

# Flow Zone Dance Studio

## REGISTRATION PACKET 2022-2023 SEASON

### ENROLLMENT:

Enrollment in a class(s) requires a one-time non-refundable registration fee of \$30.

Flow Zone Dance Studio Classes		
BEG/INT Street Style	<b>Tuition</b> Sept. 2022 – May 2023 *Tuition due the 1 <sup>st</sup> day of the month	1 Class/Week \$65.00/ Month
Minis Street Style		2 Classes/Week \$105.00/Month
Contemporary (Age 13+)		3 Classes/Week \$140.00/Month
<b>2022-23 Production Team Fee includes:</b> Costume(s), Music Editing and for the end of the comp season Flow Zone Show scheduled for May 2023, Stage Venue & Technician Fees. ***Personal items such as undergarments are not included in these fees.		
<b>Wednesday Drop-in Hip-Hop Class - \$15.00/visit</b> <b>Intermediate / Advanced Drop-in Hip-Hop Class</b>  <b>Single Visit Class Pass - \$18.00</b> <b>Attend a regularly scheduled class in appropriate age range one time</b> <b>See studio schedule for more details</b>		

**TUITION:** As follows per student, per season:

Monthly Tuition **will only be pro-rated for new enrollments** after the 1<sup>st</sup> day of each month. If a student un-enrolls and wishes to return within the same season (Sept. – May), a re-enrollment fee of \$20 will be assessed. Tuition will not be pro-rated or reduced due to missed classes/practices for any currently enrolled individual.

**There are no full or partial refunds on tuition paid.** If your child is removed from class(s), you are responsible for the balance of any tuition owed. If you choose to withdraw your dancer from Flow Zone Dance Studio you must notify the Front Office in writing to avoid continued billing. We have a form available.

Flow Zone Dance Studio, LLC, reserves the right to cancel a class or combine classes with another when enrollment is low.

### **PAYMENT POLICY:**

Flow Zone Dance Studio has implemented the following payment policies:

**Auto-pay:** Auto-pay is required for monthly tuition payments unless prior arrangements are made. The recurring credit card charge authorization form is attached. By utilizing our auto-pay service you avoid missing payment deadlines and the occurrence of late fees. Flow Zone mandates enrollment in auto-pay service if your account becomes, or has previously been over 60 days past due. Account reviews are done semi-annually. If an auto-pay authorized credit card is declined for any reason, a **service fee of \$25.00** will be added to the account in addition to any late fees assessed.

Payments for fees and other costs may be made via cash or credit card. A *hand written receipt* will be given for all cash payments. Additionally, all future payments will need to be made by credit card or cash.

Tuition is due on the 1<sup>st</sup> day of the month. On the 6<sup>th</sup>, a \$20 late fee will be applied to all outstanding invoices. **Accounts that become greater than 15 days past due will be suspended and the dancer will not be allowed to participate.** One courtesy notice of account status will be offered via email, phone, or notice sent home with the dancer. Communication is key here; please see the Front Office with any questions or concerns regarding this.

If an account reaches 60 days past due, Flow Zone may enlist the assistance of an outside collection agency to recover the full balance currently due. A minimum \$100 collections admin. fee will be charged for to all accounts sent to collections. Should the costs of outside debt collection be more than \$100, you will also be charged the difference.

If a student is un-enrolled for any reason, or chooses to quit, any past due amount will become due in full immediately.

### **CLASS CHANGES:**

Students may not add or change a class without first notifying Flow Zone. Please see Flow Zone's Front Office to make adjustments to your dancer's enrollment.

**HOLIDAYS:** Flow Zone is closed on the following dates:

Labor Day: 9/5/2022  
Thanksgiving: 11/24 - 11/25/2022  
Winter Break: 12/23/22 - 1/2/2023  
MLK Day: 1/16/2023  
Presidents Day: 2/20/2023  
Spring Break: 3/13 - 3/17/2023

**ATTENDANCE:**

When students are late to class, it is disruptive and potentially unsafe if they have not stretched properly. Flow Zone reserves the right to have students who arrive more than 15 minutes late to class, sit out if there is no communication with coaches. Repeated tardiness may result in your dancer being removed from routines or dance pieces and in extreme cases, termination of lessons without a refund. No exceptions.

