

POLICY #1 REGISTRATION, TUITION & PAYMENT POLICIES

All students must complete the required registration process before participating in classes, camps, workshops, private lessons, performances, or competition team activities at Touch of Class Dance Academy.

REGISTRATION FEES

An annual non-refundable registration fee is required for all students.

- \$30 per student • \$40 per family

Registration fees are due at the time of enrollment and are automatically renewed each year on August 1.

TUITION

Tuition is charged in equal monthly installments throughout the dance season and is due on the 1st day of each month.

Monthly tuition remains the same regardless of whether a particular month contains three, four, or five weeks of class meetings.

Tuition reserves a student's place in class and is not based on attendance.

Missed classes do not reduce tuition obligations and tuition will not be prorated, refunded, or credited due to absences, vacations, illness, weather closures, or any other reason.

PAYMENT METHODS

Accepted payment methods include:

- ACH/Bank Account • Debit Card • Credit Card • Cash • Check

By enrolling at Touch of Class Dance Academy, families authorize the studio to process payments using the payment method maintained on file for any tuition, fees, charges, or balances owed to the studio.

CARD PROCESSING FEES

Beginning August 1, 2026, a 3% processing fee will be applied to all debit card and credit card transactions.

This fee applies to all studio charges including, but not limited to:

- Tuition • Registration Fees • Costume Fees • Competition Fees • Convention Fees • Private Lessons • Merchandise • Other Studio Charges

Payments made by ACH, cash, or check are not subject to the processing fee.

LATE PAYMENTS

Tuition not received by the 10th day of the month will be assessed a \$20 late fee.

Families are responsible for ensuring that payments are made on time regardless of reminders or notifications.

VACATIONS & EXTENDED ABSENCES

Students taking time away from classes must provide written notice to the studio at least 30 days in advance.

Failure to provide proper notice may result in continued tuition charges.

A student's class placement is not guaranteed during extended absences or breaks in enrollment.

UNLIMITED CLASS PLANS

Students enrolled in an unlimited class plan who discontinue participation in that plan may not return to the same unlimited plan during the current dance season.

RETURNED CHECKS & DECLINED PAYMENTS

Returned checks, declined ACH payments, and rejected card transactions will be subject to:

- Any fees incurred by Touch of Class Dance Academy from its financial institution or payment processor
- Applicable late fees

Following a returned check, the studio may require future payments to be made by cash, certified funds, ACH, or another approved payment method.

DELINQUENT ACCOUNTS

Accounts with balances more than 60 days past due may result in suspension from classes, performances, competitions, private lessons, and other studio activities until the account is brought current.

Students with outstanding balances may be restricted from participating in performances, competitions, recitals, or receiving costumes until financial obligations have been satisfied.

POLICY CHANGES

Touch of Class Dance Academy reserves the right to modify tuition rates, fees, payment schedules, and financial policies with reasonable notice to families.

POLICY #2 ATTENDANCE, ABSENCES & MAKE-UP CLASSES

Regular attendance is essential to a dancer's progress, development, and overall success. Dance is a discipline that requires commitment, consistency, and active participation.

Students are expected to arrive on time, prepared for class, and dressed in the appropriate dance attire and shoes. Attendance is taken in every class.

ABSENCES

Parents are encouraged to notify the studio as soon as possible through one of the studio's approved communication methods if a student will be absent.

Tuition reserves a student's place in class and is not based on attendance. Missed classes do not reduce tuition obligations and tuition will not be prorated, refunded, or credited due to absences, illness, vacations, weather closures, or other attendance-related issues.

MAKE-UP CLASSES

Make-up classes are offered as a courtesy and are not guaranteed.

Students may make up missed classes within three weeks of the absence, subject to class availability and studio approval.

Make-up classes must be scheduled through the front desk and should be taken in an age-appropriate class and skill level approved by the studio.

Students may make up classes in another dance discipline if approved by the studio and appropriate for the student's age and ability level.

Make-up classes may not be applied toward future tuition, transferred to another student, or redeemed for cash or credit.

