

# Pamela Trokanski Dance Workshop: Policies

1. You must be 18 years or older to sign this form.
2. Advance payment is required for all students before the class begins.
3. There will be a 10% late fee applied to all outstanding tuition after the second week.
4. We reserve the right to cancel classes with less than four students.
5. There will be no refunds / credits except for classes that we cancel.
6. Students must sign in at the desk.
7. Students must be on time. Late students get one warning; the next time they will not be permitted into class.
8. Make-ups must be taken within the session where the absence occurred.
9. Dance cards are non-transferable and non-refundable. They do not expire BUT they are non-replaceable. Think of cash. Once you lose it, it is gone....
10. Currently enrolled students must give three weeks notice and a deposit in order to hold a space in class for the next session.
11. Classes may not be disturbed. No cameras / video cameras are allowed without the prior consent of the instructors.
12. Children in the lobby must be supervised. No tapping on the glass is permitted. Children with art supplies / messy foods must be closely monitored by a parent.
13. Children must be supervised outdoors!
14. Dogs must be on leashes.
15. No one is allowed behind the desk except staff.
16. The Dance Workshop is not responsible for personal belongings.

## Pamela Trokanski Dance Workshop: Release Forms

Student's name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Parent's Name (if child enrollment): \_\_\_\_\_

Address: \_\_\_\_\_

Mailing address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_

In case of Emergency (either your cell phone or another person):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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In consideration of my participation in the program and intending to be legally bound, I hereby agree to waive and release any and all rights and claims against the Pamela Trokanski Dance Workshop and indemnify the same for any liability arising out of or in any way connected with my, or my child's, participation in the program. I also hereby agree that I have read and understand the Dance Workshop Policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_