A minimum attendance level is required in order for the student to learn the skills, technique, and choreography being taught. If a student misses more than 4 classes without notice, the studio reserves the right to terminate lessons without a refund. Please inform Flow Zone's Front Office by email or phone if your dancer is not going to attend a class or team practice. Optional private lessons may be available from your child's coach for an hourly fee. Please see the Front Office to inquire about private lessons and scheduling.

**PARENT RESPONSIBILITY:**

It is the responsibility of the parent/guardian or adult student to be aware of all studio activities; such as holidays, performance dates and locations, extra classes, and dates the studio is open/closed. **Flow Zone will post notices inside the facility** and at our discretion, send notes home with the student, or through e-mail. It is the parent's responsibility to regularly check with the Flow Zone Staff to ensure they are informed. Information may also be posted on the Flow Zone band pages, the Flow Zone's Instagram, and/or on our website: [www.flowzonedance.com](http://www.flowzonedance.com) for your convenience. It is also the responsibility of the parent or adult student to inform the studio of any physical address, telephone number, or e-mail address changes.

Flow Zone has an open door policy and we welcome your concerns, suggestions and comments. However, we ask that each person approach Flow Zone Staff in a respectful manner and at an appropriate time.

**SAFETY:**

**WE ARE NOT A LICENSED DAY CARE FACILITY.** We are not responsible for students before or after their class/practice time, or after they have exited the studio. Please instruct your child to remain inside Flow Zone's Lobby at all times. The staircase and entry vestibule are not waiting areas. **Students should be dropped off 5 minutes before class and promptly picked up after class, within 10 minutes of class ending.** Should a situation arise wherein a student and/or guardian is not complying with this policy, **a conference will be held.** If the situation is not corrected after the conference or continues intermittently, **Flow Zone may terminate lessons without a refund.** We understand that things come up possibly leading to delays in picking up your dancer, please call us at (907-764-4329) or (907) 885-1353 and let us know.

**LOST AND FOUND:**

If any items are found, please turn them in to the Front Office. These items will be placed in a bin/bag/box and held approximately 30 days, at which time all items will be donated to charity. Flow Zone is not responsible for lost or stolen items at any time.

## **ACKNOWLEDGEMENTS**

**PAYMENT POLICY ACKNOWLEDGEMENT:**

**Auto-pay:** Auto-pay is required for monthly tuition payments unless prior arrangements are made. The recurring credit card charge authorization form is attached. By utilizing our auto-pay service you avoid missing payment deadlines and the occurrence of late fees. Flow Zone mandates enrollment in auto-pay service if your account becomes, or has previously been over 60 days past due. Account reviews are done semi-annually. If an Auto-pay authorized Credit Card is declined for any reason, a **service fee of \$25.00** will be added to the account in addition to any late fees assessed.

Payments for fees and other costs may be made via cash or credit card. A hand written receipt will be given for all cash payments. Additionally, all future payments will need to be made by Credit Card or Cash

Tuition is due on the 1<sup>st</sup> day of the month. On the 6<sup>th</sup>, a \$20 late fee will be applied to all outstanding invoices. Accounts that become greater than 15 days past due will be suspended and the dancer will not be allowed to participate. One courtesy notice of account status will be offered via email, phone, or paper note sent home with the dancer. Communication is key here; please see the Front Office with any questions or concerns regarding this.

