

2024 J&J Hip Hop Dance & Performing Arts Company Policies

MEMBERSHIP

REGISTRATION

The Annual Enrollment/Registration FEE for 2024 is \$45.00 for the 1st Student, \$30.00 for the 2nd, & \$25.00 for the 3rd. (This fee will be required upon each enrollment point if the student is un-enrolled more than 30 days for any reason at any time in 2024.) *Loyalty Program: Any student that has been enrolled for a consecutive of 3+ years as of January 2024 does not have to pay the annual registration.

TUITION/MEMBERSHIP

Tuition is billed on the 25th of the current month, and will be due by the 1st of the upcoming month. Our NEW POLICY is that we will require a card to be on file to enroll/re-register with J&J. This DOES NOT mean you will be on AUTOPAY. If you wish to sign up for AUTOPAY, the card on file will be charged on the 1st of the month each month and you will receive a discount for your tuition for signing up (*See Office to sign up for AUTOPAY)

If you wish to pay in person using cash, check or a separate card other than the one in file, you MUST pay tuition by the 2nd of the month, end of business. By 12:00am on the 3rd, your card on file will be charged if you did not pay or communicate with the office for your monthly tuition.

Payments can easily be made via your student online portal or in person with cash, check or card. We accept all major credit cards except for Discover. You may also select to sign up for the "Automated Billing". (See office for details.) If you need to pay directly in person, you will want to be sure to pay on a date prior to the due date (Postdated checks for the 1st will be accepted.), and on a day we are "in studio" so you do not incur a late fee by the 2nd of the month. **In addition, all student(s) accounts must be paid and remain current in order for the student(s) to enter the class to participate.** * If any student(s) account is found not paid, the student will not be able to participate in the class and will be asked to contact their parent/guardian for assistance in the matter.

Billing will continue on your account consecutively unless a formal membership "DROP FORM" is completed or you have **efficiently communicated with our office staff.** With the automated billing, we must have at least a 3-day notice prior to the 1st of the month, to stop billing if you plan to dissolve your membership with us. If we do not receive this notice in time, billing will continue, and a refund will not be permitted. (You will be able to continue classes since you will be charged, or forfeit the tuition.)

Failure to make your payments on time (ON THE DUE DATE indicated on your Invoice) will result in a \$20.00 Late Charge by the 3rd if the card on file does not clear. The LATE FEE will automatically be applied to your account (NO EXCEPTIONS) on the 3rd day after payment becomes late.

TERMINATION of enrollment may also be exercised at the discretion of the Business Manager if your account continues in delinquency excessively. Checks or Money Orders must be made payable to: J & J Hip Hop Dance Company. In the event of a check deposit being returned as unpaid, you will be liable for the class FEE plus the Deposited Item Returned FEE: \$25.00. The Returned Item FEE will need to be paid to J & J Hip Hop within 7 days of

the check being returned. We may also reserve the right to decline future checks from you and require a different payment method.

Consecutive Tuition Payments:

Once you are enrolled with the company, Tuition Payments are scheduled to be paid on the 1st of each month consecutively. Tuition acts as a monthly Membership Fee and is not necessarily based on the number of classes within any given month. A student cannot stop attending class for an unspecified period of time and return without paying tuition consecutively or they will need to re-enroll and pay the 2024 \$45.00 Enrollment/Registration Fee again. If you plan to keep your student's spot in the class, you must pay consecutively regardless of your attendance in the class. Please review our "REFUND POLICY" for additional information.

TEXT MESSAGING

We communicate mostly through email, but for urgent matters, reminders or last minute performance or event updates we will send text messages. Text messaging is the fastest way we can communicate for closures due to weather, reminders of studio closures, rehearsals, breaks and more.

You will automatically be set up for text messaging when you register. If you chose to opt out of text messaging, please log into your parent portal to opt out.

