

PERFORMANCE TEAM

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Bliss Academy of Dance Policies & Procedures

Thank you for choosing BLISS to propel your dancing education and experience. We look forward to watching each student excel artistically while building confidence. In order to have consistency and success in our program our policies/procedures have been carefully created.

These policies/procedures are listed below in detail & apply to members and legal guardians of those members on our performance teams & training classes.

COMMITMENT

Performance training classes have a per semester commitment (August-Dec, Jan-May).

- ★ If a student drops before the semester is over (Sept-Dec/Jan-May) the remaining balance due for that semester as well as any costume and/or costume fees may be due in full.
- ★ No reimbursement will be received if the student withdraws before the end of the month. We appreciate your understanding, you can contact us to add or remove a class for the second semester.

COMMUNICATION

It is the responsibility of the parents/students to be aware of all dates and events.

- ★ Information regarding holiday breaks, fee due dates, costumes, performances, etc. are posted on BLISS website.
- ★ **Notes do not usually go home with students.** You will be reminded through Groupme as well as emailed monthly newsletters, Bliss social media, and the Bliss Academy website. It is the responsibility of the parent/guardian to keep their account up to date to ensure proper communication.

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- ★ **As a courtesy to the team and instructor, please notify the instructor prior to missing class.**

BATHROOM & LOCKERS

- ★ **If possible, have students use the restroom (at Life Centre or at home) BEFORE class.** Please be respectful as Life Centre gym members also use this. Any inappropriate behavior will be reported.
- ★ **The lockers and shelves are located by studio 1 & 2.** Studio 3 (aerobic) has hooks inside the room. Ages 11+ can also use the lockers downstairs in the dressing room.
 - **TUMBLERS:** Place shoes on SHELVES, not in the lockers. If you have a bag, you may use the lockers. Lockers should be reserved for those with bags.
 - **DANCERS/CHEERLEADERS:** Place bags in the lockers, share with teammates to free up space. If it's just shoes/jacket, please use the shelves. NOTE: Studio 3 (aerobic room) can hang bags on the shelves inside the door.

CLASS ETIQUETTE

- ★ **All students are expected to treat instructors, dancers, and parents with respect.** Parents and students need to keep a close communication with the instructors (regarding absences, tardies, etc.) *Please relay absences to instructors (not to the studio directors/secretary).*
- ★ **Respect and good behavior in the studio is imperative,** so that each dancer to excel and reach their full potential! Disruptive, disrespectful, or listless students will not be tolerated. Parental support of rules and any disciplinary actions is crucial. When necessary parents will be contacted.
- ★ No food or gum or PHONES allowed in class, unless approved by the instructor.
- ★ Respect teammates, no excessive touching, no teasing, listen in class.
- ★ Proper dance attire required (detailed below)

DRUGS, ALCOHOL & SOCIAL MEDIA

- ★ **There will be zero warnings** for the use of drugs or alcohol on Bliss property or at Bliss concerts. Those students will immediately be removed from their teams with no refund.
- ★ **Your student's social media accounts are also a reflection on Bliss.**

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- Any inappropriate posts, including drug or alcohol use, will be subject to probation (stunted must still attend classes but will be removed from some or all of a routine) or being removed from the studio entirely, as per the director's discretion of the offense.

DRESS GUIDELINES

All Students must be dressed properly to participate.

- ★ Hair should be pulled up neatly away from the face and secured properly.
 - Ex: Bun, pony tail, braids, etc.
- ★ Warm ups can be worn during stretching in cold weather months.
- ★ Proper shoes are required for each class.
 - Ex: Toe Undies, Half Soles, Gore Boots, Athletic Shoes, Ballet shoes
- ★ **HIP HOP/POPPIN:**
 - TENNIS-TYPE SHOES
 - COMFORTABLE CLOTHING
 - NO JEANS OR JEAN SHORTS
- ★ **CHEER:**
 - TIGHT, LIGHTWEIGHT FITTING TENNIS SHOES (CHEER SHOES ARE PREFERABLE)
 - SHORTS OR LEGGINS
 - ATHLETIC SHIRT (T-SHIRT, TANK TOP)
 - NO SWEATS/SWEATSHIRTS
- ★ **JAZZ TECH:**
 - LEOTARD, TANK TOP, SPANDEX T-SHIRT
 - SPANDEX SHORTS, LEGGINGS, SHORTS
 - DANCE SHOE (DANCE UNDIES RECOMMENDED, GORE BOOT/BALLET SHOES ARE OK). NO SOCKS UNLESS INSTRUCTED OTHERWISE BY INSTRUCTOR.
 - NO SWEATS/SWEATSHIRTS OR BAGGY CLOTHING
- ★ **BALLET:**
 - BLACK LEOTARD
 - PINK TIGHTS AND PINK BALLET FLATS.
 - YOU MAY WEAR SPANX, OR A BALLET SKIRT
 - NO SOCKS OR TOE UNDIES
 - **HAIR MUST BE IN A BUN**
- ★ **COMBO JAZZ/BALLET (grades 1st up):**
 - LEOTARD, TANK TOP, SPANDEX T-SHIRT
 - SPANX, SHORTS, LEGGINGS, DANCE SKIRTS
 - TIGHTS RECOMMEND BUT NOT REQUIRED.
- ★ **TUMBLING:**

