

2024 HANDBOOK

POLICIES AND PROCEDURES



DANCE INCLUSION
BELONGING BEGINS WITH US

Lafayette, IN 47905

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Mission Statement

Our mission is to improve self-confidence by creating a community with a sense of belonging that empowers, supports, and celebrates the success of others.

Core Values

Inclusion | be kind and welcoming to others, acknowledge differences.

Grace | be empathetic and forgiving, of yourself and others.

Value | recognize and appreciate talents.

Aspire | challenge your abilities, set goals, and achieve excellence.

Support | help, motivate, and encourage the success of others.



Our Philosophy

- We view inclusion as acknowledging and *embracing our differences that make us individually unique* and we *appreciate the value individuals contribute to our success.*
- We believe *true leaders help others succeed* and we are dedicated to the individual success of every dancer.
- We are committed to creating an *inclusive environment for dancers to be confident and remain confident.*
- We will continuously *create challenging opportunities* for individuals to reach their highest potential.
- Our philosophy is based on scientific research supporting the benefits that dance *improves physical health, mental health, social skills, communication skills, and self-esteem.* With these benefits, individuals develop tools that are *essential for living a healthy lifestyle, which includes developing valuable abilities to better manage coping with setbacks, failure, disappointment, and conflict.*
- Improving *overall wellbeing also improves motivation and determination.*
- We believe children and teens that are *involved in a strong, supportive, dance community typically develop essential transferable skills* including making good choices, working well with others, practicing conflict resolution, building positive relationships that support and encourage the success of others, practicing problem solving, being innovative, and setting challenging goals, all of which *competitively excels an individual's lifetime success.*
- We acknowledge *it is more than just dance.*

We at Dance Inclusion believe dance class is more than just sharing our passion for dance with our dancers. *We want all dancers at Dance Inclusion to develop skills that allow them to live happily and be successful members of society, while finding a passion and appreciation for the performing arts.* We truly want the best for all dancers, wherever life takes them, and we hope every dancer feels forever part of the Dance Inclusion family.

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Our Methodology

- Dance Inclusion specializes in *providing expert technical knowledge* to avoid injuries, appreciates the value of each dancer, and optimizes talent for individual and group success.
- Our method for teaching dance includes creating, improving, and providing current *dance curriculum to all levels*.
- We focus on *the safety of our dancers, both physically and mentally*. We believe dancers should be involved in the success of their own dance career and our approach *inclusively empowers dancers to meet and succeed their own challenging goals*.
- We strive to provide *clear expectations, transparency, and engagement*.
- Our dance program is developed so that *any age can confidently participate* in dance classes, regardless of experience, and we emphasize the importance of fundamental dance technique at all levels.
- The *evaluation process is unique to Dance Inclusion* and is intended to provide incentive and motivation to overcome challenges.
- By overcoming challenges, *dancers improve confidence as they master skills* and discover their true potential.
- *Teachers are patient, encouraging, empathetic, knowledgeable, kind, and dedicated* to assisting dancers meet their individual goals and group goals.
- Our classes are *designed to engage children in fun, age-appropriate activities, to develop an understanding for dance styles, technique, terminology, and dance anatomy and kinesiology*.



