



# Liability Waiver and Release & Studio Policies

---

## Release from Liability

I hereby agree to assume all risks attendant upon myself and/or my child while participating in any class at Petersburg Performing Arts. I hereby waive, release, and discharge any and all claims for damages for death, personal injury or property damage which I or my child may have, or which may hereafter accrue to me or my child, as a result of my child's participation in any class at Petersburg Performing Arts. I agree to save and hold harmless from liability Petersburg Performing Arts and any of their teachers or volunteers by reason of death, injury or damages to persons or property, which my child or I may suffer while participating in class.

Initials\_\_\_\_\_

## Video and Photograph Release

I understand and agree that Petersburg Performing Arts reserves the right to take and use videos and photos of participants, free of charge, to be used for publicity purposes in Petersburg Performing Arts' annual dance recital program and/or other media publications.

Initials\_\_\_\_\_

## Medical Emergencies

I fully understand that Petersburg Performing Arts' instructors, agents, and employees are not physicians or medical practitioners of any kind. With the above in mind, I hereby release and grant permission to the Petersburg Performing Arts' Staff to render temporary first aid to my child in the event of any injury or illness, and if deemed necessary by the Petersburg Performing Arts Staff to call emergency services to seek medical help.

Initials\_\_\_\_\_

**Petersburg Performing Arts**

---

14217 St Hwy 97  
Petersburg, Illinois 62675  
217-971-5666  
[petersburgperformingarts@gmail.com](mailto:petersburgperformingarts@gmail.com)



## Payment

1. **Tuition:** Tuition is due by the 7th of each month. We accept credit card and can place you on Auto Pay which will charge your card automatically on the 7th of each month. If you are in a situation that does not enable you to use Auto Pay, please consult with Miss Tiffany before your first class. If you are unable use Auto Pay for a specific month, you must contact the Studio Manager by the 7th of each month. All families with students enrolled in on-going classes **MUST** have a valid credit card on file with the front desk regardless of their decision to use Auto Pay. Autopay can only be canceled by contacting our front office - Please see "DROPPING A CLASS" below for more info.
2. **Late Fee:** Tuition that is not paid by the 7th of each month, is considered LATE. You may pay for classes early if you know that you will miss the first week of class. If tuition is not paid by the 7th of any given month, a late fee of \$15 will be assessed. If tuition is not paid by the the end of any given month, a late fee of \$25 in exchange for the \$15 will be assessed and the student will not be allowed to participate in any further classes until tuition and late fees are paid in full. After the end of that given month, your credit card on file will be charged. Note: you will be notified by email and given 48 hours to submit payment before the credit card is charged. Please note that the first late fee will be assessed during this 48 hours of time given to submit payment.
3. **Refund Policy:** There are NO REFUNDS OR CREDITS that will be given for tuition, registration fee, recital tickets, recital fees, recital costumes, and any tuition related fees.
4. **Registration Fee:** Our annual registration fee of \$10/new student is assessed at the time of registration. If this fee is not paid by the end of the first month of classes your child is registered for, then your child will be dropped from their class. This is a non-refundable fee. Please note that this fee must be paid using check or PayPal (@PPerformingArts). No cash will be excepted.
5. **Pro-rating:** We do not prorate classes for existing students, unless its for extenuating circumstances. This will be under the discretion of the owner.
6. **Returned Checks:** Any check that is returned will be subject to \$25 fee.
7. **Cancellation of Classes:** I understand and agree that Petersburg Performing Arts reserves the right to cancel any or all classes. Should a class be cancelled, we will provide an acceptable replacement.

Initials\_\_\_\_\_

### Petersburg Performing Arts

---

14217 St Hwy 97  
Petersburg, Illinois 62675  
217-971-5666  
[petersburgperformingarts@gmail.com](mailto:petersburgperformingarts@gmail.com)



## Code of Conduct

Every dancer will need to be respectful of all students and teachers. We will not tolerate any physical or verbal abuse, including “name calling” or “bullying” by any student. If a student disrupts the safety of other students in the class they will be asked to leave without refund. All students must also show respect to the property of others. Any intentional damage to or theft of such property or class equipment will not be tolerated and could result in the student’s dismissal from class without refund. All PPA dance teachers will make sure the classroom is a safe environment by upholding these rules and regulations. If a student does not abide by these rules they may be asked to discontinue dance classes until they can use appropriate behavior. At any time, we reserve the right to refuse service based on the above mentioned.

Initials\_\_\_\_\_

## Class Make Up

Your student has the option to make up a scheduled class due to an excused absence.

Excused Absences are:

- Severe injury or death in the family
- Severe personal injury
- Seriously ill requiring a doctor’s visit
- Scheduled school programs or performances required for credit
- Wedding or religious event
- Vacation

They may make up the dance class by taking the same class (same style of dance and age range) at a different time. Please visit or contact the front desk to determine the right class. Refunds will not be issued for missed classes. Class make ups can only be used when the student is enrolled in the class. If your student decides to drop for any reason and returns after any amount of time, your student will no longer be eligible to use their class make up. Class make-ups must be completed within the month of the missed class. NO EXCEPTIONS!