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- COMFORTABLE CLOTHING, BARE FEET. (*FORM FITTED CLOTHING BEST*)
- ★ **18 month – kinder COMBO CLASSES:**
 - *WHATEVER MAKES THEM HAPPY*

PUNCTUALITY

Students are expected to be on time.

- ★ If warm-up has passed please be aware this could result in injury.
- ★ PLEASE BE ADVISED should the student participate, BLISS (and all staff members) cannot be held responsible for any injury sustained. (See the hold harmless agreement) **The teacher has the right to refuse participation.**

ATTENDANCE POLICY

Attendance is crucial in order to progress.

- ★ Classes missed consistently may result in student forfeiting right to perform.
 - We do not desire to remove anyone from a routine, as it also affects the spacing and set up for the other teammates.
 - Please remember that the classes held 1-2 weeks prior to a concert, as well as dress rehearsals, are especially critical. No refunds on tuition, costumes, or performance fees will be given.

We encourage absences should be reserved for illness and family trips, and the instructor should be notified prior to the absence.

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MAKE-UP CLASSES

In the event of an absence, BLISS Academy of Dance offers the opportunity to make-up class missed.

- ★ **With the exception of holidays and prearranged closures, which cannot be made up.** Make-up lessons must be completed 2 weeks prior or 2 weeks after class is missed.
 - Please contact your coach for make up options, who will then inform that instructor & Cassi Cook, to avoid confusion and being charged for class.
- ★ Dancers must attend a similar style of the class missed.(jazz to jazz/ballet, tumbling to tumbling/acro.)
- ★ Please keep in mind that make-up classes may not be at a student's exact level & that not all classes are available to attend as a make up.
- ★ **There are no refunds on missed classes.**

HOLIDAYS/BREAKS:

We DO still hold class on teacher work days/end of quarter days.

- ★ BLISS Academy of Dance is closed Labor Day, UEA, Halloween, Thanksgiving Break (Wed-Friday), Winter Break (Dec 21st-Jan 2nd), Martin Luther King Day, President's Day, Spring Break (Canyons District, April 4th-11th), and Memorial Day.
 - Classes missed for these pre arranged dates are not eligible for make-up classes.
- ★ The above dates are pre arranged closures dates will not be eligible for make-up classes.

PICK UP POLICY

Please pick up students promptly.

- ★ Students 7 and up are invited to wait in the main seated lobby.
- ★ Parents are solely responsible for students after the assigned class time.
- ★ Please be considerate and swiftly pick up your student. Instructors want to ensure your child's safety, but can't always stay past class hours; we cannot guarantee teacher supervision.

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- ★ If you are in a bind and need an instructor to stay, please contact the instructor directly and your account will be charged \$1 every min they are supervising.
- ★ If the instructor notices your child is still waiting and they cannot get a hold of you, the account will be charged accordingly.
- ★ **Please follow the parking lot pick up route signs in the parking lot to avoid congestion.**

REGISTRATION FEE:

- ★ **Each year, students are assessed a registration fee** with the exception of male students.
 - \$25 one student, \$20 additional student, \$10 3+ siblings.
 - Registration fees are used in yearly music mix charges, new equipment, rewards box refills, extra concert charges, etc.