Policies and Procedures

Registration Fees	<i>A registration fee of \$30.00 per season, per family, will be applied and is non-refundable. Additional fees apply and are also non-refundable.</i>
Enrollment	<i>Registration for recreational classes is required for all students to enroll in classes each season and should be completed online. Class reservations are made upon enrollment confirmation but are subject to change depending on overall class enrollment. Some advanced level classes require teacher recommendation, formal evaluation, and/or invitation to register. To enroll, accounts must be in good standing, REGISTRATION FEE MUST BE PAID AT TIME OF REGISTRATION, AND ONE MONTH TUITION MUST BE PAID BEFORE FIRST CLASS. A dancer is not permitted to participate in any dance class until registration and one month tuition is paid, a waiver and release of liability is signed, and an acknowledgment of policies and procedures is completed.</i>
Class offerings	<i>Classes offered are subject to change at any time. If a class does not meet minimum enrollment, those currently registered will be appropriately placed in a similar class offering. If no class offering is available, studio staff will contact the guardian to discuss alternative options.</i>
Dance Inclusion Portal	<i>Dance Inclusion Portal is a convenience for online payments and registration/enrollment. THIS IS THE OFFICIAL SYSTEM TO COMMUNICATE WITH DANCE INCLUSION TEACHERS AND OFFICE STAFF. It is expected that all guardians create an account and frequently monitor the portal for important communications throughout the season.</i>
Tuition and Billing	<i>Tuition for the season is divided into monthly installments and rates and fees are subject to change from season to season. Tuition is for dance classes only. TUITION INSTALLMENTS ARE DUE ON THE 1ST OF EVERY MONTH. If tuition installment is not paid in full within ten days of the due date, a \$10.00 late fee and a \$1.00 recurring fee per day up to 30 days or until installment and all additional fees are</i>

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	<i>paid in full, will be charged. If late payment is not received before the next tuition installment due date, the dancer's registration could be withdrawn. (See "Class/Registration Withdrawal")</i>
Class/ Registration Withdrawal	<i>If at any time after registration, a student must withdraw registration, all payments received are non-refundable and an additional withdrawal fee will be charged to cover administrative and re-blocking expenses. Registration withdrawal prohibits a dancer from attending or continuing to attend any dance class(es) and the class registration is offered to the next individual on the waitlist. Depending on waitlist capacity, the dancer could be unable to re-enroll in the class for the remainder of the season.</i>
Permanent Expulsion	<i>Permanent expulsion will immediately withdrawal a dancer's registration (See "Class/Registration Withdrawal) and prohibits dancer or family from registering/enrolling in current or upcoming seasons or participating in activities including performances.</i>
Class Waitlist	<i>If class enrollment meets maximum capacity, a waitlist is available for dancers to register for the class. If waitlists meet minimum enrollment capacity, an additional class could be added for the season and offered to waitlist individuals, first. There is no guarantee that waitlist individuals will have the opportunity to enroll or participate in a class. Waitlist opportunities will be offered on first come, first serve bases.</i>
Contact and Billing Information	<i>Contact and billing information must remain current and correct in the Dance Inclusion Portal. If contact information needs updated, please ensure Dance Inclusion office is aware and update are made by the parent through the parent portal access. Late payments due to failure to update billing info are subject to late fees and dancer registration withdrawal.</i>
Refunds	<i>Refunds will not be issued, including but not limited to tuition, registration, additional merchant fees, convenience fees, costume deposit or payment, specialty class fees, advanced class fees, tickets, private or semi-private lessons, etc.</i>
Attendance	<i>If a dancer is absent for 3 consecutive classes and those absences are designated as unexcused, the dancer may be required to forfeit their class registration and be withdrawn from the class. (See "Class/Registration Withdrawal"). If absence is due to illness or other emergency, please communicate the reason for the absence.</i>