LATE PAYMENTS AND LATE POLICY

After 2 late payments (*without office communication or arrangements being made*) we will REQUIRE the account to be on AUTOPAY to continue enrollment. HOW OUR BILLING SYSTEM WORKS 1. Tuition is billed on the 25th of the current month, reminding you that PAYMENT IS DUE on the 1st of the following month. 2. You can choose to make a payment before the 1st, but payment is not due until the 1st. 3. Payment is considered late on midnight of the 2nd. WAYS TO PAY 1. You may pay in person at the office ON or BEFORE the 1st at the office. 2. You may log in to your portal to pay ON or BEFORE the 1st. ***THE 1ST OF THE MONTH MAY FALL ON A WEEKEND OR DAY THE STUDIO IS CLOSED. PLEASE MAKE SURE TO MAKE PAYMENTS THROUGH YOUR PORTAL OR PLAN TO SEE THE OFFICE AHEAD OF TIME FOR THIS REASON. *** 3. If you choose to set up AUTOPAY it takes less than 2 minutes to set up, pick up form from the office. On AUTOPAY, TUITION IS DISCOUNTED each month for families. You will save \$3.00 per month, per student enrolled in tuition-based classes. This option is preferred as you can set it up and forget about remembering to login and pay. LATE PAYMENTS/ NON-PAYMENT 1. The Late fee is \$20.00 and will be applied to all delinquent accounts on the 3rd of each month if no arrangement has been made. No exceptions. 2. After the 3rd, you will risk your student being unenrolled and losing their spot in the class. 3. We have several classes that are on waitlists. If your student is in a class that is on a waitlist, they're spot will be released to the next student in line if there has not been a payment or an arrangement with our staff has been made.

Waiver of Liability & Hold Harmless Agreement

**J & J HIP HOP DANCE COMPANY, LLC
WAIVER OF LIABILITY & HOLD HARMLESS AGREEMENT**

In consideration of J & J Hip Hop Dance Company, LLC providing the opportunity for and permitting the undersigned (Participant) to participate and take part in J & J Hip Hop Dance Company, LLC classes, instruction, performances, competitions, workshops, recitals, appearances, and events and its

related activities, during the year of 2023 and duration of their enrollment, the undersigned Participant and Parent, if applicable, of the Participant, do hereby release, remise and forever discharge, indemnify and agree to HOLD HARMLESS WAIVE, DISCHARGE, and COVENANT NOT TO SUE J & J Hip Hop Dance Company, LLC to include our Owners, Directors, Instructors/Teachers & guest instructors/teachers - collectively known as J & J Hip Hop Dance Company, LLC, their officers, employees, faculty, instructors, servants, agents and assigns, hereinafter referred to as RELEASEES, from any claim, demand or cause of action whether now in existence, or hereafter arising for any loss of personal property, injury to the Participant or for the death of the Participant, arising out of resulting from, caused by or contributed to in whole or in any part by any action or failure to act, negligence, breach of contract, or other misconduct on the part of J & J Hip Hop Dance Company, LLC, its officers, faculty, agents, servants, employees, (RELEASEES) any other Participant in said classes, instruction, performances, competitions, workshops, recitals, appearances, and events and its related activities, any participating parent and/or any one or more of any thereof. II. We recognize and acknowledge that certain risks of harm are or may be inherent in the various activities contemplated herein and that J & J Hip Hop Dance Company, LLC or RELEASEES cannot control all of these risks. We are aware that dance training, performing arts, and the gymnastic exercises associated with it place unusual stress on the body and carry with them the risk of physical injury. I/We assume the risks involved. I/We also understand that dance instruction involves kinetic correction that may include physically touching the student (Participant) as part of the regular class work and/or rehearsal. I/We assume the risk and agree that J & J Hip Hop Dance Company, LLC faculty have permission to engage in appropriate kinetic correction of the body for technical corrective purposes as part of regular class work and rehearsal. III. It is my/our express intent that this HOLD HARMLESS AGREEMENT shall bind the members of my/our family if I am alive, and my heirs, assigns and personal representative, if I am not alive. It shall be deemed as a RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE the above named RELEASEES. I hereby further agree that this WAIVER OF LIABILITY and HOLD HARMLESS AGREEMENT shall be construed in accordance with the laws of the State of Colorado. IV. I UNDERSTAND THAT J & J HIP HOP DANCE COMPANY, LLC WILL NOT BE RESPONSIBLE FOR ANY MEDICAL COSTS ASSOCIATED WITH ANY INJURY THAT I OR MY CHILD MAY SUSTAIN. V. I/We also understand that I/we should and am/are urged by RELEASE to obtain health and accident insurance to cover any personal injury to me/my child (Participant), which may be sustained. I/We agree that I or my child (Participant) will adhere to the Rules and Regulations promulgated by J & J Hip Hop Dance Company, LLC and obey all local, state and federal laws while participating in this activity. VI. Upon execution of this agreement, the Undersigned also releases ownership and authorizes the use of his or her likeness and image, either in print media format or video in perpetuity for the promotion of J & J Hip Hop Dance Company, LLC. BY SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I/we have read the foregoing WAIVER OF LIABILITY, HOLD HARMLESS AND USE OF IMAGE AGREEMENT, understand it and sign it voluntarily as my/I own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent. I/we execute this Release for full, adequate, and complete consideration fully intending to be bound by the same. *No one under the age of 18 can sign this release. This agreement is intended for adults 18yrs and older.