ILLNESS

For the health and safety of our students, families, and staff, dancers experiencing fever, vomiting, contagious illness, or symptoms that may place others at risk should remain home until they are healthy enough to participate.

Parents are encouraged to use good judgment when determining whether a child should attend class.

INJURIES

Students who are injured are encouraged to attend class as observers whenever possible.

Touch of Class Dance Academy reserves the right to restrict participation if an injury or medical condition presents a safety concern for the dancer or others.

TARDINESS

Students arriving late may miss important warm-up activities and instruction.

Excessive tardiness may be treated as an attendance issue and may affect class participation, performance opportunities, competition participation, routine placement, or team status.

PICK-UP & SUPERVISION

Parents are responsible for dropping off and picking up students on time.

If a parent or designated driver is running late, students should remain inside the building and wait in the lobby or homework room until their ride arrives.

Touch of Class Dance Academy is not responsible for students who leave the premises without permission or supervision.

Families are expected to make timely pick-up arrangements out of consideration for instructors, staff, and studio operations.

PRIVATE LESSONS

Private lessons must be canceled at least 24 hours in advance.

Private lessons canceled with less than 24 hours' notice may be charged in full.

PERFORMANCES & COMPETITION PARTICIPATION

The studio reserves the right to remove a dancer from a routine, performance, recital, competition, or special event due to excessive absences or tardiness.

For performance and competition preparation purposes, excessive absenteeism is generally defined as missing three or more scheduled classes or rehearsals immediately preceding a performance, recital, or competition.

Competition Team dancers are subject to additional attendance requirements as outlined in the Competition Team Contract and Competition Team Parent Handbook.

POLICY #3 ADDING, DROPPING & WITHDRAWAL POLICY

Any student wishing to add, transfer, or drop a class must complete the appropriate Add/Drop Form available through the studio or on the studio website.

All class changes must be submitted in writing. Verbal requests, text messages, social media messages, or notifications given to instructors will not be accepted as official notice.

ADDING CLASSES

Requests to add or transfer classes are subject to class availability, age requirements, skill level requirements, and instructor approval.

Enrollment in a new class is not guaranteed until the request has been approved by the studio.

DROPPING CLASSES

Written notice must be submitted by the 1st day of the month in which the student intends to discontinue enrollment.

Families who fail to submit written notice by the 1st day of the month remain responsible for the full tuition due for that month.

Tuition continues to be charged until official written notice has been received and processed by the studio.

WITHDRAWAL FROM THE STUDIO

Students withdrawing from all classes must submit written notice.

Withdrawal from classes does not relieve families of any existing financial obligations owed to the studio.

NO REFUNDS OR CREDITS

No refunds, credits, transfers, or adjustments will be issued for tuition, registration fees, costume fees, competition fees, convention fees, private lessons, merchandise, or other studio charges under any circumstances.

COMPETITION TEAM WITHDRAWALS

Competition Team participation is considered a season-long commitment.

Families withdrawing from the Competition Team remain responsible for any fees already incurred or committed by the studio on behalf of the dancer, including but not limited to:

- Competition Fees • Costume Fees • Choreography Fees • Convention Fees • Nationals Fees • Other Competition-Related Expenses

Additional Competition Team withdrawal requirements are outlined in the Competition Team Contract and Financial Agreement.

RE-ENROLLMENT

Students who withdraw from a class or program and later wish to return may be placed on a waiting list or enrolled in an alternate class if their original class is no longer available.

Class placement is not guaranteed following withdrawal.

POLICY #4 STUDIO COMMUNICATION POLICY

Effective communication between the studio and our families is essential to a successful dance season.

Touch of Class Dance Academy communicates important information through the following official communication channels:

- Email • Jackrabbit Parent Portal • WhatsApp • Text Messages • Studio Announcements
- Lobby Bulletin Boards

Parents and guardians are responsible for ensuring that their contact information remains current and accurate within their Jackrabbit account.

