



Menlo Park Academy of Dance 2020-21 Policies

Academy Decorum

- Be on time for class.
- No talking in class.
- Be neat and clean in appearance to show body alignment. Dress code for each class is compulsory.
- Warm up clothes and t-shirts are not permitted in class. Students may wear a fitted ballet wrap sweater in winter.
- Hair must always be secured off the face & neck for all classes. A classical ballet bun with hairpins & hairnet is required for ballet levels I & up.
- Do not wear bracelets, necklaces, watches or dangle earrings.
- Do not chew gum in class.
- Food is not permitted in any of the buildings.
- **Cover-ups are required** before and after class when entering and leaving the building.
- NO photography or filming of classes at any time.
- Menlo Park Academy of Dance does not teach technique to students who compete with a Competition Team at other local dance studios, as this represents a conflict of interest within the classroom and student body.

Dress Code

Please visit: <http://www.menloparkacademyofdance.com/dress-code/> to get the dress code for each class. RAD Ballet levels uniform is available for purchase from the Studio Pulse Parent Portal.

Class Levels

Below is a guideline for selecting the appropriate level of classes. Please contact the office if you have any questions regarding which level to enroll your student

- Primary - 1st grade in school
- Ballet I - 2nd grade in school
- Ballet II - 3rd grade in school
- Ballet III - 4th grade in school
- Ballet IV - 5th grade in school
- Ballet V - 6th grade in school
- Intermediate & Advanced level placement is at the discretion of the MPAD Director.

- Students must take corresponding ballet, jazz & lyrical levels.
- Lyrical Students level I-V are required to be enrolled in a Ballet class at MPAD.
- Ballet V students may take Saturday Intermediate Ballet at 11am ONLY if they are enrolled in THREE Ballet V classes.
- Enrollment in Advanced level classes is **by permission of Director only**.
- 3 Ballet Technique classes are required to be eligible for Pointe. Intermediate & Advanced contemporary classes are not counted as part of this requirement.
- Contemporary students are required to be enrolled in a Ballet class at MPAD. Intermediate Contemporary is only open to Intermediate Ballet level and up. Ballet V students are NOT permitted in this class.
- **Permission from the studio director is needed to change class level.**

If you are not sure which level is appropriate for your child, please email or call the office before registering.

Parents

Students must be picked up promptly at the end of each class. Menlo Park Academy teachers are not expected to wait for parents or care givers to pick up their dancers at the end of each day.

Registration policy

- **Registration is exclusively available online. Parents can register or add classes online but need to contact the office via email to switch or cancel classes.** Annual Non-Refundable Registration fee: \$80.
- An electronic signed waiver is required before confirmation of registration of any class online. A printed version (available online) must be signed for a single class/drop in lesson and emailed to the office 24 hours prior to the class.
- Tuition is paid on a monthly basis online and is due on the first of the month. Methods of payment accepted are Visa, MasterCard, Check or Cash. Automatic payments will be charged on the 5th of the month, except for August. A \$10.00 late fee will be charged for manual or declined credit card payments received **after the 5th of the month**. A \$25.00 fee will be charged for returned checks. Monthly class tuition cannot be pro-rated.
- August tuition (1/2 month) is due at time of registration in order to reserve placement in class.
- **There are no refunds for missed classes.** Make up classes should take place:
 - the same month as the missed classes
 - by taking a class the same level as the missed class
 - the teacher must be informed if the class is a make-up.

Missed Classes - New Policy: Make up classes can only be taken via Zoom due to restrictions on the number of students for in-person classes. Please contact the office for a Zoom link to make up a class.

- **Termination of attendance must be given in writing via email to the office by the 20th of the month.**

Tuition

Single class/Drop in	\$25
1 class per week	\$88
2 classes per week	\$168
3 classes per week	\$240
4 classes per week	\$304
5 classes per week	\$370
6 classes per week	\$432
7 classes per week	\$490
8 classes per week	\$544
9 classes per week	\$594
10 classes per week	\$640
11 classes per week	\$682
12 classes or unlimited* per week	\$720

**Unlimited does not include competition classes*

ALL classes are either ONE hour or 1.5 hours in length except for Monday Pointe classes.