GENERAL COMPANY RULES, PROCEDURES, CLASS ETIQUETTE

- Dancers must attend classes, festivals, performances, recitals, competitions, as arranged and scheduled ahead of time.
- Dancers will need to maintain a positive attitude towards the class instructors and fellow students at all times. We have a ZERO tolerance for insubordinate behavior and reserve the right to unenroll a student at any time without refund.
- Students should always come to class in dancewear or in attire as appropriate for dance & Performing Arts Classes. J & J is a conservative and family friendly atmosphere, dancewear should cover the majority of the dancer's person. (See below specific class attire) A personal labeled water bottle is needed in class well for easy water access. Students should always come to class groomed and clean, (i.e. Hair tied back, deodorant applied prior to practice, and so on...). Any hygiene that is without proper care will be noted to the student and need proper correction by the following class.
- Please be ON TIME for your classes as it is important to warm up properly to avoid injury.
- No student(s) will be allowed into the class 20 minutes after the class has commenced, unless previous arrangements have been discussed and warm up is still done before joining the group.
- Students will be required to commit to the warm ups and exercises as instructed. Hip Hop, Breaking & Lyrical Hip Hop Classes Students should wear gym styled clothes (jogging suit or loose sweatpants, and a comfortable shirt).
- **NO MID-DRIFT TOPS. NO PULLING UP SHIRTS IN FRONT OR IN BACK. NO SPAGHETTI STRAPS, TANK TOP STRAPS ARE TO BE AT LEAST 2". NO LOW CLEAVAGE. SHORTS MUST BE MID THIGH OR LONGER. NO INAPPROPRIATE VERBIAGE/LOGOS OR LANGUAGE ON CLOTHING OR ACCESSORIES. (Anyone breaking the dress code will be asked to change/fix their attire immediately. If a student is not complying, we have the right to ask students to leave the studio.)**
- Soft and durable knee pads are encouraged for floor work and some breaking elements to protect the dancer's knees from injury.
- **HIP HOP:** Proper tennis shoes with decent rubber soles are required, NO flat soled shoes (needs to have cushion and arch) & are comfortable to move in. The sole of the shoe should be solid and have traction, so the student does not slide too much on the floor. *NO OPEN TOED SHOES, NO BOOTS, NO HEELS.*
- **BALLET:** Ballet Classes Students are required to wear specified uniforms to class. These Uniforms include, tights and a leotard (specific to level and class), lightweight ballet skirt & pink ballet shoes are required for classes. Hair must be up and away from the face.
- **TAP:** Classes will require Tap Shoes, pants should not drag on the floor or cover taps fully.
- **CONTEMPORARY & JAZZ:** Contemporary will require a half turn lyrical shoe (ask for type of shoe, & jazz will also require a Jazz shoe. Please refrain from wearing too baggy pants. Leggings are preferred to see and correct dancer form.

- Please use proper foot hygiene (powders, deodorants, sprays etc.).
- Other Classes (Teams, Competition Team, Company, Musical Theater, Krump, & More) You will be instructed if there are any classroom attire requirements.*Additional Expectation Forms will be required for teams.
- Sitting In to View Classes (Parents, Guests, Siblings, Friends, etc.) J & J Hip Hop Dance Company may allow the dance student's parents, guardians, and friends to observe classes from parent viewing areas outside the studio. No one other than the Instructors or Staff are allowed inside the dance training areas. This is a safety concern and your understanding is appreciated.
- We have comfortable convenient waiting areas with complimentary WIFI, and TV screens for entertainment. We often offer complimentary coffee, tea, hot cocoa to our parents, and guests that like to hang out inside.
- Our facility offers a Snack Shack where you can purchase J & J merchandise, snacks, small treats, drinks & candy while you are waiting or students can also recharge between classes.
- We definitely encourage our dance parents to form friendships and connections with other dance parents.
- We have a zero tolerance policy for irate parents, guests, and/or irate student behavior. Any display of this type of behavior or incidents will result in immediate unenrollment without refund. We work hard to ensure a safe and positive environment at our studio and appreciate the overall support to achieve this atmosphere.
- If a guest of the dance student is causing a disruption to the class the guest will be asked to leave the premises.
- If the guest does not cooperate, the responsible dance student and the guest will be asked to leave the premises.
- A meeting or phone conference will need to be arranged with the parent of the student and conducted, along with a resolution to the problem, before the responsible dance student or guest can return to class.