FAMILY RESPONSIBILITY

Families are responsible for regularly reviewing studio communications and staying informed regarding:

- Tuition and payment deadlines • Performance information • Competition schedules • Costume information • Studio closures • Class schedules • Special events • Registration deadlines • Policy updates • Studio announcements

Failure to read, review, or receive communications does not excuse missed deadlines, financial obligations, performance requirements, competition requirements, or other studio responsibilities.

Parents are encouraged to read all emails and studio communications in their entirety, as important information is often included throughout the message.

CONTACTING THE STUDIO

Questions regarding classes, schedules, tuition, performances, competitions, or studio policies should be directed to the studio office.

Studio Email: lindsay@toc-dance.com

Website: www.touchofclassdanceacademy.com

While instructors are happy to assist when possible, many administrative questions are best addressed through the studio office.

COMMUNICATION RESPONSE TIMES

Touch of Class Dance Academy will make every effort to respond to messages in a timely manner.

Response times may vary during weekends, holidays, competitions, recitals, and other busy periods throughout the season.

COMPETITION TEAM COMMUNICATION

Competition Team families may receive additional communications regarding:

• Competition schedules • Choreography dates • Costume information • Convention information • Nationals information • Team meetings • Performance opportunities

Competition Team families are expected to monitor all communication channels regularly and respond to requests, forms, registrations, and deadlines by the date specified.

LOBBY INFORMATION

Important studio information may be posted on lobby bulletin boards throughout the season.

Parents and dancers are encouraged to periodically review posted information for updates and reminders.

LOST & FOUND

Items left at the studio will be placed in the Lost & Found area located in the lobby.

Touch of Class Dance Academy is not responsible for lost, stolen, or misplaced personal items.

Lost & Found items will be periodically cleared and donated or discarded if not claimed.

Families are encouraged to label personal belongings whenever possible.

POLICY #5 STUDIO SAFETY & SUPERVISION POLICY

The safety and well-being of our students, families, and staff are a top priority at Touch of Class Dance Academy. The following policies help us maintain a safe, organized, and positive environment for everyone.

STUDIO SUPERVISION

Touch of Class Dance Academy is a dance studio and educational facility. We are not a daycare or childcare provider.

Parents are responsible for ensuring that students arrive on time and are picked up promptly at the conclusion of their classes.

Students should not arrive excessively early unless participating in another scheduled class or approved studio activity.

DROP-OFF & PICK-UP

Parents are responsible for dropping off and picking up students on time.

Younger students must wait inside the studio lobby for their parent, guardian, or designated driver after class.

If a parent or designated driver is running late, students should remain inside the studio and wait in the lobby or homework room until transportation arrives.

Touch of Class Dance Academy is not responsible for students who leave the premises without permission or supervision.

Parents are encouraged to discuss these procedures with their children to ensure they understand the importance of remaining inside the studio until picked up.

DANCE ROOM SAFETY

No student or parent is permitted inside a dance room without an instructor present and prepared to begin class.

Running, roughhousing, horseplay, or unsafe behavior is not permitted inside the studio.

Students are expected to follow instructor directions at all times for the safety of themselves and others.

FOOD, DRINKS & GUM

Food, gum, and beverages are not permitted inside the dance rooms.

Water is permitted and encouraged.

Please help us keep our dance floors clean and safe by consuming food and snacks in designated areas only.

DANCE SHOES & STUDIO FLOORS

Dance shoes should not be worn outside of the studio.

Likewise, outside shoes should not be worn on studio dance floors.

This policy helps maintain the condition, cleanliness, and safety of our dance surfaces.

JEWELRY & PERSONAL ITEMS

For safety reasons, jewelry is discouraged during class unless specifically approved by an instructor.

Touch of Class Dance Academy is not responsible for lost, stolen, or damaged personal items.

Families are encouraged to label dance bags, shoes, water bottles, and other belongings.

INJURIES & ACCIDENTS

Any injury occurring during class, rehearsal, performance, competition, or other studio activity should be reported to a staff member immediately.