Studio Holidays

- **Labor Day:** Monday September 7th, 2020 the studio will be closed. Please make up the class you will miss – there are no refunds for missed classes due to Labor Day.
- **Thanksgiving break:** Thursday November 26th through Sunday November 29th, 2020. Please make up the class(es) you will miss – there are no refunds for missed classes due to Thanksgiving break.
- **Winter break:** Monday December 21st, 2020 through Sunday January 3rd, 2021. Classes resume Monday January 4th, 2021.
- **Memorial Day:** Monday May 31st, 2021 the studio will be closed. Please make up classes you will miss – there are no refunds for missed classes due to Memorial Day.
- **Last day of class:** Friday June 11th, 2021. There are no classes on Saturday June 12th. Please make up the class you will miss. There are no refunds for missed classes due to the Recital.

***Please note:**

From Monday August 17th to Saturday December 19th, there are 18 weeks (4 1/2 months of tuition) therefore August is half month tuition & September, October, November and December are full month tuition. From Monday January 4th to Friday June 11th, there are 23 weeks (5 3/4 months of tuition) therefore June is 3/4 month tuition.

Adult Classes

Adults have three options:

- Drop In \$25, payment & signed waiver must be received prior to taking a class.
- Regular online registration
- 5 class (\$95) card. The card must be purchased by emailing the office before the first class and used within 2 months. A waiver must be signed upon purchase of class card.
There are no refunds on class cards.

Competition team

- Competition team is **by invitation only**.
- Please note students participating in another school's competition team cannot register for classes at MPAD as it represents a conflict of interest.
- Separate monthly fees apply for solos, duos, trios, groups & productions rehearsals.

MENLO PARK ACADEMY OF DANCE, INC.
WAIVER & RELEASE OF LIABILITY
READ BEFORE SIGNING

This WAIVER & RELEASE OF LIABILITY is executed and delivered by the below named individual ("Participant") for the benefit of MENLO PARK ACADEMY OF DANCE, INC., as well as its directors, officers, shareholders, employees and agents. (If Participant is under the age of eighteen (18) years, the term "Participant" shall be construed to include both the actual minor Participant and also the Participant's parent or legal guardian executing this WAIVER & RELEASE OF LIABILITY on behalf of said minor Participant.)

WHEREAS, MENLO PARK ACADEMY OF DANCE, INC. is in the business of offering dance-related services, including without limitation, dance instruction, training and related fitness and performance activities, (collectively, the "Activities"), and

WHEREAS, Participant desires to execute and deliver this Release to acknowledge and confirm that Participant has voluntarily decided to enter into and undertake one or more Activities, but that Participant is responsible for, and assumes all risks related to, the same;

NOW THEREFORE, the undersigned agrees as follows:

IN CONSIDERATION of being permitted to participate in any way in the Activities, the undersigned Participant (or parent or legal guardian of Participant, as the case may be), on behalf of Participant and Participant's personal representatives, assigns, heirs, and next of kin:

1. ACKNOWLEDGES, agrees, represents and warrants that Participant understands the nature of the Activities, and that Participant is qualified, in good health, and in proper physical condition to participate in such activity, knows of no physical or mental condition, illness or injury with respect to Participant which would or should preclude Participant from participating in the Activities; and willingly agrees to comply with the stated and customary terms and conditions of participation. Participant further agrees and warrants that if at any time Participant believes conditions to be unsafe, Participant will immediately discontinue further participation in the Activity. Participant further acknowledges having been encouraged to have a complete physical examination prior to participating in Activities if Participant has any health problems or considerations due to injury, illness or age or a history of heart disease or high blood pressure, respiratory problems, skeletal or muscular injuries or other ailments or conditions that might be made worse by participation in the Activities or make Participant more susceptible to illness or injury as a result of participation in the Activities.