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	<p><i>Excessive absences might require relevant documentation such as a doctor's note. To excuse planned absences, please notify Dance Inclusion, preferably 24 hours prior to an absence. IF DANCERS ARE NOT CONSISTENTLY ATTENDING CLASSES, DANCE INCLUSION RESERVES THE RIGHT TO PROHIBIT A DANCER FROM PARTICIPATING IN PERFORMANCES. Absence designation is exclusively determined by Dance Inclusion. Excused or planned absence submissions could be determined to be unexcused. If you have any concerns, please contact Dance Inclusion through the Dance Inclusion Portal.</i></p>
Pick-up and Drop-off	<p><i>Dancers are expected to be dropped off 10 minutes before class and picked up promptly after class. All children must be reasonably supervised as the studio staff is unable to fully supervise all children outside of dance classes and will not be liable for accidents or injuries. For safety, please do not park vehicles in undesignated parking spots, including the curbside. Guardians must come inside to pick up children. Studio staff will not permit students to exit the building unattended. Please let studio staff know if someone will be late to pick-up their dancer. Please also notify us when someone other than the guardian will pick up your dancer. NO DANCERS ARE ALLOWED TO WAIT OUTSIDE FOR PICK-UP.</i></p>
Lobby	<p><i>The lobby is available as a convenience to dancers and families to enjoy quiet activities while waiting. Please respect the classes in session and only engage in respectful conversation. Please ensure children are supervised and accompany young children to the restroom. Do not allow children to run, tumble, climb, or engage in any otherwise rough or distracting behavior. The studio staff reserves the right to evict guests for any reason and/or close the lobby. Only dancers and studio staff are permitted in dance rooms. DANCE INCLUSION AND STAFF ARE NOT LIABLE FOR INJURIES OR FOR LOST, STOLEN, OR DAMAGED PERSONAL PROPERTY. Please ensure items are stowed and secured. Light, un-messy snacks are acceptable in the lobby only. Dancers are expected to clean up after themselves. Please be considerate of potential food allergies. Out of respect for class time, please do not try to speak with teachers about issues between classes. If a discussion is needed, a face-to-face conference with studio staff is available. (See "Conference Request").</i></p>



Lobby Parents

PARENTS WITH CHILDREN THAT REQUIRE ASSISTANCE TO THE RESTROOM, MUST BE PRESENT IN THE LOBBY THROUGHOUT THE DURATION OF THE CHILD'S CLASS. Other parents might also be requested to be available in the lobby for the duration of their child's class. If your child needs your assistance, he/she/they will be escorted to the lobby for you.

Code of Conduct

Dancers are expected to attend registered classes, performances, and to participate, rehearse, and perform to the best of their ability. **We encourage and support the success of others.** Dancers and guardians are expected to be warm, friendly, supportive, and welcoming to dancers and other families. Dancers should be encouraged to establish friendships with their peers and practice teamwork, fairness, conflict resolution. Dancers and guardians do not have the authority to correct or criticize the abilities of others, during or outside of class, unless the dance teacher implements and mediates this exercise in the curriculum. **BULLYING OR HARASSMENT OF ANY KIND, WHETHER ONLINE OR OTHERWISE, WILL NOT BE TOLERATED, AND COULD RESULT IN PERMANENT EXPULSION** (See "Permanent Expulsion"). **If the removal of a child is required from a class, the guardian will be contacted to immediately meet the child in the lobby.** All dancers and guests are expected to practice kindness and empathy. Guardians are expected to guide children to react and behave appropriately, properly receive and apply constructive criticism, speak-up to protect the values and integrity of Dance Inclusion, practice good sportsmanship, manage emotions of disappointment, embrace recognition and praise, and lead by example. All dancers and guests should treat the studio and its property and the property of others with care and consideration. Personal belongings should be neatly stowed with the respect of others. Please do not block exits or place belongings on seating. **As a Dance Inclusion member, you and your families are representative of Dance Inclusion at performances, competitions, through approved social media posts, when wearing the Dance Inclusion brand, and at all Dance Inclusion events or activities.** Please remember to be respectful to others, but also be respectful to yourselves, studio staff, and our own dance studio family.