Students who are injured may be asked to observe class rather than participate if continued participation is determined to be unsafe.

EMERGENCY CONTACT INFORMATION

Parents are responsible for maintaining current emergency contact information, phone numbers, and medical information within their Jackrabbit account.

Accurate information is essential in the event of an emergency.

PROPERTY DAMAGE

Families may be held financially responsible for damage caused by intentional misuse of studio property, equipment, furnishings, or facilities.

WEATHER & EMERGENCY CLOSURES

In the event of severe weather, power outages, facility issues, public safety concerns, or other emergencies, Touch of Class Dance Academy may cancel classes or modify studio operations.

Notifications will be communicated through the studio's official communication channels, including email, text message, WhatsApp, the Parent Portal, or social media.

GENERAL SAFETY EXPECTATIONS

Students, parents, and guests are expected to act responsibly and respectfully while on studio property.

Touch of Class Dance Academy reserves the right to remove or restrict participation of any individual whose behavior creates a safety concern for students, staff, or other families.

POLICY #6 STUDENT & PARENT CODE OF CONDUCT

Touch of Class Dance Academy is committed to providing a positive, supportive, respectful, and encouraging environment for all students, families, instructors, and staff.

STUDENT EXPECTATIONS

Students are expected to:

- Have fun and enjoy the learning process • Treat instructors, staff, classmates, and guests with kindness and respect • Arrive prepared and ready to participate • Demonstrate a strong work ethic and positive attitude • Give their best effort in every class, rehearsal, performance, and studio activity • Support fellow dancers with encouragement and positive feedback • Inform instructors of any illness, injury, or concern prior to class • Represent Touch of Class Dance Academy in a positive and respectful manner

The following behaviors are not permitted:

- Disruptive behavior • Bullying, harassment, or intimidation • Physical or verbal abuse • Excessive talking during instruction • Gossip regarding dancers, instructors, staff, or families • Negative comments about other dancers, studios, instructors, or competition organizations • Inappropriate language or conduct • Intentional damage to studio property

PARENT EXPECTATIONS

Parents are expected to:

- Treat staff, instructors, dancers, and other families with respect • Support studio policies and procedures • Encourage good sportsmanship and positive attitudes • Communicate concerns professionally and privately • Help create a positive studio environment

Parents may not:

- Harass or intimidate staff, dancers, instructors, or families • Post negative comments regarding the studio, staff, dancers, competitions, or other families on social media • Confront instructors during class time • Contact competition judges, event staff, or other studios regarding scores, placements, or adjudications

Touch of Class Dance Academy reserves the right to suspend or dismiss any student or family whose conduct negatively impacts the studio environment or violates studio policies.

POLICY #7 CLASS BEHAVIOR & DRESS CODE

Students are expected to conduct themselves respectfully and responsibly at all times while participating in studio activities.

CLASSROOM BEHAVIOR

Students are expected to:

- Listen when instructors are speaking • Follow classroom directions • Treat classmates and instructors with respect • Care for studio property and equipment • Remain focused and engaged during class

The following behaviors are not permitted:

- Physical or verbal abuse • Disruptive behavior • Excessive talking during instruction • Running or unsafe behavior inside the facility • Misuse of studio equipment, sound systems, or property • Chewing gum during class

Students are encouraged to use the restroom before and after class whenever possible.

If a student becomes disruptive and is unable to follow classroom expectations after repeated reminders, they may be asked to observe class, wait in the lobby, or be dismissed from class for the remainder of the day.

DRESS CODE

Proper dance attire is required for all classes.

BALLET

Students must wear:

- Black leotard • Pink tights (full-length or ankle) • Ballet shoes • Hair secured in a bun unless otherwise directed by the instructor

TAP, JAZZ, LYRICAL, CONTEMPORARY & TUMBLING

Students should wear appropriate dance attire, which may include:

- Leotards • Dance shorts • Dance skirts • Leggings • Dance capris • Other fitted dancewear approved by the instructor

HIP HOP

Students may wear:

- Appropriate athletic wear • Clean tennis shoes designated for dance use

Hair should be secured away from the face unless otherwise directed by the instructor.

