



## **Hip Hop Coalition 2021/2022 Fees/Policies/Waiver**

### **Our Season**

Welcome! Our studio opens for our 2021/2022 season on **Tuesday, September 14th, 2021**. Our dance season runs from **September – June** leading up to our shows that all students perform in. Due to our waitlists for registration, we do not offer drop-in options or sessions.

### **Location**

1255 D Cliffe Avenue, Courtenay, BC, V9N 2K3. (Our entrance is on 12th Street. We are in the same building as Sure Copy Print Centre.)

### **Contact**

Phone: 250.218.6755 / Email: [hiphopcoalitiondance@gmail.com](mailto:hiphopcoalitiondance@gmail.com)

### **Our Vibe**

Our dance family is ALL-INCLUSIVE and promotes a positive, non-competitive and supportive space for students to dance and learn and have fun. Unity, kindness and respect for each other are at the forefront of our philosophy. If bullying, rudeness, or disrespect is your jam, our studio is not the place for you!

### **Class Placement**

Class placement is determined first by the dancer's age and experience. If you are a returning student, your history of attendance, work ethic, and behavior in classes are also considered. We understand it is often desirable for students to dance with their peers/siblings; however, students will be placed in the class that will be of most benefit to their growth and development as a dancer. Instructors reserve the right to transfer students to appropriate classes. If your student stays in the same level as a previous year/years, this does not mean your student has not improved as a dancer. Part of the purpose for levels is to identify classes as we have several of the same age groups throughout the week.

If you or your student wishes to be placed in a higher level than their placement, it may be an option as a second class. This is decided at the discretion of the instructor.



## Hip Hop Coalition 2021/2022 Fees/Policies/Waiver

### **Registration Fees** (non-refundable)

\$25/per student, \$40/per family (same household)

### **Monthly Tuition Fees** (Prices include GST)

Monthly fees are calculated based on the number of classes annually and are averaged into equal monthly payments. **Monthly fees are not adjusted for missed classes.** Our fees account for the possibility of snow days/power outages. **Tuition fees are payable on or before the 1st of each month.**

- Mini Kicks Hip Hop classes (3-4 yrs) - \$56.50/month (45 mins)
- Lil' Kicks Hip Hop classes (5-8 yrs) - \$56.50/month (45 mins)
- Junior Kicks Hip Hop classes (9-12 yrs) - \$67/month (1 hour)
- Teen Kicks Hip Hop classes (13+ yrs) - \$67/month (1 hour)
- Adult Classes - \$67/month (1 hour)
- Adult Pre-Registered 4 Week Sessions - \$70 (1 hour)

**Performance Class Costume Fees** (All classes perform in our year end shows with the exception of our 4-week registered adult sessions.)

- Mini Kicks - \$65
- Lil' Kicks - \$80
- Junior Kicks - \$80
- Teen Kicks - \$80
- Adults - \$80
- Privates / Small Groups - \$80

**\*\*50% costume deposits are payable upon registration. The balance of costume fees are payable on or before December 31, 2021.\*\***

### **In order to secure a spot in our classes:**

- September's tuition, 50% costume deposit and registration fees must be paid in full.
- a registration form and a fees/policies/waiver form must be filled out, signed, and submitted by email.

### **Discounts**

- A 5% discount is applied to accounts paid in full (September - June) by August 15<sup>th</sup>, 2021.
- 2 + classes per/week - \$5 discount per/month



## Hip Hop Coalition 2021/2022 Fees/Policies/Waiver

### **Jumpstart / Homeschool / Government Funded Tuition**

Our studio works together with programs that contribute funding for dance tuition. Please let us know if you require an invoice for fees payable. In order to secure a place in classes, **confirmation of your application/approval is required.**

**\*\*Please note that in the event of a class withdrawal and a tuition refund is required, all refunds must be reimbursed directly to the sponsored source and upon request. We are unable to refund program funding directly to parents.\*\***

### **Attendance / Waitlists**

**\*All dancers are expected to be in attendance each week.\* More than four (4) absences (unrelated to being sick) may result in your space being transferred to a waitlisted student. **Please notify us by phone or email if you or your student will be away.****

Waitlisted students are contacted in order. If space opens up in our classes, you will be contacted and have 48 hours to confirm registration with payment and signed forms.

### **Payment Options**

- E-Transfer (Preferred): Payable to [hiphopcoalitiondance@gmail.com](mailto:hiphopcoalitiondance@gmail.com). **\*\* If you are e-transferring, please indicate your child's full name in the notes section of the e-transfer.\*\*** We are set up for auto deposit.
- Post-dated Cheques (Payable to Hip Hop Coalition): Dated for the 1st or 15th of each month (Sept-June).
- Credit Card/Online Payments/Recurring Monthly Withdrawals: If you wish to be set up for auto withdrawals, we will send you an email invoice for online payment. You will have the option to 'save card to file' and we will continue billing. Our payment system (Square) securely stores your information. We do not store or have access to your credit card information.