2. FULLY UNDERSTANDS that: (a) The Activities involve risks and dangers of damage to personal property and serious bodily injury, including but not limited to strains, sprains, fractures, dislocations, back or muscle injury; slipping, tripping or falling; lifting, twisting, partial and/or total paralysis, or other trauma, injury, death or other ailments that could cause serious disability and impair one's general physical and mental health and hinder one's future ability to earn a living and generally to enjoy life, as well as the possibility of emotional injury experienced as a result of witnessing or actually accidentally inflicting injury to another ("RISKS"); These RISKS include exposure, directly or indirectly, arising out of, contributed to or by, or resulting from any infectious or communicable disease, including (without limitation) the current or any future outbreak of the novel coronavirus (COVID 19) and/or any mutation or variation thereof; (b) These Risks and dangers may be caused by Participant's own actions or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity takes place, or the negligence of the "Released Parties" named below; (c) There may be other risks and social and economic losses either known to Participant or not readily foreseeable at this time. Participant (and Participant's parent or legal guardian, if applicable) fully accept and assume all such risks and all responsibility for losses, costs, and damages incurred as a result of Participant's participation in the activity.

3. HEREBY RELEASES, DISCHARGES, AND COVENANTS NOT TO SUE: MENLO PARK ACADEMY OF DANCE, INC., its instructors, instructor trainers, administrators, directors, agents, officers, members, shareholders, volunteers, employees and other participants, as well as any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the "Released Parties" herein) from all liability, claims, demands, losses, injuries, damage to property, or other damages on the Participant's account or that of the Participant's parent(s) or legal guardian(s) caused or alleged to be caused in whole or in part by the negligence of the "Released Parties" or otherwise, including negligent rescue operations or negligent administration of first aid; and further agree that if, despite this release and waiver of liability, assumption of risk, and indemnity agreement Participant, or anyone acting on Participant's behalf, makes a claim against any of the released parties, the undersigned will INDEMNIFY, SAVE, AND HOLD HARMLESS each of the Released Parties from any litigation expenses, attorney fees, loss, liability, damage, or cost which any may incur as the result of such claim.

I HAVE READ THE FOREGOING WAIVER & RELEASE OF LIABILITY, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I GIVE UP SUBSTANTIAL RIGHTS BY SIGNING IT AND SIGN IT FREELY AND WITHOUT ANY INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Participant Name (print) _____ Date of Birth _____

StreetAddress _____

City _____ State _____ Zip _____

Email _____ Phone _____

Date _____ Adult Signature _____

Name /Description
of Activity or Event _____

CONSENT OF PARENT/LEGAL GUARDIAN
(if student is under 18 years of age)

By my signature below I certify that I am the parent or legal guardian of the Participant named above, and that no person's signature other than mine is required in order to grant legal consent and execute a valid release on behalf of the Participant. I have read the above WAIVER & RELEASE OF LIABILITY and I understand that the Activities may potentially involve the RISK OF INJURY OR DEATH and that by permitting the Participant, who is my child/ward, to participate in the Activities, the Participant may be subject to the possibility of injury or death. I acknowledge that I do understand the contents of this form and I voluntarily choose to permit my child/ward to participate and by my signature do hereby release, indemnify and hold MENLO PARK ACADEMY OF DANCE, INC., its instructors, instructor trainers, administrators, directors, agents, officers, members, shareholders, volunteers, employees and other participants, as well as any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place harmless from any claims, damages, demands, liabilities and costs incurred including attorney's fees, as set forth in greater detail above. I understand and acknowledge that I have been encouraged to seek legal counsel before signing this document and that by signing this form I am severely limiting my legal rights. A complete copy of this form will be provided to me upon request.

Date _____ Signature of Parent/Legal Guardian _____

Menlo Park Academy of Dance

STUDIO GUIDELINES for IN PERSON CLASSES

The health and safety of our students, teachers and staff is of the utmost importance as we return to studio classes. Taking directives from the State of California and the County of San Mateo, we are implementing a series of protocols to be used and adhered to throughout our studio buildings. We have also taken into consideration suggested guidelines for re-opening from the Royal Academy of Dance, as well as consulting with Stanford Physicians within our MPAD community.