INJURY & SAFETY DISCLAIMER

All dance classes can involve the risk of personal injury! J & J Hip Hop Dance, LLC takes all reasonable care in the conduct of its classes; it accepts no responsibility for injury or loss caused during classes or while participants are at or near the dance studio. You are responsible for ensuring that you are physically and medically fit for the class and during the class you must take care of your own personal safety at all times. *Please reference the student "Waiver of Liability & Hold Harmless Agreement" in your Student Enrollment Form for additional details.

- Lost or Stolen Property: J & J Hip Hop Dance Company does not have lockers available on location. Please secure your valuables at all times or leave them at home if a loss risk is possible. If you take a personal gym bag into the dance studio with you, leave it in a location where you can keep it in your view. Do not leave bags or clothes in the dance studio or restrooms at the end of class. Please remember to take everything with you after class. We

cannot take responsibility for anything left behind. For any property left behind check with the instructor to see if anything was found or you may check the lost and found area.

REFUND POLICY

No refunds available. This is a strict and firm policy. Clients understand that all sales are final. We do not operate on seasonal contracts as most dance companies require. Therefore, each monthly membership payment is to secure your membership each month as your agreement to attend. If you choose to pay ahead for any events, classes or sessions, you are securing your spot and will assume your attendance. If any insubordinate incidents occur in the meantime *see "General Company Rules..." You will assume responsibility for the loss. No transfer of credits to any fellow classmates are allotted.

CLOSURES, BREAKS & MAKEUP CLASSES

CLOSURES & BREAKS 2024

Please NOTE: Tuition remains the same even with shorter or longer months. 2024 classes resume on Jan 4th, 2024. tuition/membership rates are based off of our full year (approx. 44 weeks) averaged out per month including breaks. The amount of any single month installment is not based on the number of classes for that month, it represents 1/12th of the annual session's tuition. Holidays and breaks have been factored in for our 44 weeks of the year we are in session. When we have any breaks such as Spring Break, Fall Break or even holidays, students will be allowed to do a makeup class within 30 days from the missed class (*see make up class rules).

- Spring Break (March 25th - 29th)
- Memorial Day (Monday May 27th)
- Session 1 Break /Post Summer Show (June 24th - 28th)
- Independence Day (July 4th)
- Summer Break/Staff in CA for WOD Competition/Training (July 22nd - Aug 4th)
- Fall Break (October 21st -25th)
- Thanksgiving week (November 25th - 29th)
- Session 2/Winter Break the End Of Year (December 21st - Jan 5th, 2025)

3 Snow Days a year are considered*. In addition, 2024 Holidays that fall on days we have classes, a make-up class may be offered. See or call the office for details. Our Monthly Tuition is a fee that is to be paid regardless of the student's attendance in class as part of your membership commitment with J & J Hip Hop Dance Company and is not necessarily based only on the number of classes attended in each month. It is the student's/parent's responsibility to attend classes as they are available each month. As stated above we have already accounted for weeks off for Breaks, Holidays, possible Snow Days, etc.

MAKE UP CLASSES

A total of 6 make-up classes may be used in a given year, 2024. To make up for missed classes, please schedule this with the Dance Director or Office Manager. A 24hr notice for missing a class still applies in order to be approved for any "Make Up" classes. You must use your "Make Up" class option within 30 days of your missed class or your "Make Up" class. *(Make up classes are not the same class the student attends. This means that students can find a class on the schedule that is within age and level range to try as an added day of dance in the month. These classes have to be approved and instructors will need to be notified of the student that is taking the class as a "Make Up". Make up classes are NOT private lessons with instructors. Those can be set up separately for an additional cost. See office for more details).*

J & J Hip Hop Dance Company will NOT allow a "Make Up Class" under the following circumstances: 1. If notice is not given at least 24 hours in advance for an absence. 2. If you did not attend class, did not call, or provide the proper notice to miss the class. 3. J & J Hip Hop Dance Company owners reserve the right for denying "Make Up" classes on circumstances falling out of between the above situations. *NO EXCEPTIONS TO "MAKE UP" CLASSES CAN BE MADE OUTSIDE THESE GUIDELINES AND POLICY.