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Conference Request	<i>We are dedicated to ensuring all dancers and families feel heard and we want to continue to build positive relationships. If a discussion concerning important issues is needed, the issue likely requires a face-to-face conference with studio staff. Conference requests forms are available in the lobby. Once submitted, a staff member will review the request and contact you directly through the Dance Inclusion Portal or via phone to schedule a conference.</i>
Damages or Injury	IN THE EVENT DANCE INCLUSION SUFFERS ANY LOSSES, DAMAGES, OR INJURIES DUE TO YOUR NEGLIGENCE, WILLFULNESS, OR RECKLESSNESS, DANCE INCLUSION WILL HOLD YOU LIABLE, INCLUDING BUT NOT LIMITED TO, FINANCIALLY RESPONSIBLE FOR ANY AND ALL COSTS THAT INCURRES AS A RESULT. (See “Waiver and Release of Liability” Form)
Phones, Electronic Devices, Recordings, Video, and/or Photography	<i>No phones or electronic devices are permitted to be used as recording devices or to take photos or video in the studio. Devices should be properly stored during class. Smart watches may be worn; however, if the device becomes a distraction, the teacher and studio staff reserve the right to request the device be removed and stored or dismiss the dancer from class. Please notify the teacher or staff in the event the use of a device is needed. UNDER NO CIRCUMSTANCES SHOULD VIDEO OR PHOTOS BE TAKEN IN CHANGING ROOMS. Generally, photography and videography are permitted during parent observation classes, unless other parents/guardians do not allow for their dancer to be recorded or photographed. Failure to adhere to these rules could lead to permanent expulsion and/or legal action. If damages and losses result, you will be held liable.</i>
Social Media and Content Sharing	ALL CHOREOGRAPHY TAUGHT BY DANCE INCLUSION STAFF AND GUEST TEACHERS REMAINS THE PROPERTY OF DANCE INCLUSION. Recordings, including audio, video, or audio and video recordings, and photos of rehearsals, parent observations, and performances are prohibited from being shared on any platform of social media, without written permission from the Dance Inclusion <u>Studio Owner</u> . Should content be permitted to be shared, credit must be given to Dance Inclusion and the choreographer and be compliant with music licensing copyright laws. Failure to adhere to these rules could lead to Permanent Expulsion, Registration Withdrawal, and/or legal action. If damages and losses

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	<p><i>result, you will be held liable and be financially responsible. Teachers should under no circumstance be contacted about Dance Inclusion related business on social media or via any other forms of communication (including texting), other than through the Dance Inclusion Portal or website (See “Dance Inclusion Portal”). Teachers can accept friend requests on personal accounts; however, any posts, shares, “likes” or other reactions, about Dance Inclusion, response to a Dance Inclusion post or post mentioning Dance Inclusion, or when representing Dance Inclusion brand, should align with Dance Inclusion Code of Conduct and Policy and Procedures and should not bring Dance Inclusion and its representatives into disrepute.</i></p>
<p>Publishing Media Opt-Out</p>	<p><i>Dance Inclusion, LLC may use photographs, audio recordings, video, and/or video with audio recordings of students to publicize Dance Inclusion activities. Your child may appear in publicly published media outlets, including but not limited to, websites, social media, printed materials, or other promotional Dance Inclusion materials and/or campaigns.</i></p> <p><i>Opting out can be completed through the Dance Inclusion Portal. To opt-out means you, as the legal guardian, are NOT permitting Dance Inclusion, LLC to publish photographs, audio and/ or video recordings of your child.</i></p> <p><i>If you do not opt out, you are giving Dance Inclusion, LLC permission to share or publish media related content of your child and releasing Dance Inclusion of any liabilities.</i></p>
<p>Class Cancellation</p>	<p><i>Class cancellations because of teacher illness, inclement weather, pandemic, natural disaster, national emergency, holidays, etc., could occur. A make-up class could be scheduled. Not all class cancellations will result in scheduling class make-ups, but dancers are encouraged to attend other classes to make-up any missed classes (see “Make-Up Classes”). In the event of a class cancellation, guardians and dancers will be notified. Refunds are not issued for cancelled classes.</i></p>
<p>Make – Up Classes</p>	<p><i>Make-up class offerings can be accessed through the Dance Inclusion Portal, if available. Registered dancers are eligible to participate at no additional cost. Make-up classes are only expected to be implemented, as needed, in place of cancelled classes.</i></p>



