

## **Mission Statement**

Ms. Jordan's School of Dance is a studio that provides high end dance education with a solid technical foundation to aspiring students of all ages. We strive to celebrate creative expression and individuality which is nurtured by a community of teachers, students and families who are passionate about the performing arts. At Ms. Jordan's School of Dance, we hope to do more than teach dance....we use dance to inspire and encourage our students to discover the brilliance within themselves!

## **Studio Policies and Procedures**

The policies and procedures of Ms. Jordan's School of Dance is designed to promote an organized, professional studio, to create a positive learning environment for your child, and to reflect the growth of the dance world and what it provides for artists of all ages as it continuously evolves. By following these policies, you will help create the best dance experience possible. The faculty at Ms. Jordan's School of Dance are professionals and take the performing arts very seriously. By following these policies, you help your child to excel at the fine art of dance.

### **Registration**

All students must register online via the Ms. Jordan's School of Dance parent portal at [www.msjordansschoolofdance.com](http://www.msjordansschoolofdance.com) before participating in studio classes. Online registration offers parents the convenience of accessing their accounts 24/7. This includes creating an account with complete and accurate information, filling out emergency information, accepting the 2021 waiver and accepting the studio policies and procedures. Class placement is on a first come first serve basis. Please submit one waiver per dancer/participant. Participation is allowed once the registration process is complete, submitted and accepted by Ms. Jordan's School of Dance. There is a \$30.00 non-refundable annual registration fee required at the time of registration. This fee is a separate fee and does not apply towards tuition. Students will not be registered for classes unless this fee is paid. It is the responsibility of the parent to obtain and read through all studio guideline documents upon registration. Schedule, teacher, and class offerings are subject to change based on enrollment, space limitations, regulations, and availability.

### **Tuition and Fees**

Tuition fees are for one full dance season, beginning September 7th, 2021 through June 4th, 2022. I understand tuition charges are based on enrollment, not on attendance. All tuition is payable by the 15th of each month and accepted through online payment/automatic payment/debit/credit card or check/cash submitted to the studio office. Upon registration, I understand and agree to have a current debit card/credit card on file in my account. I understand and agree that my debit/credit card will be debited, by Ms. Jordan's School of Dance, for unpaid tuition and a \$15.00 late fee will be applied on the 20th day of each month. A \$25.00 return check charge will be added to all forms of unsupported payment received by the studio.

Upon registration, each dancer is automatically reserved a spot to participate in our Annual Spring Recital at Alma Performing Arts Center on June 4th, 2022 and agrees to participate in all scheduled onstage rehearsals that apply to the dancers assigned part(s) the week prior and to follow the recital rules and regulations provided by Ms. Jordan's School of Dance.

I understand and agree to the due dates and costume fees set by the studio. Costumes are required for each dancer per routine. All costume accessories are included within the fee. Tights and shoes are not included and will require additional fees. I agree and understand that my child will be participating in the annual spring recital unless I have submitted a non-performance form provided by our studio office and submitted to Ms. Jordan's School of Dance by October 15th, 2021. I understand if I withdraw my child after this date that I am responsible for the amount in full of payment(s) of costs associated with the annual spring recital. I understand these fees are non-refundable and my costuming cannot be returned. All account balances must be paid in full prior to recital week in order to participate.

### **Withdrawal**

Should you decide for any reason to withdraw from all studio classes, an official withdrawal form, available by contacting the studio's office, must be received two weeks prior to the next billing cycle. Verbal withdrawal with an instructor is not sufficient. Notification in the form of email, phone call or various forms of social media will not be accepted. Tuition fees will compound should there be failure to withdraw properly. A withdrawal form not received (2) weeks before the first week of classes in any given month will result in a normal charge of tuition fees for that month. If you are withdrawing in the middle of the month, there will be no refund given. Upon your request, your spot will be offered to the waitlist ASAP. A withdrawal is only valid once we have confirmed acceptance of the request. Please allow 24 hours upon receipt therefore, if an acknowledgment has not been received within 24 hours it should be treated as though it has not been received by ourselves. In the event it becomes necessary to file a suit to collect damages, I agree to pay a reasonable attorney fee and the cost of collection.

### **Dresscode**

Dress code is required for all classes. Clothing is not to be a distraction during class, therefore students wearing inappropriate clothing will be asked to change before returning to class. For these reasons we request the following from our dancers: Failure to wear the appropriate dancewear to class could result in students being asked to sit out of class. Students are not permitted to wear shoes worn on the street or outdoors to any dance class. All smart watches and similar devices must be turned off or programmed to not disturb the dancers or others. A neat and tidy appearance sets an attitude of attentiveness and respect for students, teachers, and the art of dance. Instructors are unable to provide necessary alignment corrections to improve technique training and progress. Please refer to dress code requirements and prerequisites described for each class.

### **Image Use**

I hereby grant Ms. Jordan's School of Dance and/or any of their authorized photographers or videographers permission to use my dancers image during any activity/event associated with Ms. Jordan's School of Dance. I understand photos/video of my dancer could be used on the studio's website, advertisement, social media platforms, and public relations and/or marketing efforts overseen by MJSOD staff on behalf of Ms. Jordan's School of Dance. I understand that if I

disagree with image use that I must contact the studio to request an image use form to be received by the studio office for documentation.