Classes will continue to be offered via Zoom for those students who are not yet comfortable being in the studio. Upon registration, please contact the MPAD office with your preference for “in person” or “Zoom” instruction.

Upon Arrival

- Temperature check with a no touch thermometer (same device as used by Stanford Pediatric Clinic). All faculty, staff and dancers entering the facility will receive a temperature check. The CDC considers a person to have a fever when he or she has a measured temperature of at least 100.4F (38 C). Anyone with a fever or showing signs of illness will be asked to return home.
- Temperature check will be taken by staff wearing mask and gloves.
- Brief verbal questionnaire posted. Answers and temperature of each student logged.
- Dancers should arrive dressed in their dance attire, carrying their dance shoes, and wearing a face covering. No-one will be allowed to enter the building without a mask.
- After temperature check, dancers will line up observing six feet protocol using the floor signage and wait to be allowed into the building.
- Parents may not enter the buildings. However parents of very young students should remain in close vicinity in the event of your assistance.

Studio 1: Students will line up in the parking area observing social distancing and not be permitted to enter until the previous class have exited.

Studio 2: Students will line up in the parking area observing social distancing and not be permitted to enter until the previous class have exited.

Studio 3: Students will line up in the parking area near the “emergency exit” observing social distancing and not permitted to enter until the previous class have exited.

Studio 5: Students will line up and enter through the main door while previous class will exit through the back parking area.

Studio 6: Students will line up and enter through the main door while previous class will exit through the front parking area.

- The parking area outside our buildings will be reserved and marked with social distancing decals.
- A student going from one class/building to another for a consecutive lesson will be required to line up and repeat the safety protocol.
- Any faculty or staff member traveling from out-of-state will be required to take a COVID test.

Inside Facilities

- Dressing rooms will be closed.
- Viewing area will be closed.
- Drinking fountains will be closed. Dancers are advised to bring a water bottle already filled and clearly marked with their name.
- No food can be brought into or eaten within the facilities.
- No lost & found will be kept.
- Center bathroom stall will be closed in 1137 building to allow for proper social distancing.
- No-touch automatic hand sanitizers are located by the front door of each building.
- Signage throughout the buildings for safe distancing protocol.

Inside the Studio

- In person classes will be limited in size to allow dancers and faculty to remain six feet apart. Social distancing floor signage is clearly marked in each studio as well as markers on the barres for dancers to stand six feet apart. There are also marked areas in the studio for the instructor.
- Each studio has two doors, one of which is an outside door which will remain open throughout classes to increase air flow. Studio 1, 2, 4 also have a window which will remain open to promote circulation.
- Each studio has overhead and portable fans for increased air circulation.
- Students and faculty are required to wear a mask.
- No street shoes allowed on the dance floors. Students will remove shoes before entering the studio and placed six feet apart from other students belongings in the lobby. Only water bottles may be brought into the studio.
- Because doors will remain open for increased air flow, it is advised that students do not bring any valuables or cell phones. MPAD cannot accept responsibility for lost or stolen personal property.
- Ballet barres, door handles and other high touch surfaces will be disinfected after each class.
- Hand sanitizer will be provided in each studio.
- Mat work is discontinued. Mats and props have been removed from the studios.

General

- Increased daily cleaning.
- Students, faculty & staff are asked to wash hands frequently with soap for at least 20 seconds.
- Short interludes between classes to allow for safe entry and exit of the buildings.
- Students must be picked up immediately at the end of class.
- Children who have trouble breathing through a cloth/fabric mask during exertion when they get wet are advised to bring an extra mask.
- The studio will have a limited supply of blue surgical type masks for emergency use.

Contact Tracing

- Parents are required to notify MPAD if your student develops symptoms or has themselves or a family member had direct exposure to COVID. This includes a member of the household having a positive or pending test of COVID. This will ensure that all contacts within the respective class can be notified for a 14 day hiatus to make sure everyone is healthy before returning.

Parents are asked to review the STUDIO GUIDELINES with their student prior to taking In Person classes.

Thank you.