<i>Illness</i>	<i>If a dancer is feeling ill, the dancer must be free of signs or symptoms for at least 24 hours, including but not limited to fever, diarrhea, vomiting, productive cough, or excessively runny nose. Any contagious skin conditions must be properly managed and covered. Dancers should stay home to rest when ill. Absences due to an illness could require relevant documentation. Sick dancers are not permitted to observe classes in person. If a dancer has been or is expected to be ill for more than three weeks, please notify us of the extended absence.</i>
<i>Injuries</i>	<i>If a dancer becomes injured, dancers are allowed and encouraged to observe class in person, as able.</i>
<i>Recital and Performances</i>	<i>Dancers and dance families are expected to follow all recital and performance procedures and policies as provided prior to the events. Dance Inclusion staff reserves the right to prohibit any dancer or family from attending any recital or performances.</i>
<i>Contacting Dance Inclusion</i>	<i>Communication should be done through the Dance Inclusion Portal. Emailing or texting studio or studio owner is available, if needed ashley@danceinclusion.com or text/call 463.263.3435</i>
<i>Costumes and Fees</i>	<i>Dance costume deposits, if applicable, will be requested and expected to be paid by the due date. Remaining balance will be due and must be paid before receiving costume.</i>
<i>Ticket Sales</i>	<i>Ticket pricing and sales will be available approximately one month prior to the show, if applicable. All sales are final and non-refundable. Please be aware, limited quantities per family might be available.</i>



Preparing for Dance Class

1. Ensure you have proper dance shoes | Before the first day of class and to reduce first-day stress, ensure you or your dancer have appropriate and properly fitted dance shoes. Dance shoe sizing is slightly different from street shoe sizing and sizes can vary greatly depending on shoe brand. Speak with a Dance Inclusion dance teacher or office staff to be properly fitted for dance shoes. Dancers can wear any brand of appropriate fitting dance shoes to rehearsal but will be required to purchase a particular brand of shoe for performances. Since dance shoes can feel different and affect dancer's movement, we highly recommend studio supplied dance shoes are purchased for rehearsal. Please remember to label all shoes with the dancer's name written in permanent ink. Also remember, dance shoes should NOT be worn outside (including Hip-Hop sneakers or street shoes worn in class).

2. Choose your dance outfit | Dress codes are enforced for variety of reasons, but mostly to ensure dancers feel comfortable and confident in class. Dress codes allow dancers to move freely and allow instructors to observe and correct body alignment to reduce the chance for injuries. It is important to adhere to the dress codes to reduce distractions and ensure all dancers are safe, comfortable, and confident. In addition to the dress code for a particular dance style, dancers should not wear glitter, sequins, tutus, costumes, hats, distracting or uncomfortable hair pieces or garments, or chew gum in class. Additionally, jeans, flip flops, sandals, or other non-dance shoes should not be worn to class. Best judgement should be made to ensure other garments are properly covering and adhering to dress code policy. Failure to adhere to the dress code will result in registration withdrawal.

3. Secure hair | Hair should be secured and pulled up and away from the face and eyes using elastic hair ties, bobby pins, clips, and/or hairspray, as needed. Hair styles should be secure enough that hair styles are not distracting or require adjustment during class. Buns are strongly recommended for some classes. Securing hair allows for dancers to focus attention on the class and to move freely without injuring themselves or others.

4. Bring a water bottle | Remember to bring a water bottle with the dancer's name clearly marked on the outside of the bottle. Only water is allowed. Water bottles must have lids. Dancers will be allowed frequent water breaks, as we want all dancers to stay healthy and hydrated!

5. Arrive at least 10 minutes early | Be prepared to walk into the studio classroom on time. This means, dancers should come early to allow for time to change shoes, stretch and warm up, stow personal belongings, and if needed, use restroom before class. This is also a great time to mark choreography with a friend (please, DO NOT practice "full – out" in the lobby and be sure to adhere to lobby policies) or remember what was taught the week before!

6. Bring a positive attitude, be optimistic, encouraging, respectful, kind, patient, ready to learn, and most importantly, have fun!

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Class Descriptions

Tiny Dancers (*Ages 2 to 3*) | Introducing dancers to basic dance principles, classroom etiquette, spatial awareness, and socialization. This class is packed full of fun dances and activities designed to keep your tiny dancer engaged! Dancers will gain an understanding for clapping, jumping, counting, sharing, taking turns, movement, and rhythm taught by expertly trained dance teachers. (Unfortunately, parents are not invited to join this class. Parent or caregiver must be present in the dance lobby, during class. Please note, we understand every child is different regardless of age and some children may not be ready for this type of classroom environment and/or separation from a guardian might be too difficult. Dance Inclusion encourages dancers to try their best and reserves the right to withdrawal registration at any time.)