**\*\*If you are splitting/sharing your tuition payments with someone, please let us know who will be sending tuition so we are not trying to track unfamiliar payments. If you are the signature on the registration form, you are responsible for payments due on the account. We are unable to contact anyone for payment who is not on the account.\*\***

**A \$20 fee** is charged for NSF cheques.

**A \$5 fee** is charged for declined or expired credit cards.

**A \$5 late fee** is applied to all accounts that are unpaid after the 1st of each month.

**A \$50 fee** is charged for accounts in arrears more than 45 days.



## Hip Hop Coalition 2021/2022 Fees/Policies/Waiver

### **Withdrawals / Refunds**

**No refunds are issued after December 31<sup>st</sup>, 2021.** Our staff are hired and budgeted based on initial registration numbers.

Partial monthly fees are not refunded and cannot be transferred to another student. Refunds are not issued for missed classes.

Students withdrawing from registered classes must provide **30 days' notice via email** to [hiphopcoalitiondance@gmail.com](mailto:hiphopcoalitiondance@gmail.com) **before the 1st of the next month.**

For example: If a student withdraws from a class on October 2nd, November fees are payable. If notice is given by September 30th, only October fees would be payable. A \$10 admin fee is applied to all refunds.

**\*\*Please note that** if a student withdraws from classes, they will not be considered an existing student and will not have first access in existing student registration for our next season. They will be able to register at public registration on a first-come, first-serve basis.

### **Class Cancellations**

If classes are cancelled due to poor weather conditions or if an instructor is sick, Hip Hop Coalition will make every effort to schedule a make-up class, schedule permitting. Our fees reflect the possibility of winter snow days/power outages. Hip Hop Coalition reserves the right to use substitute instructors.

### **Dress Code / Belongings**

**\*\*CLEAN INDOOR SHOES ONLY\*\***

Students wearing outdoor shoes to class will be asked to remove shoes and wear bare feet (which is not ideal for hip hop). This is also requested to parents. **Wearing indoor shoes from the car into our studio is considered outdoor shoes.** Please take your shoes and belongings home with you after your classes. We do not have space to store shoes, and our shoe racks are designated for outdoor shoes during class times.

**\*\*Please wear extra loose, baggy, comfortable clothing. Long sleeve or loose shirts, sweat/track pants. Hats are permitted\*\***

**Please do not wear jeans, form/tight fitted clothing, watches, or jewelry.**

Use of cellphones during class time is NOT permitted and we are not responsible for lost or stolen items. Please do not bring valuables to our studio.

At the end of each month, we make donations to the thrift store of all items that have been left in the studio. Please be sure to check the studio before you leave and please call us if you have left something behind.



## Hip Hop Coalition 2021/2022 Fees/Policies/Waiver

### **Class Conduct**

We expect everyone to treat instructors and other students with kindness and respect. We place a significant emphasis on inclusion, friendships and teamwork. Students are expected to listen to their instructors and demonstrate a positive attitude during class. We have zero tolerance for whispering, excluding others, negative comments/looks/glances or disruptive behavior. We assume all of our students want to be there and are enjoying it! Students are expected to arrive on time for class.

### **Class Viewing / Drop Off / Pick Up**

We are hopeful that September will allow for regular viewing inside from our lobby area. We have large double glass doors and a window in our lobby offering a great view into our studio area. We welcome parents and families to come inside and enjoy watching. If indoor restrictions change, we will notify you by email with new instructions for drop-off and pick-up of your student. **Please do not leave siblings to wait for their sister or brother to dance, unless requested beforehand.** We cannot be responsible for anyone not participating in class, inside or outside.

### **Communication / Correspondence**

**\*\*Please do not contact staff through social media or text messaging for matters/questions pertaining to dance.\*\***

**Please use our business email:** [hiphopcoalitiondance@gmail.com](mailto:hiphopcoalitiondance@gmail.com). If your contact information changes or you would like to add someone new as an additional contact, please notify us immediately.

If you use social media, please like our **Facebook page, Hip Hop Coalition**, where we share pictures, contests, giveaways and dance-related fun.

Not to worry if you don't, our primary correspondence is always sent from our business email to all parents and students.

**\*Please Note:\*** If you have not received an email from us before or, depending on your computer/phone security settings, sometimes our emails can be diverted to junk folders.