### **Injuries and Personal Property**

Ms. Jordan's School of Dance prioritizes the health and safety of our faculty, our students and their families. We take every precaution to ensure your child's safety. I understand and voluntarily assume any and all risks and responsibilities arising from any and all activities that myself and or my child participate in, as associated with Ms. Jordan's School of Dance.

Ms. Jordan's School of Dance, it's owner, and faculty are not responsible nor will be held liable for loss or damage of personal property.

### **Inclement Weather and Holiday Closings**

If inclement weather starts while we are in session, we will continue to have classes unless we notify you otherwise. Classes canceled due to inclement weather and holiday closings will not be rescheduled. The studio will follow Sallisaw Public Schools as far as closing for Holidays. Please check our MAIN Facebook page and Instagram for dance school closing information.

### **Make-Up Classes**

If you have a fever, are sick, or have inexcusable family events in which you miss a class, students are encouraged to take a make-up class (no extra charge). A dancer has one month to make-up for any missed class from the day he/she missed class. It can be made-up in any age appropriate class at any location that has availability.

### **Contingency Plan for Closure Due to Covid-19**

The health and safety of our staff, students and their family members is a top priority. In the event that Ms. Jordan's School of Dance cannot meet for formal classes due to a temporary closure required by the Oklahoma Department of Health for Covid-19 related issues, our regular class schedule and dance instruction will continue in a virtual meeting.

Your signature below confirms you have read and agree to all of the above information, tuition responsibilities, and terms and conditions. Each family is required to sign and date the submitted form in order to participate in the program. This document is valid through June 4th, 2022.

**Your Signature** \_\_\_\_\_  
(customer/policies/signed)

**Your account Name** \_\_\_\_\_

**Agreement Date** \_\_\_\_\_

**I have read and agree with the statements above** \_\_\_\_\_ **check mark**

### **Ms. Jordan's School of Dance Contact Information**

Ms. Jordan Mackenzie Wood Riggs is the studio owner/director. Our Administrative Office Manager, Staci Mayhan Holder, oversees all registration/enrollment information. To contact

during non office hours, please message our studio through Facebook for the quickest response or via email in regards to accounts, enrollment, registration, scheduling and/or any questions you may have. Please allow 24-48 hours for a response. Please consider normal business hours when contacting.

Email: [msjordans5678@gmail.com](mailto:msjordans5678@gmail.com)

Facebook: Ms. Jordan's School of Dance

Instagram: [ms.jordansschoolofdance.com](https://www.instagram.com/msjordansschoolofdance.com)

Web: [www.msjordansschoolofdance.com](http://www.msjordansschoolofdance.com)

Phone: (918)775-8568

Mail: P.O. Box 1611 Sallisaw, Ok 74955

Studio Office Hours: 4:00-9:00 pm Monday-Friday

Studio #1 Location: 811 West Cherokee Avenue Sallisaw, Ok 74955

Studio #2 Location: Mid-America Karate 28966 205th Avenue Poteau, Ok 74953

**DROPPING OFF- PICKING UP DANCERS:** PARENTS ARE WELCOME TO DROP OFF THEIR CHILD FOR DANCE CLASS. PARENTS OF YOUNG CHILDREN MAY WISH TO STAY ON THE PREMISES. PLEASE WAIT IN THE LOBBY, YOUR CARS, OR WALK AROUND. WE MUST KEEP THE HALLWAY CLEAR AND OPEN AT ALL TIMES! PARENTS ARE NOT ALLOWED TO SIT IN ON CLASSES, OR LINGER IN THE HALLWAYS

Private Lesson? PRIVATE LESSONS ARE AVAILABLE FOR BOOKINGS NOW AND MUST BE PAID IN ADVANCE IN THE PARENT PORTAL. CANCELLATIONS MUST BE MADE 24 HOURS IN ADVANCE OR YOU WILL BE RESPONSIBLE FOR PAYING FOR THAT HOUR. THERE WILL BE NO CREDITS, REFUNDS, OR EXCHANGES FOR MISSED LESSONS.

Communication: WE WORK HARD TO KEEP YOU INFORMED BY EMAIL, FACEBOOK, AND TEXT MESSAGES. IT IS YOUR RESPONSIBILITY TO CHECK THE FB GROUP, AND PARENT PORTAL BULLETIN BOARD FOR ANNOUNCEMENTS. IF YOU HAVE ANY QUESTIONS ON UPCOMING EVENTS PLEASE REFRAIN FROM ASKING TEACHERS BETWEEN CLASSES, THIS IS NOT AN IDEAL TIME TO CHAT ABOUT THOSE DETAILS AND WILL MOST LIKELY BE FORGOTTEN. THERE IS TO BE NO COMMUNICATION REGARDING LESSONS, SHOWS, OR STUDIO INFORMATION TO FACULTY MEMBERS, CONTACT THE DIRECTOR WITH ANY CONCERNS.