Dance With Me (*Ages 18mo to 3*) | Dance with your dancer in this engaging dance class! This class is perfect for dancers that are too young or aren't quite ready to join our Tiny Dancers class. Dance along and guide your child through rhythm and movement dance instruction.

Ballet (*Ages 4 to 18*) | Ballet is often referred to as, "The Foundation of Dance". Ballet teaches focus, musicality, discipline, body alignment, structure, placement, and posture, all of which can be applied to other genres of dance. Ballet also improves technical knowledge, flexibility, muscle memory, and strength, which protects the dancer from injury as he/she progresses to advanced levels.

Jazz (*Ages 4 to 18*) | Jazz is an energetic style of dance infused with ballet and performed to upbeat music. In this class, dancers will learn technique from various types of jazz including traditional jazz, jazz funk, and commercial jazz. This class typically includes a warm-up, isolations, stretches, across the floor progressions, and center floor combinations. This class can be taken alone or in addition to other styles of dance classes (Technique & Conditioning and/or Ballet classes in addition to this class for ages 8 and up are highly recommended to improve strength and flexibility and reduce the chance of injury).

Tap (*Ages 4 to 18*) | Tap dancing utilizes sound, rhythm, syncopation, and tempo to create music with the feet. Tap dancers will learn basic to advanced tap steps, terminology, and rhythms.

Hip-Hop (*Ages 4 to 18*) | This exciting, fun, high energy class will teach age-appropriate Hip-Hop basic movement, rhythm, musicality, and spatial awareness all while dancing to your child's favorite upbeat music! This is great for those dancers that are always dancing around the house! Dancers will learn beginner to advanced Hip-Hop movement and technique including commercial Hip-Hop trends.

Contemporary (*Ages 7 to 18*) | This unique style of dance has become increasingly popular and combines several types of styles of dance including elements of ballet, jazz, and modern. Contemporary allows dancers to be versatile. It is an expressive form of dance that allows dancers the freedom to express their emotions, innovate, and explore movement.

Lyrical (*Ages 7 to 18*) | This style of dance infuses ballet technique and jazz. Like Contemporary, it allows the freedom to express emotion; however, this style is generally more technically ballet based. In addition, lyrical dance typically tells a story through flowing movement, beautiful lines, and unique leaps, jumps, and turns. (Technique & Conditioning and/or Ballet classes in addition to this class are highly recommended to reduce the chance for injury by improving strength and flexibility).

Technique & Conditioning Classes (*Ages 7 to 18*) | Designed to teach proper technique and muscle memory. Technique and Conditioning classes are highly encouraged and recommended. Each class will focus on a variety of dance fundamentals including proper body alignment, anatomy terminology, basic understanding of skeletal and muscle movement, injury prevention, strength, flexibility, turnout, and technique. This class will excel your dancer's technical ability, strength, and confidence in all styles of dance classes!

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Proper Dance Attire

Dress codes are enforced for variety of reasons, but mostly to ensure dancers feel comfortable and confident in class. Dress codes allow dancers to move freely and allow instructors to observe and correct body alignment to reduce the chance for injuries. It is important to adhere to the dress code policy below to reduce distractions and ensure all dancers are safe, comfortable, and confident.

In addition to the dress code for a particular dance style, dancers should NOT wear jewelry, jeans, glitter, sequins, tutus, costumes, hats, distracting or uncomfortable hair pieces or garments, garments or hair pieces that could restrict movement or injure the dancer or others, flip flops, slides, crocks, slippers, sandals, or other non-dance specific shoe, chew gum/candy or eat during class. Please use best judgement to ensure garments are properly covering, non-restrictive, and adhering to dress code guidelines. Warm-up attire is allowed to be worn during warm-ups (~ first 10 - 15 minutes of class). Undergarments should be worn, as needed (tights are typically worn without undergarments, like a swimsuit). Hair should be pulled up and secured away from the face so that it does not need adjusting during class. Failure to adhere to the dress code in the table below will result in registration withdrawal.