### **Photography / Video**

Video and photography are not permitted in the studio by anyone except instructors of Hip Hop Coalition or without permission. Please acknowledge that some students may not be comfortable being filmed and that this may disrupt their class experience. Students, parents, or visitors are not permitted to film classes without permission. The student waiver gives consent for video and photography to Hip Hop Coalition instructors only and its use for educational/promotional purposes.



## Hip Hop Coalition 2021/2022 Fees/Policies/Waiver

### **Workshops / Guest Instructors / Events**

All workshop and guest faculty events are non-refundable unless cancelled by Hip Hop Coalition. Fees cannot be transferred to another student. Workshops are subject to cancellation if registration does not fill.

### **Performances / Dress Rehearsals**

All students are expected to perform in both of our year end shows in June and our dress rehearsal is mandatory. Please watch for our emails in the spring with dates/times/details.

### **Non-Instructional School Days / Holidays**

Our studio schedule operates on the same schedule as SD 71 (spring/ winter break.) We are also closed on statutory holidays and Halloween. **All classes run on non-instructional school days.**

### **\*\*COVID 19 NOTICE / ONLINE INSTRUCTION POLICIES\*\***

#### **Online Instruction / Zoom**

We will continue to monitor the evolving situation of COVID-19 and the guidelines put in place by our health officials. We're hopeful to be able to continue 'business as usual'; however, if restrictions are put in place again that interfere with regular in-studio instruction, we will transition to offer classes online temporarily until it is safe to return to the studio. **\*Please note that** if a student opts to withdraw from dance due online classes, we cannot guarantee their spot in the class once we are able to return to the studio as we do have students that wish to participate online.\*

**\*\*In order to continue paying our staff and to keep our studio doors open, discounts are not offered for online classes.\*\***

#### **Declaration**

- I have not travelled outside of Canada and returned within the last 14 days, and I have not been in close contact with a person who is suspected or confirmed to have COVID-19.
- I do not have any symptoms of COVID-19 (fever, cough, shortness of breath, body aches, runny nose, congestion, sore throat, or difficulty breathing).
- I will not come to the studio if I am sick and/or have any of the above symptoms.
- I will not enter the studio if I am at a greater than normal risk of contracting illness or if my health is compromised.



## Hip Hop Coalition 2021/2022 Fees/Policies/Waiver

### **Hygiene**

Our studio has implemented a new cleaning/sanitization regiment and will require everyone entering the studio to wash their hands upon arrival. Until further notice, we have a 'hands to yourself' / no touching policy. We are asking parents to please communicate mindfulness and importance with respect to this. Please also help yourself to use of our hand sanitizers.

**\*\*Please note\*\*** In order to continue operating and keep our doors open, brief wipe downs of certain areas must take place between class transitions. Teachers will allot for this at the end/beginning of class times. The time allotted for this assures we can continue to offer all of our regular classes each week without downsizing our offering.

### **Acknowledgement / Waiver of Risk**

I understand that in-person visits during a global pandemic, such as COVID-19, poses a risk to me of contracting illness. I understand that physical distancing may not be possible at all times. I have evaluated these risks carefully and have chosen to come to Hip Hop Coalition (1255 D Cliffe Ave, Courtenay, BC) in-person despite any and all risk that may come to me by doing so.

I understand and agree that in participating in any dance class, workshop, rehearsal, or performance, there is a possibility of physical injury or death. I voluntarily agree, therefore, to assume all risks and responsibility for any such injury or accident, which might occur to me or my child during any of the Hip Hop Coalition classes with Anna Mayo, rehearsals, performances, or activities. I also exempt, release, and indemnify Hip Hop Coalition, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students from any and all liability claims, demands, or causes of action whatsoever from any damage, loss, injury, or death to me, my children, or property which may arise out of or in connection with participation in any classes or activities conducted by Hip Hop Coalition or Anna Mayo. I further hereby voluntarily agree to waive my rights and that of my heirs and assigns to hold Hip Hop Coalition or Anna Mayo, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students liable for such damage, loss, injury, or death. I understand that I should be aware of my physical limitations and agree not to exceed them. If I am signing this waiver for my children, I certify that I am the parent or legal guardian and have the right to waive these rights.



## Hip Hop Coalition 2021/2022 Fees/Policies/Waiver

By signing this, I have read, understood, and agree to be bound by the above 2021/2022 Hip Hop Coalition policies, including the COVID-19 Notice/Policies and separate attached COVID-19 Safety Plan/Policies.

**Registration is incomplete without signature.**

**Name of student:**

---

**Date:**

---

**Signature:**

---

**If under 18, name of parent or guardian:**

---

**Signature of parent or guardian:**

---