

# RULES, TERMS & CONDITIONS



(UPDATED 8/29/2023)

## **CLASSES/PROGRAMS & ENROLLMENT**

- We do not allow walk-ins. 12HR Registration is **REQUIRED**.
- You must show up within 15 minutes of your class/program's start time. Failure to show up within that window could lead to the class/program being cancelled or you will be denied entry.
- Enrollment is determined by a first-come, first-serve basis. Class/Enrollment availability is subject to change at any given time, with or without notice. Enrollment will be secured upon paying all the required fees:
  - **Trial Class** - \$20
  - OR**
  - **Sign Up** (secure permanent spot for monthly enrollment)
    - **Enrollment Fee** - \$50 for a single child (\$90 total for 2+ children or a family)
    - **Last Month Deposit** – Equal to 1 full month of tuition
    - **Prorated Tuition**

**Failure to pay at the time of booking will result in your student(s) being placed on a waitlist. Full payment must be made to secure enrollment. No exceptions.**

## **VIRTUAL CLASSES**

- If you are enrolled in any of our virtual classes/programs, you must adhere to and comply with the following:
  1. No profane or offensive language can be used, at any time.
  2. No obscene or inappropriate images/videos, music or content can be shared, at any time.
  3. Do not share the content of our BAND page with anyone, unless given permission by a staff member. No exceptions.
  4. If your camera is on, all of the persons shown must be appropriately & fully clothed.

## **TUITION**

- The tuition amount charged is not based on attendance, but on holding your spot in the class.
- Tuition is due on the **1<sup>st</sup>** of each month.
- If you elect to enroll in **AUTOPAY**, card on file will automatically be charged on the **1<sup>st</sup>** of each month (auto pay optional).
- You have until the **4<sup>th</sup>** of each month to pay your account's balance. Failure to pay the full account balance by the **11:59PM PST** on the **4<sup>th</sup>**, will result in a **\$35 late charge** added to your account on the **5<sup>th</sup>**.

## **ARRIVAL (DROP-OFF) & DEPARTURE (PICK-UP)**

- Each child from 0-12 years of age **MUST be escorted IN AND OUT** of MGTDA's entry door by an authorized adult on your iClassPRO account (must bring a Driver's License or Government-Issued Photo ID to verify identity).
- **Early arrivals and late departures are strictly prohibited UNLESS you have a confirmed appointment.** Otherwise, **please do not show up more than 5 minutes before the start of your student's class/program.**
  - If you leave your child during their class/program, you must be back by its end. There is a 5-minute grace window allotted for pick-ups after the class/program is over. A **\$1/per minute late pick-up fee** will be charged for every minute late after the grace window.

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## **COVID POLICIES & PROCEDURES** - You are **NOT** required to be vaccinated.

- **Regardless of vaccination status, masks are strongly recommended for ALL:** staff members, participants, parent, observers & visitors.
- MGTDA provides free adult and child-sized masks if you forget to bring your own.
- Each person may be subject to getting their temperature taken, each attended day (you may be asked additional questions, if deemed necessary by the MGTDA staff: recognition of symptoms & recognition of possible exposures).
- MGTDA & its staff reserve the right to deny anyone admission (or send them home) if they prove to be a health risk to themselves or others.

*\*As COVID cases continue to rise in the Greater Los Angeles Area, our policies and procedures are intended to protect our staff members, families, participants, observers & visitors.*

## **SUMMER & HOLIDAY CAMPS**

- Early drop-offs are **ONLY** available upon request to those attending **Morning Only or Full Day of Camp. The earliest you may request to arrive is 7:30AM. Prior approval is required.**
  - Drop-offs and/or pick-ups **during** our field trips are **strictly prohibited** and must only be conducted at the Academy.
- If you are attending morning only/full day of camp (which may include a field trip) your child **must arrive by 9:00AM**, or they may be denied admission.
- Providing your child with the proper attire & sufficient meals (snacks, lunch & water) each attended day, is **required**. If you forget food/water, you can order something from the Academy's Market or have lunch sent to your child, before 12:00PM.

*If you are facing financial hardships, please call our staff ASAP for further assistance at (747)444-2337.*

## **MAKE-UPS/MISSED CLASSES**

- Only actively enrolled students are allowed to use make-up tokens, regardless of their make-up token's expiration date.
- If you miss a class/program (for any reason) or MGTDA is closed, you will **NOT** be refunded. The tuition amount charged is not based on attendance, but on holding your spot in the class. However, each student is allowed up to 1 attendance-based make-up token, per month. The amount of Academy closure/holiday-based make-up tokens dispersed are solely at the discretion of MGTDA.
  - **Adult/Drop-In/Punch Pass Classes do not receive make-up tokens.**

## **CLASS DRESS CODE: WHAT TO WEAR**

- Students can wear leotards, unitards or any type of comfortable clothing to do their class in (t-shirt/tank & shorts/leggings). **Midriff cannot show.**
  - Male children and/or adults cannot be shirtless.
- Pointe, Ballet & Tap Dance Classes require students to wear leotards/unitards **OR** a tight fitted t-shirt/tank with leggings/shorts.
- Hair past shoulder-length must be pulled back.
- Special shoes are required for Ballet & Jazz Dance Classes **OR** you can bring socks.
  - Special shoes are required for Pointe & Tap Dance Classes.
- No gum or dangling jewelry.

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## **STUDENTS & PARENTS/VISITORS/OBSERVERS**

- Only students actively enrolled in the class/program in question are allowed to be on the equipment. The current family & student policies on iClassPro account **MUST** be accepted **BEFORE** participating in the class/program.
- If you are not actively enrolled in the class/program in questions, please remain in the viewing/seating area. This includes siblings and other children.
- Students must wait for the coach/instructor to start the class/program.
- Parents/Visitors/Observers must **not** disturb the class flow. The following is **not** allowed:
- Talking to students and coaches/instructors during the class.
- Trying to coach your student during the class.
- Flash photography/videography.

## **REFUND, RETURNS & EXCHANGES**

- **No refunds, returns or exchanges on any processed payments. No exceptions.**

## **MGTDA MARKET**

- If you purchase anything from our market, then you understand, and agree that the item(s) you purchased will be consumed and/or used at your own risk. MGTDA is not responsible for any injuries and/or death that may occur while consuming or using anything you may have purchased from us.

## **DROP PROCEDURE**

**\*\*Please note: You are responsible for payment for your student's classes.**

- Tuition is not based on attendance, but on holding the student's place in that class instead of offering that place to someone else.
- **Written** drop notices (only for those who are actively enrolled and pay tuition on a monthly basis) must be provided in person or via email the **month** prior to your desired drop date.
  - *For example:* if you want to drop in September, you must provide a written drop notice by the end of August.
    - **Once a written drop notice is provided, the last month's deposit on file will be applied to the planned drop month, and the student's last day to attend classes and use any make-up tokens will be on the last day of their planned drop month.**
- **Dropped due to non-payment:** If the full tuition amount is left unpaid, your student will be dropped by the 15th of the current month and their last month's deposit will be applied to the current month's tuition. Afterwards, their last day to attend classes and use make-up tokens will be on the last day of the current month.
  - When you wish to re-enroll, the standard sign-up fees will be due again.

## **NEW BUSINESS NOTIFICATION**

- As a new business we are constantly going through changes. Furthermore, anything (**pricing, location, class times, etc.**) can change at any given time, with or without notice.