If an account reaches 60 days past due, Flow Zone will send via USPS Certified Mail, a final notification of account status and require payment within 5 days. Additionally, UDC may enlist the assistance of an outside collection agency to recover the full balance currently due. A minimum \$100.00 collections admin. fee will be charged to all accounts sent to collections. Should the costs of outside debt collection be more than \$100.00, you will also be charged the difference. If a student is un-enrolled for any reason, or chooses to quit the class, any past due amount will become due in full immediately.

**\*\*\*Initial HERE \_\_\_\_\_**

**WAIVER:**

I authorize Flow Zone Dance Studio, LLC. to use photos/video taken of my child while at dance class/practice or dance functions, for marketing and promotional material.

\*\*\*Initial HERE\_\_\_\_\_

**HOLD HARMLESS AGREEMENT:**

In consideration for receiving permission to participate in the classes or teams at Flow Zone Dance Studio, LLC, I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE, Flow Zone Dance Studio, LLC its officers, agents, servants, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me or my child, or any of the property belonging to me or my child, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

I am fully aware of the unusual risks involved and hazards connected with this activity, including but not limited to travel risks, broken bones, sprains, falls, etc. I hereby elect to HAVE MY CHILD voluntarily participate in said activity with full knowledge that said activity may be hazardous to my child and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by my child, or any loss or damage of property owned by me, as a result of my child being engaged in such activity, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES OR OTHERWISE.

I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.

If I have specific requests about which medical facility my child should be transported to in case of an emergency, I am to indicate that request below.

It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and 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 Alaska.

\*\*\*Initial HERE\_\_\_\_\_

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Payment Policies, Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; acknowledge 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; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same. Your signature verifies that you understand and accept the policies, agreements and waiver of Flow Zone Dance Studio LLC, and agree to abide by such terms.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# REGISTRATION PACKET

## 2022-2023 SEASON

Student's Name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_ M / F \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

\*\*Primary Contact Telephone Number (Responsible Party) \_\_\_\_\_ Alternate Number \_\_\_\_\_

\*\*Primary Contact E-mail Address \_\_\_\_\_ Alternate E-mail Address \_\_\_\_\_

Student Cell Phone Number \_\_\_\_\_ Student E-mail Address \_\_\_\_\_

Emergency Contact (Name and Number) \_\_\_\_\_ Allergies (Food/Meds) \_\_\_\_\_

Name of School Dancer Attends \_\_\_\_\_ Grade Level \_\_\_\_\_

Special Notes: \_\_\_\_\_

Additional Class(s) \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature of Parent/Guardian\*\*\* \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*By signing above you indicate you have read and understand this entire document.\*\*\*

### Office Use Only

Registration Fee: \$		Team/Crew:		Add'l Class(s):	
Monthly Tuition: \$		Add'l Class(s) Tuition: \$		Registration Notes:	
Comp./Convention Fees: \$		1/Wk @ \$25 2/Wk @ \$45 3/Wk @ \$60 4/Wk @ \$70			
Costume, Music/Choreo, Production Fees \$		Solo/Duo/Trio Comp. Fees: \$			
Initial Payment Amount: \$      Date:		Payment Notes:			
Master List	Gmail Contacts	Accounting	Wave	Auto-pay Card Input Y / N	

**Dancers Name:** \_\_\_\_\_ **Crew/Team:** \_\_\_\_\_

## Recurring Payment (Auto-pay) Authorization Form

Schedule your payment to be automatically charged to your Visa, Master Card, American Express or Discover Card. Just complete and sign this form to get started!

### Recurring Payments Will Make Your Life Easier:

- It's convenient (saving you time and postage)
- Your payment is always on time, eliminating late charges (even if you're out of town)

### Here's How Recurring Payments Work:

You authorize regularly scheduled charges to your credit card. You will be charged the amount indicated below each billing period. A receipt for each payment will be emailed to you. You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected.

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### Please complete the information below:

I \_\_\_\_\_ authorize **Flow Zone Dance Studio, LLC** to charge my credit  
(Full legal name)  
card indicated below on the 1st day of each month (Sept.-May) for payment of **Tuition** during the 2022-23 Flow Zone Season that my child (named above) is participating in.