TUITION

- ★ **Account dues should be paid by the 5th of each month.**
- ★ Through our secure website, account dues will be run on the credit card on file if cash or check (payable to BLISS) is not turned in at Life Center front desk before the 5th of each month.
- ★ A \$10 fee will be assessed for declined cards/late fee. It is your responsibility to keep the card on file updated.
- ★ We reserve the right to refuse entry into class if the account is not current.
 - This is considered an absence and cannot be made up.
- ★ Accounts must be current with no outstanding balances to participate in the Bliss showcases, with no costume or concert fee refunds.
 - There will be a \$25 fee for all returned checks.
- ★ **After 30 days the account will be sent to our collection agency** (Outsource Management) and a finance charge of 1 1/2% per month (annual percentage rate 18%) of the unpaid balance will be added monthly.
 - Should collection become necessary, the responsible party agrees to pay a collection fee of up to 40% and all legal fees of collection, with or without suit, including attorney fees and court costs.
- ★ **The number of weeks in a month does not affect the monthly tuition.**
- ★ Tuition is based on a monthly basis, the number of weeks in a month does not affect tuition.
- ★ Tuition will not be prorated when students miss a class or if there is no class held due to holidays, school breaks etc.
- ★ Fees such as guest teachers, extra practices & choreography dues are factored into monthly tuition pricing.

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- *Students who drop before the semester's end will be charged for the full semester, unless it has been otherwise cleared through the director.*

COSTUMES

- ★ **Each performance team will need to purchase a costume(s) for our two concerts.**
 - Training classes (i.e. tumbling) do not perform at these concerts and therefore don't need a costume.
- ★ **The costume fee will not include the shoes;** your instructor will let you know what you need to find on your own for the routine.
- ★ **Costume fees are made payable to costume rep (Nina Hauber) NOT Bliss.**
 - By doing this we avoid any "middleman" markup fees from the studio.
 - Unpaid balances to the costume reps will result in late fees
- ★ For performance teams this around \$80 for the main costume piece(s) as well any accessories. We will re-use this costume again in May, with a second fee of around \$20 for to switch out/add accessories.

CONCERTS

We have a concert day In Dec and again in May.

- ★ These are typically on a Saturday, with dress rehearsals being around 10 days prior to that. Each team will attend on dress rehearsal day (so if you are on multiple teams you may be attending 2 days).
- ★ **IMPORTANT: If your student cannot attend the concert day its CRUCIAL we know this right away.**
- ★ **The cost is \$40 per student with \$5 off each additional student; \$10 off male participants.**
- ★ Spectator admission to our concerts is free.
- ★ In order to have shorter shows, we host two concerts and split the performance teams in half, each team performing in one concert but our competition teams performing in both. We cannot guarantee siblings will be in the same show. Concerts are anywhere from 45 min-75 min long.

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ACCOUNT

You may log onto your Bliss account at any time to view invoices, payments made, make payments, add classes, etc.

- ★ Accounts must be current with no outstanding balance for tuition, costumes, or other fees to participate in winter and spring Bliss showcases. Contact Blissacademyfinance@gmail.com with account questions.

PROGRESS REPORTS

- ★ We will be sending home progress reports every 6 weeks.
- ★ We hope this will allow you to better understand your students strengths and weaknesses and help us encourage them to reach their goals.
- ★ We will send those home in Oct and near our Dec Concert.

PARENT OBSERVATION

Each room provides viewing windows. BLISS welcomes parents to observe their students. Staying to watch is optional.

- ★ Please keep the viewing area free of food and trash
- ★ Keep talking to a minimum so as not to disrupt classes or Life Center patrons.
- ★ Do not allow children to climb on or around ANY equipment.
- ★ Please be mindful of walkers/runners before you or your children proceed on the track; children should not play on track at any time.
- ★ Please keep bags and kids off of middle of track
- ★ If the blinds are down/curtains pulled shut, please ask an instructor to assist in raising/opening them.

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PHOTO RELEASE

Photos and/or video may be used for promotional or other materials for BLISS Academy of Dance without consent or payment to the dancer or parent.

CUSTOMER SERVICE

BLISS Academy of Dance truly values your input and involvement.

- ★ We welcome questions, comments, and concerns regarding your student. If there are concerns/comments, feel free to set up an appointment with the instructor outside of class time. Class time is limited and to be as productive as possible, please reach out to the instructor at the appropriate time. Instructor information can be found online at Blissacademydance.com.
- ★ At BLISS Academy of Dance, we strive to cultivate an enthusiastic and supportive environment. The art of dance lives beyond an eight count. Our goal is to teach life building skills while gaining confidence and personal awareness. BLISS Academy of Dance asks parents and dancers to be trusting and supportive of our teaching staff and artistic decisions. We want the very best for your child. We look forward to working together.