Families are encouraged to label dance shoes, dance bags, water bottles, and hair accessories.

Students should consult their instructor before purchasing new dance shoes, as shoe requirements may vary by class level and season.

Competition Team members may be subject to additional dress, appearance, hair, makeup, and performance requirements.

POLICY #8 PARENT VIEWING & PRESCHOOL POLICIES

Touch of Class Dance Academy strives to provide a positive learning environment that promotes focus, confidence, independence, and classroom success.

PARENT VIEWING

Parents and family members are welcome to observe classes on designated observation days as announced by the studio.

At Touch of Class Dance Academy, observation days are typically held on the first class meeting of each month unless otherwise announced.

To minimize distractions and maximize student focus, parents are generally not permitted inside dance classrooms during regular instruction outside of designated observation opportunities.

Exceptions may be made at the discretion of the instructor or studio management.

Parents are encouraged to allow dancers the opportunity to develop independence, confidence, listening skills, and classroom responsibility.

PRESCHOOL STUDENTS

Touch of Class Dance Academy welcomes students beginning at age 2½, provided they are fully potty trained.

Because every child develops at a different pace, parents are encouraged to use their discretion when determining whether their child is ready for a structured classroom environment.

Some preschool dancers may require an adjustment period as they become comfortable participating independently. When appropriate, instructors may allow limited parent assistance during this transition period.

The studio reserves the right to determine whether a class placement is appropriate based upon a student's readiness, participation level, behavior, and ability to function successfully within a group setting.

Parents are encouraged to trust the process and allow instructors the opportunity to help children build confidence, independence, social skills, and classroom participation habits.

CLASSROOM MONITORING

Touch of Class Dance Academy may provide live classroom viewing opportunities through designated studio monitoring systems in accordance with studio policies.

Any live viewing opportunities are provided as a courtesy and may be modified, restricted, or discontinued at the discretion of the studio.

POLICY #9 PRIVATE LESSON POLICY

Private lessons are available for students seeking additional instruction, technique improvement, choreography assistance, audition preparation, competition preparation, tumbling instruction, or specialized training.

Private lesson scheduling is subject to instructor availability, studio scheduling, and facility availability.

Private lesson requests should be coordinated through the studio office.

PAYMENT

Private lesson fees are due according to studio billing procedures and are subject to all applicable studio payment policies.

Private lesson fees are non-refundable.

CANCELLATIONS

Private lesson appointments must be canceled at least twenty-four (24) hours in advance.

Private lessons canceled with less than twenty-four (24) hours notice may be charged in full.

No refunds, credits, transfers, or make-up lessons will be provided for cancellations made without the required notice.

INSTRUCTOR CANCELLATIONS

Touch of Class Dance Academy reserves the right to reschedule private lessons due to instructor illness, emergencies, competitions, performances, facility needs, or other unforeseen circumstances.

Private lessons do not guarantee competition placements, solo opportunities, routine assignments, class placements, scholarships, awards, or other studio opportunities.

All private lessons remain subject to studio policies and instructor discretion.

POLICY #10 CLASS SCHEDULES, PLACEMENT & COMPETITION TEAM AUTHORITY

Class schedules are based upon anticipated enrollment, instructor availability, facility needs, and overall studio operations and may be modified at any time.

Touch of Class Dance Academy reserves the right to:

• Add, cancel, combine, divide, or reschedule classes • Modify class times • Change instructors • Change classroom assignments • Adjust schedules as necessary to support studio operations

CLASS PLACEMENT

Class placement is determined by studio staff and instructors based upon factors including:

• Age • Technical ability • Previous training • Experience • Maturity • Classroom readiness • Overall development

Previous enrollment at another dance studio does not automatically determine placement at Touch of Class Dance Academy.