***INCLEMENT WEATHER**

3 Snow Days a year are considered. On occasion classes may need to be canceled due to inclement weather conditions or for other unforeseen circumstances. In these instances, please call our studio 719-418-5974 to hear a message about closures or delays. You may also look for updates via text, email, Social Feeds, Facebook Page, Twitter, Calendar, or KKTU News Television Station for updates and important announcements. J & J Hip Hop Dance will do its best to notify you ahead of time about a cancellation or closing. Be sure to provide a current email or text number on your parent portal for these specific notices. The Monthly Tuition will not be adjusted or prorated for any weeks in which the studio may be closed, or for longer or shorter months. We have already considered closed classes for Inclement Weather, Holidays, throughout the year breaks, and considered our overall operating costs when deciding the 2024 Monthly Tuition Rate.

2024 RATES, PRICING, DISCOUNTS & MORE

2024 RATES/PRICING

2024 MONTHLY "CORE" TUITION RATES (*non team classes, non audition teams):

Mini's Classes (Ages 3 1/2 - 5)

Monthly Tuition: \$58.00 (\$55.00 with AUTOPAY)

1st Add On: \$38.00, 2nd Add On: \$30.00

Children's Classes (6-11) & Youth (12-25)/Adult (18+)

Monthly Tuition: \$68.00 (\$65.00 with AUTOPAY)

1ST Add On: \$45.00 2nd, 3rd & additional Add on: \$38.00

SPECIALTY CLASSES & PERFORMANCE TEAMS

(Company Team, Jr. Company Team, Hiz Hop Dance Crew) \$65.00 per dancer

Street Legends Pro Competition Team (\$75.00) per dancer

(*Can not be counted as an add on classes)

2024 Adult I Recreational Dance Classes

Adult I Hip Hop Drop In Rate: \$10.00

Adult 7 Class Punch Card: \$60.00 (must be used within 60 days from first punch)

ALL Other Classes Drop In Rate

All Other Class Drop In Rate (unless stated otherwise) - \$20.00

STANDARD PRIVATE SESSION RATE 1 on 1

\$35 for 30min Session / \$65 for 1 Hour

* For small group or large group private sessions. Call for a quote based on needs.

DISCOUNTS AND SAVINGS:

- Military Discount: \$5.00 off registration with proof of military ID. (1 per family) This is not automatically provided. Clients must ask or mention the need for the discount.
- Family/Multiple Student Discount: You will receive a discount / savings for having 2 or more students actively enrolled in the company. 2- Students Enrolled = \$5.00 OFF Monthly Tuition 3 or more students Enrolled = \$10.00 OFF
- Monthly Tuition Referral Program: You can receive a referral discount of \$5.00 off your monthly tuition for each referred student (up to 3 students) (ask for more details).
- AUTOPAY Discount: \$3.00 off your core tuition, per student, per month

DROP/UN-ENROLL PROCESS

An "Add /Drop Form" will be needed if you choose to un-enroll from the company at any time or choose to add any classes to your current schedule of classes. (This form can be found on our website under the registration tab)

Billing will continue on your account consecutively unless a "DROP FORM" is completed, OR you have clearly communicated with our office of your situation.

ANNUAL SHOWCASE/RECITAL FEES (Estimated costs to consider ahead for 2024)

- Annual Mid Year Summer Showcase (Tentative - Saturday, June 22nd 2024)
Performer Fee: \$65.00 PLUS Costume Fee \$25.00 (No ticket required from guest to attend)
- End of Year Winter Showcase (Tentative - Thurs & Fri December 19th & 20th, 2024)
Showcase Fee: \$75.00 -Tickets required for all audience members.
Costume Fee: \$75.00 - \$100.00 per class.
- Other performances may come up throughout the year for different classes or teams. (I.e. Harlem Globetrotters, Denver Nuggets, Switchbacks...etc.) We will let you know of the costs to participate/perform, and if costumes will be required for these extra events in advance.