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Bliss Academy of Dance Financial Statement

- ★ TUITION IS DUE the 5th of the month.
 - A \$10 late fee will be assessed on the 6th of the month if payment is not received.
 - Students may not participate until payment is received.
 - Checks may take up to 10 days to clear the bank.
 - There will be a \$25 fee assessed for returned checks.
- ★ SUBMIT PAYMENTS online or payment may be made to the Life Center front desk in form of check or cash by the 4th of the month.
 - Checks payable to Bliss.
 - If paying in cash, put your payment in an envelope (available at the front desk), with the dancer(s) name on the envelope.
- ★ ACCOUNTS PAST 30 DAYS will be forwarded to our collection agency: Outsource Management a fee of 1 1/2% per month will be added as well as a 40% collection fee.
 - Legal action may be taken.
 - Students may not participate in performances/classes if account is not brought current
- ★ NO REFUNDS on tuition, make up classes are available.
 - Absences can be made up by coming to an extra class at Bliss (same style, lower level), within 3 WEEKS of missed class.
 - Make up classes must be approved by the instructor prior to attending.
 - Please inform the instructor when a class is being "made up", as not to incur additional charges.
**Some classes may be prohibited as make up classes.*
- ★ NO REFUNDS are given for registration fees, competition fees, performance fees or costume fees.
 - Once registered, you are agreeing to pay for costumes in full.
 - Costumes will be promptly ordered after student registration is received/completed.
- ★ ALL REGISTRATION INFORMATION will be kept private and will only be used for studio purposes.
 - Your information will be kept confidential.
- ★ Cassi Cook, her employees and the Life Center Staff will not be held responsible for injuries. Although the skills taught at Bliss are supervised and well practiced, if injury does occur the guardians of Bliss participants are responsible for any and all medical bills.

I understand and acknowledge that participation in the activities taught through Bliss can involve inherent risks of injury to my child. I agree to indemnify Bliss Academy and all teachers, teacher assistants & substitutes for any costs or expenses arising out of my child's participation in the activities. This includes the cost of any medical care given to my child or any expenses or fees incurred in any lawsuit arising as a result of any damage or injuries caused by my child in the course of his or her participation in the activity.

- ★ BLISS CHOREOGRAPHY IS EXCLUSIVE and may not be shared with any non-BLISS team members.

I agree to get permission and written consent signed formally by Cassi Cook and any other Bliss teachers/assistants associated with the dance routine in question for outside studio use.

Shake the soul. Wake the dance. Feel the Bliss

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COVID-19: HEALTH POLICY AND SANITATION PROCEDURE

PARENTS:

- ★ **You may come watch at their own risk**, as 6 foot social distancing by viewing windows will not be possible. If you are watching please wear a mask.
- ★ **When picking up dancers please wait in your car in the pick up line, or meet them in the main lobby.** Your dancers will be escorted to the main lobby, or to the curb when the weather is nice. If your dancer is in kindergarten or younger you may come into the lobby to pick your dancer up. (Please try to maintain social distancing). Otherwise students will watch for their rides through the windows.
- ★ Please take your dancers' temperature at home before sending them to class. **NO FEVERS, COUGH, RUNNING/STUFFY NOSE, SORE THROAT, ACHES, CHILLS, ETC. ARE ALLOWED.** Normally we ask that students who are sick with colds still come to class. This season, please keep them home
- ★ **Students showing any of these symptoms will be sent home immediately.** Additionally, if students have had any these symptoms do not send them to class until all symptoms have subsided (or you've received a negative cold test). *If your child is immune compromised or has other underlying health concerns, please call in to see what options we have for you this season.*
- ★ **We ask you to be honest and do not attend class if you have been exposed to COVID-19 or have any Symptoms.**
- ★ **Please call or email with questions** to minimize the number of people in the Life Center.

CLASSROOM:

- ★ **Masks are not required during class, because they are exercising.** This includes instructors, as they are exercising as well, and it's hard to heard through masks. Dancers are welcome to wear a mask if they would like.
- ★ **Markers are set on the floor to help maintain social distancing when possible.** This includes where the teachers stand to instruct. However, due to the nature of dance/cheer/tumbling, there is no promise that your dancer will always be at a six foot distance. Tumbling teachers will be close to students as they spot, peered will be close as they learn certain parts of their routines. *If you have specific requests please feel free to contact your teacher.*
- ★ **Bathroom use will only be used for emergencies.** Have your dancer use the bathroom before coming to dance.
- ★ **We will also be using hand sanitizer,** but please have your dancer wash their hands before coming to dance.
- ★ **Lockers are closed for now,** to avoid students from multiple classes bunching up at the same time.
- ★ **Please send dancers with a water bottle.** Drinking fountains will not be allowed, except for refills
- ★ **Please avoid having your dancer come with personal items.** Dance bags are allowed, only if needed for those staying extended hours that are in need of multiple dance shoes, a snack etc. Dance bags will go with each student into the classroom.
- ★ **Thorough cleaning is done every single night,** brief wipe downs are performed between classes (i.e wiping off the ballet barre).