Class	Attire	Shoes	Hair
<i>Tiny Dancers</i>	<ul style="list-style-type: none">• Comfortable clothing, no jeans or any distracting articles of clothing. Acceptable options include leotards, skirt, shorts, or fitted pants (jazz pants), T-shirts, or leggings.• Pink, black, or nude footed tights (not hose), optional	<ul style="list-style-type: none">• Ballet pink ballet shoes – girls• Black slip-on jazz shoes - boys	<ul style="list-style-type: none">• Pulled up and secured away from face (non-distracting hairstyles and hair pieces)
<i>Hip-Hop</i>	<ul style="list-style-type: none">• Ok to wear T-shirts, tanks, sweatshirts, sweatpants, or other (not too) loose fitting clothing.• May wear leotards, tights, unitard, fitted activewear such as leggings, yoga pants, tanks, crop tops, etc.	<ul style="list-style-type: none">• Studio required Hip-Hop dance shoes	<ul style="list-style-type: none">• Pulled up and secured away from face (non-distracting hairstyles and hair pieces)

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<i>Class</i>	<i>Attire</i>	<i>Shoes</i>	<i>Hair</i>
Technique and Conditioning Class	<ul style="list-style-type: none">• May wear leotard, unitard, fitted activewear such as leggings, yoga pants, jazz pants, tanks, crop tops, dance shorts, etc. Avoid baggy clothing.• Pink, nude, or black colored footless or convertible style tights, optional	<ul style="list-style-type: none">• Dance socks• Jazz or ballet shoes (recommend bringing to class)	<ul style="list-style-type: none">• Pulled up and secured away from face (non-distracting hairstyles and hair pieces)
Ballet	<ul style="list-style-type: none">• Any leotard• Pink, black, or nude footed tights• Optional ballet wrap-skirt or dance shorts	<ul style="list-style-type: none">• Ballet pink ballet shoes• Advanced classes may require higher quality shoe	<ul style="list-style-type: none">• Pulled up and secured away from face (non-distracting hairstyles and hair pieces)• Bun preferred
Jazz	<ul style="list-style-type: none">• May wear leotard, unitard, fitted activewear such as leggings, yoga pants, jazz pants, tanks, crop tops, dance shorts, etc. Avoid baggy clothing.• Pink, nude, or black colored footed tights	<ul style="list-style-type: none">• Black slip-on jazz shoes• Advanced classes may require higher quality shoe	<ul style="list-style-type: none">• Pulled up and secured away from face (non-distracting hairstyles and hair pieces)
Tap	<ul style="list-style-type: none">• May wear leotard, unitard, fitted activewear such as leggings, yoga pants, jazz pants, tanks, crop tops, dance shorts, etc. Avoid baggy clothing and pants that are too long.• Pink, nude, or black colored footed tights	<ul style="list-style-type: none">• Black slip-on tap shoes• Advanced classes may require higher quality shoe	<ul style="list-style-type: none">• Pulled up and secured away from face (non-distracting hairstyles and hair pieces)
Contemporary and Lyrical	<ul style="list-style-type: none">• May wear leotard, unitard, fitted activewear such as leggings, yoga pants, jazz pants, tanks, crop tops, dance shorts, etc	<ul style="list-style-type: none">• Dance socks• Lyrical shoes	<ul style="list-style-type: none">• Pulled up and secured away from face (non-distracting hairstyles and hair pieces)