Because dance studios differ in curriculum, training methods, and technical requirements, students with previous experience may be temporarily placed in a lower or different level while instructors evaluate technique, training background, and readiness.

The Director and instructional staff reserve the right to move students between classes, levels, instructors, programs, or training groups when deemed beneficial to the student's development or necessary for studio operations.

COMPETITION TEAM AUTHORITY

For Competition Team dancers, Touch of Class Dance Academy maintains sole authority regarding:

• Team placements • Class placements • Choreography assignments • Routine assignments • Performance opportunities • Competition participation • Convention participation • Understudy assignments • Line placement and formations

All decisions are made with the best interests of the student, team, and overall program in mind.

Studio staff reserve the right to modify competition team assignments, choreography, routine participation, class requirements, or performance opportunities at any time based upon attendance, behavior, commitment, injury, scheduling conflicts, team needs, or other factors deemed relevant by studio management.

All placement and participation decisions made by Touch of Class Dance Academy are final.

POLICY #11 POLICY ACKNOWLEDGEMENT

By registering a student at Touch of Class Dance Academy, the parent, guardian, and student acknowledge that they have read, understand, and agree to comply with all studio policies, procedures, rules, requirements, and expectations.

These policies apply to all classes, rehearsals, private lessons, performances, competitions, conventions, camps, workshops, studio events, and other activities sponsored or conducted by Touch of Class Dance Academy.

Parents and guardians acknowledge responsibility for reviewing studio communications, policy updates, registration materials, financial agreements, and other information distributed by the studio throughout the season.

Failure to read or review studio policies, communications, announcements, or updates does not excuse non-compliance with studio requirements or responsibilities.

Touch of Class Dance Academy reserves the right to modify, revise, or update policies, procedures, schedules, and operational requirements as necessary. Families will be notified of significant changes through the studio's official communication channels.

Enrollment and continued participation at Touch of Class Dance Academy constitutes acceptance of all current studio policies and procedures.

POLICY #12 MEDIA RELEASE & PUBLICITY AUTHORIZATION

Touch of Class Dance Academy regularly photographs, records, and films students during classes, rehearsals, performances, competitions, conventions, camps, workshops, studio events, and other dance-related activities.

By enrolling at Touch of Class Dance Academy, parents and guardians acknowledge and understand that students may be photographed, videotaped, or recorded while participating in studio activities.

Photographs, videos, and recordings may be used for:

- Studio websites • Social media platforms • Advertising and marketing materials • Newsletters • Studio publications • Promotional videos • Printed materials • Educational purposes • Other studio-related communications

Parents and guardians understand and agree that:

- No compensation, royalties, or other payment will be provided for the use of these materials. • Touch of Class Dance Academy may edit, crop, reproduce, publish, distribute, and display such materials. • Families waive the right to inspect or approve the finished product or accompanying written content. • Touch of Class Dance Academy

may use a student's first name in connection with studio-related recognitions, achievements, and promotions.

Families who wish to limit the use of a student's image must submit a written request to the studio. While Touch of Class Dance Academy will make reasonable efforts to honor such requests, the studio cannot guarantee exclusion from group photographs, videos, performance recordings, or third-party event media.

Additional media authorizations may be required for Competition Team participation and special events.

POLICY #13 RELEASE OF LIABILITY

In consideration of participation in classes, rehearsals, performances, competitions, conventions, camps, workshops, private lessons, studio events, and other activities offered by Touch of Class Dance Academy, parents, guardians, and students agree to the following:

Touch of Class Dance Academy, its owners, directors, instructors, employees, independent contractors, volunteers, and representatives shall not be held liable for injuries, illnesses, accidents, property damage, loss of personal belongings, or other damages that may occur as a result of participation in studio activities, except where prohibited by law.

Parents and guardians understand that participation in dance and related activities involves physical activity and that injuries may occur despite reasonable precautions and supervision.

To the fullest extent permitted by law, parents and guardians voluntarily release, waive, and discharge Touch of Class Dance Academy, its owners, directors, instructors, employees, independent contractors, volunteers, and representatives from any and all claims, demands, actions, causes of action, damages, losses, liabilities, costs, or expenses arising out of or related to participation in studio activities.