CONTRACTING COVID:

- ★ **The whole class will be informed if a peer contracts Covid-19,** and you can choose to stay home or continue in class.

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- ★ **If your dancer has to miss due to COVID-19**, tuition will be charged in full, and make up classes available. In some cases, we can hold a zoom class at the same time as the live class for that student to attend. Instructors will send out choreography videos as well.
- ★ **We will switch to Zoom for that class for 14 days** if 3 students in the same class have covid (at the same time)

FINANCIAL:

- ★ **Costume sales are final**, as they are purchased through companies that have these policies in place.
- ★ **If we have another state wide shut down**, we will switch everyone online training performance/training teams will be charged \$35 for unlimited zoom classes, competition will be charged \$50.
- ★ **Dance/cheer/tumbling involves a commitment**, for competition teams this is (august-May) and for performance teams and training classes this is a semester to semester commitment (Sept-Dec). This is in consideration to the other team members who are in the same routine, instructors who have set their routines accordingly. Other students have been turned away due to most of our classes being full. so we appreciate your understanding. *We understand the difficulty the may arise with finances due to loss of job regarding Covid-19. Please reach out to the Director if financial concerns arise.*

By signing you are acknowledging and agreeing to these above COVID-19 terms and conditions set and that you understand the risks involved. You are also acknowledging that Bliss Academy of Dance will not be held liable for any health issues or medical bills that arise due to COVID-19.

Guardian signature: _____ **Date:** _____

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Bliss Academy of Dance Hold Harmless Agreement

I have read the online Bliss Academy Of Dance Policies and Procedures, Photo Release, Terms, Financial Statement, COVID-19 and agree to all policies and procedures, photo release, terms, liability, release and COVID-19. I understand what is expected of my student(s) & me. I accept the commitment and agree to follow all terms. I understand that photos and/or video may be used for promotional or other materials for Bliss Academy of Dance without consent or payment to the dancer or parent. In addition to the policies and procedures I understand and acknowledge that participation in the activities taught through Bliss involve inherent risks of injury. I agree to indemnify Bliss Academy of Dance and all teachers, teacher assistants, and substitute/guest teachers, of any costs or expenses (medical or otherwise) that arise due to my child's participation in the activities participated in at BLISS. This includes medical expenses, legal fees or any other stated or unstated costs that should arise as a result of any damage or injuries caused in the course of participation in the activity at BLISS Academy of Dance.

By signing below you are acknowledging & agreeing to Bliss policies, procedures, photo, COVID-19 and liabilities release set forth as well as the hold harmless agreement. (Initial) _____

Bliss Academy of Dance Financial Agreement

Through our secure website, account dues will be run on the credit card on file if cash or check (payable to BLISS) is not turned in at Life Center front desk before the 5th of each month. A \$10 fee will be assessed for declined cards/late fee. It is your responsibility to keep the card on file updated. We reserve the right to refuse entry into class if the account is not current. This is considered an absence and cannot be made up. Additionally, accounts must be current with no outstanding balances to participate in the Bliss showcases, with no costume or concert fee refunds. There will be a \$25 fee for all returned checks.

After 30 days the account will be sent to our collection agency (Outsource Management) and a finance charge of 1 1/2% per month (annual percentage rate 18%) of the unpaid balance will be added monthly. Should collection become necessary, the responsible party agrees to pay a collection fee of up to 40% and all legal fees of collection, with or without suit, including attorney fees and court costs.

As tuition is based on a monthly basis, the number of weeks in a month or dates closed (holidays and fall/winter/spring breaks) does not affect tuition. Some months have more than 4 class days, some months have less; extra rehearsals and choreography dues are also factored into monthly tuition and come at no extra cost to you. Pricing. Tuition will not be prorated when students miss a class or if there is no class held due to holidays, school breaks etc. Additionally, students who drop before the semester's end will be charged for the full semester, unless it has been otherwise cleared through the Bliss Academy Of Dance Director.

By signing you are agreeing to these financial terms set by BLISS Academy of Dance, & agree to pay any tuition and other fees incurred while enrolled at BLISS Academy of Dance. (Initial) _____

Financial Responsible Parent/Legal Guardian Signature:

Date:

Financial Responsible Parent/Legal Guardian Printed Name:

Student(s) Name(s):