Initials\_\_\_\_\_

### Petersburg Performing Arts

---

14217 St Hwy 97  
Petersburg, Illinois 62675  
217-971-5666  
[petersburgperformingarts@gmail.com](mailto:petersburgperformingarts@gmail.com)



## Communication

Throughout the year, there is a lot of information that is communicated to our families. We utilize many avenues to communicate information.

Email/Text – Please add [petersburgperformingarts@gmail.com](mailto:petersburgperformingarts@gmail.com) to your email list and 217-971-5666 (Miss Tiffany) to your phone contacts. We regularly send email and newsletter updates.

Website – Basic studio info, including staff contact info can be found here.

Lobby – We always post urgent and vital information in our lobby.

Social media – We have a Facebook and Instagram page that we update with events, our Company team performance dates, and recitals.

Initials\_\_\_\_\_

## Annual Recital

We have an annual recital which is performed inside a theater during the month of May/June. In order for students to participate in the recital, they must be enrolled in classes by January and stay enrolled in class every month up to the recital. In addition:

1. Costume payment will be due in January. This payment must be made in full and no refunds will be given.
2. Recital Picture week is mandatory for all enrolled students and is scheduled in May.
3. Dress Rehearsals are mandatory and are scheduled for the week of the show.
4. A \$20 dollar recital fee per family is mandatory and must be paid by the end of March. If this payment is not made, students will not be eligible to perform.

Initials\_\_\_\_\_

## Placement in Classes

Petersburg Performing Arts and its instructors will place students in classes. We feel it is more important that the children are in the correct level of class, than making sure a student is with their exact age group. We ask for your respect, in regards to our expertise in class placement. We desire to see every student grow and achieve the most within our classes. When a class is too challenging, they may not be able to grasp and learn proper technique. Likewise, when it is too easy, a student may not grow as a dancer.

Initials\_\_\_\_\_

### Petersburg Performing Arts

---

14217 St Hwy 97  
Petersburg, Illinois 62675  
217-971-5666  
[petersburgperformingarts@gmail.com](mailto:petersburgperformingarts@gmail.com)



## Dropping a class

In order to avoid late fees and charges you must drop classes before the 1st of the month by visiting the front desk. If you do not drop classes before the 1st of the month, you will continue to be charged monthly tuition as you are ultimately paying for a spot in a class of instruction that otherwise could have been filled with another student.

If you owe any amount after dropping, the card on file will be automatically charged (whether it is on auto-pay or not). If you drop between the first and the sixth of a month (before tuition is due), you will only be charged for the classes that occurred during this time (you will still be charged even if your child did not attend since you are paying for the spot in the class).

If you drop between the first and the 6th of a month, you acknowledge that your card on file will automatically be charged the balance (the amount of classes that occurred during that time whether it is on auto-pay or not).

Failing to show to a class does not constitute canceling or dropping the class. If you are on Autopay, your card will continue to be on file until you cancel or drop. You must connect with the front office to complete this process.

Initials\_\_\_\_\_

## Dress Code

Each class will be designated a class color. Girls are required to wear the leotard in the appropriate style and color and boys are required to wear the appropriate T-shirt color. These are considered the student's uniform and are to be worn to every class. The cost of the uniform is the responsibility of the parent/guardian/student. If a uniform is lost, damaged, or grown out of it can be replaced but will need to be repurchased.

The following classes are required the following uniforms & colors:

**Preschool** - Pink leotard or dress (skirt optional), pink tights, ballet & tap shoes

**K & 1st Grade** - Purple leotard or dress (skirt optional), pink tights, ballet & tap shoes

**Beginner** - Navy leotard (skirt optional), pink tights, ballet, jazz & tap shoes

**Intermediate** - Burgundy leotard (skirt optional), pink tights, ballet, jazz & tap shoes

**Advanced** - Black leotard (skirt optional), pink tights, ballet, jazz & tap shoes

**Gymnastics** is able to wear any leotard color or form fitted clothing. **Hip-Hop** must have appropriate clothing that is easy to move in and not too baggy. **Adults** - no uniform, whatever is comfortable.

All uniforms can be found by shopping at [www.shopnibly.com/PetersburgPerformingArts](http://www.shopnibly.com/PetersburgPerformingArts)

Initials\_\_\_\_\_

## Petersburg Performing Arts

---

14217 St Hwy 97  
Petersburg, Illinois 62675  
217-971-5666  
[petersburgperformingarts@gmail.com](mailto:petersburgperformingarts@gmail.com)



I have read and understand the following terms and conditions and by signing this document \_\_\_\_\_ agrees to services and conditions outlined.

Students name: \_\_\_\_\_

Parents name printed: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

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

## Petersburg Performing Arts

---

14217 St Hwy 97  
Petersburg, Illinois 62675  
217-971-5666  
[petersburgperformingarts@gmail.com](mailto:petersburgperformingarts@gmail.com)