This release applies to activities occurring:

- At the studio • At performances and recitals • At competitions and conventions • During rehearsals and private lessons • At camps, workshops, and special events • During travel associated with studio-sponsored activities

Parents and guardians acknowledge that they are responsible for determining whether participation is appropriate for their child and for informing the studio of any medical conditions, limitations, or concerns that may affect participation.

This release shall remain in effect throughout the student's enrollment at Touch of Class Dance Academy unless otherwise required by law.

POLICY #14 ASSUMPTION OF RISK & MEDICAL AUTHORIZATION

Participation in dance classes, rehearsals, performances, competitions, conventions, camps, workshops, private lessons, and other physical activities involves inherent risks that cannot be completely eliminated.

By enrolling at Touch of Class Dance Academy, parents and guardians acknowledge and understand that participation in dance and related activities may involve risks including, but not limited to:

- Falls • Slips • Sprains • Strains • Physical contact with other participants • Equipment-related injuries • Fractures • Illness • Overuse injuries • Other injuries associated with physical activity

Parents and guardians voluntarily assume all risks associated with their child's participation in studio activities.

MEDICAL INFORMATION

Parents and guardians are responsible for providing accurate and current medical information for their child and for notifying the studio of any significant changes in health status, medical conditions, allergies, medications, or emergency contact information.

Emergency contact information and medical information must be kept current at all times through studio registration records and required studio forms.

EMERGENCY SITUATIONS

In the event of an accident, injury, illness, or medical emergency, Touch of Class Dance Academy staff will make reasonable efforts to contact a parent, guardian, or designated emergency contact using the information provided by the family.

Medical treatment authorization and emergency care instructions shall be governed by the student's current Emergency Medical Information Form, Liability & Medical Waiver, or other studio-authorized medical documentation on file.

MEDICAL EXPENSES

Parents and guardians understand and agree that they are solely responsible for all medical expenses, emergency transportation costs, physician fees, hospital charges, prescription costs, and other healthcare-related expenses incurred as a result of participation in studio activities.

Touch of Class Dance Academy does not provide medical insurance coverage for students.

RETURN TO PARTICIPATION

Following a significant injury, illness, surgery, or medical condition, Touch of Class Dance Academy reserves the right to request medical clearance before allowing a

student to return to full participation when deemed necessary for the safety of the student or others.

POLICY #15 CLASSROOM VIEWING CAMERA POLICY

Purpose: Touch of Class Dance Academy is committed to providing a safe, welcoming, and positive learning environment. The Classroom Viewing Camera System is designed to enhance parent engagement by allowing families to observe selected classes and activities without disrupting instruction.

Classroom Viewing System: Live audio and video cameras are installed in designated dance classrooms.

Availability: The studio may periodically provide live classroom viewing during selected classes, rehearsals, demonstrations, performances, special events, or other studio activities. Live viewing is offered solely at the studio's discretion and is not guaranteed.

Studio Discretion: The studio reserves the exclusive right to determine when viewing is available, which classes or events are included, and the duration of viewing opportunities.

Authorized Activation: Only authorized management, front desk personnel, teachers, or designated staff members may activate or deactivate the system.

Viewing Location: Live viewing is available only on designated viewing equipment within the studio unless otherwise determined by management.

Live Audio & Video: When activated, both live audio and live video are transmitted.

No Recording or Retention: The system is intended for live viewing only. Touch of Class Dance Academy does not intentionally record, archive, or retain classroom audio or video from this system.

Parent Expectations: Photographing, recording, screenshotting, livestreaming, transmitting, or distributing any portion of the live feed is strictly prohibited.

Operational Use: The system is not intended for routine employee supervision, disciplinary investigations, or incident review. Management may view a live feed only while the system is active.

Changes: The studio may modify, suspend, or discontinue the Classroom Viewing Camera System or this policy at any time.