and that by permitting the Participant, who is my child/ward, to participate in the Activities, the Participant may be subject to the possibility of injury or death. I acknowledge that I do understand the contents of this form and I voluntarily choose to permit my child/ward to participate and by my signature do hereby release, indemnify and hold MENLO PARK ACADEMY OF DANCE, INC., its instructors, instructor trainers, administrators, directors, agents, officers, members, shareholders, volunteers, employees and other participants, as well as any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place harmless from any claims, damages, demands, liabilities and costs incurred including attorney's fees, as set forth in greater detail above. I understand and acknowledge that I have been encouraged to seek legal counsel before signing this document and that by signing this form I am severely limiting my legal rights. A complete copy of this form will be provided to me upon request.

Date \_\_\_\_\_ Signature of Parent/Legal Guardian \_\_\_\_\_