Billing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

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

VISA       MASTERCARD       AMERICAN EXPRESS       DISCOVER

First Payment Amount \$ \_\_\_\_\_ Amount thereafter (Tuition) \$ \_\_\_\_\_

Add'l Payments (Fees)      Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_      Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Account Number \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVV \_\_\_\_\_ *\*mail or hand deliver this*

*form*

I understand that this authorization will remain in effect until I cancel it in writing, and I agree to notify **Flow Zone Dance Studio** in writing of any changes in my account information or termination of this authorization at least 15 days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. In the case of a Credit Card Transaction being declined, I understand that **Flow Zone Dance Studio** may at its discretion attempt to process the charge again within 10 days, and agree to an additional **\$20** charge, which will be initiated as a separate transaction from the authorized recurring payment. I certify that I am an authorized user of this credit card account and will not dispute these scheduled transactions with the Credit Card Company; so long as the transactions correspond to the terms indicated in this authorization form.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## **Behavioral Dancer Expectations**

We at the **Flow Zone Dance Studio** take pride in our family of performers, our rehearsal spaces, and local arts scene. Training with us means you are representing yourself, our name, and your fellow dancers.

- Dancers are expected to treat fellow dancers, coaches, and guest artists with respect. Any offensive and/or inappropriate remarks, gestures, ect. will not be tolerated.
- Dancers are expected to have good sportsmanship while at competitions and conventions. Any offensive and/or inappropriate remarks, gestures, ect. will not be tolerated.
- Dancers are expected to focus during rehearsals and classes. Any side conversations with friends during this time is not considered appropriate.
- When attending rehearsals/classes, dancers are expected to treat our facility with respect. No food inside studio spaces. All food must be eaten in the lobby area, unless otherwise specified. Dancers will be expected to clean up after themselves. Horseplay will not be tolerated inside our building.
- While attending conventions/competitions, dancers are expected to treat the space in the same fashion as we treat our studio.

## **Dress Code Expectations**

We expect dancers to wear appropriate athletic attire for rehearsals/classes. Please wear clothing that is not revealing, and comfortable for movement. Loose-fitted, or flexible clothing is preferred.

- No outdoor shoes will be allowed on the dance floors. All dancers are expected to wear shoes that are appropriate for the styles of dance they are learning. If you are unsure what shoes should be worn in rehearsal/class, please ask your instructor. Ex. No crocs, or open toe footwear.
- No shorts or pants that inhibit your movement.
- No clothing with rude, offensive, or derogatory remarks.

## **Attendance Expectations:**

Your coaches/instructors are striving to provide you, and your fellow dancers, with the best training and experience possible. Good attendance is highly important for dancers to be able to reach their very best potential.

- Dancers will be expected to be on time and prepared for every rehearsal/class.

- Absences may be excused only by the owners and coaches. If you must miss a rehearsal, dancers/parents are expected to contact their instructor prior to said scheduled rehearsal as soon as possible.

- Dancers are allocated 4 excused absences. It is up to the owners and coaches discretion on the qualifications of excused absences. Same day notices are unacceptable and will be considered an unexcused absence.

- 3 unexcused absences will result in a dancer's removal from their team. (no call no show,)

- During excused/unexcused absences, videos will be provided. Dancers will be expected to have an understanding of choreography by their next rehearsal.

- During excused/unexcused absences, specific placements within routines will be subject to change.

Individuals who are unable to follow any of these expectations should expect the following:

1st offense: Warning from coaches/staff members

2nd offense: Write up which will go in the dancer's file, along with a parent meeting

3rd offense: Dancer's removal from their team

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#### Flow Zone 2022-2023 Season Dancer Code of Conduct signature agreement

I \_\_\_\_\_ have read and understand the Flow Zone Dance Studio expectations and agree to follow these expectations for the 2022-2023 season.

Name (first, last) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_