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<i>Class</i>	<i>Attire</i>	<i>Shoes</i>	<i>Hair</i>
<i>Pointe</i>	<ul style="list-style-type: none">• Any solid-colored leotard• Pink, black, or nude footed tights• Optional ballet wrap-skirt or dance shorts	<ul style="list-style-type: none">• Ballet shoes• Properly fitted Pointe shoes (invitation only)	<ul style="list-style-type: none">• Pulled up and secured away from face (non-distracting hairstyles and hair pieces)• Bun preferred, but not required
<i>Boys</i>	<ul style="list-style-type: none">• Generally, athletic shorts or pants, tank, long or short sleeve shirt with proper undergarments (nothing excessively baggy or too long)	<ul style="list-style-type: none">• Dependent on dance style (black ballet shoes instead of pink)	<ul style="list-style-type: none">• Secured and out of face
<i>Skill Level Evaluation/ Audition Day</i>	<ul style="list-style-type: none">• Pink footed tights for ballet• Black tank leotard with no embellishments, black dance shorts or leggings (optional black wrap-skirt or dance shorts for ballet)• Boys, black dance pants and white T-shirt	<ul style="list-style-type: none">• Appropriate dance shoes depended on style	<ul style="list-style-type: none">• Pulled up and secured away from face (non-distracting hairstyles and hair pieces)• Preferred bun

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Dancer Etiquette

Prior to class

- Arrive at least 10 – 15 min early prior to class start time.
- Change into appropriate shoes for class. Always wear appropriate cover ups and never wear dance shoes outside.
- Make sure hair is pulled back and secure, so that it doesn't need to be adjusted during class.
- Use the restroom prior to class.
- Remove any distracting or sharp jewelry.
- Stretch and warm-up in the lobby before class. Do not attempt leaps, jumps, turns, tumbling, etc. in the lobby.
- Stow belongings in the lobby, including cell phones. Ensure cell phones are silenced. Do not leave belongings on seating.
- Prepare for your next class, if needed. Have shoes and dance attire out and ready to change into quickly.

During class

- Enter the classroom only when teacher invites you.
- Be on time. If you come late, enter quietly and stretch in the back corner of the room or in the lobby before joining the class. Do not make tardiness a habit. Avoid going in and out of the dance room.
- Bring a water bottle (with lid) into classroom and set it in designated areas. Only take drinks during transitions or breaks, when teacher allows. Drink breaks are not a time to check cell phones or talk. Quickly get a drink and join the class as soon as possible. Never chew gum or bring food into the dance room.
- Cell phones or other electronic devices are not allowed in dance rooms. Never record or take pictures in the dance room.
- Be attentive at all times, especially when waiting for your turn. Mimic the teacher or demonstrator exactly by observing and listening. Note not only where the instructor moves to, but how they move. Only ask clarifying, relevant questions after all instructions are given and when teacher asks for questions.
- Stand like a dancer and refrain from distracting movements. Never hang on the barre or slouch. Be aware of negative body language (like folded arms) and never sit unless asked. Try not to yawn or show boredom.
- Never talk while the teacher is talking.
- Never 'mark' choreography or technique exercises. Always give your best effort and do every movement at your highest ability, unless space is crowded. If crowded, find a space you can move or mark the choreography until you have the opportunity to move "full-out" in groups. Always mark choreography on the side when waiting for groups.
- Always be trying to learn the choreography as quickly as possible.
- Refrain from correcting others.
- If you mess up, avoid showing you messed up. Never vocalize your errors.
- Always take corrections. Always assume any correction given to the class, is for you and make the correction "stick".

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Dancer Etiquette Continued

During class continued

- Never quit in the middle of the room. Keep going and moving with the flow, as best you can. If you missed a class, follow along as best you can.
- Never provide negative criticism of choreography to the teacher unless your feedback has been requested. Additionally, do not request choreography unless your input has been requested. Always do the choreography as instructed. Do not add anything extra, unless instructed to.
- Be spatially aware. Always give yourself and others (including the teacher) space (but not too much space) to move. Make windows and lines quickly without needing to be positioned by the instructor.
- Don't complain or ask, "When are we done?" or "How much more time do we have left?".
- Be positive, respectful, and don't give up. Never say, "This is too hard." or "I can't do this."
- Never enter another class while that class is in progress.

After class

- Always applaud and thank your teacher for class. Show them appreciation for their time and effort.
- If you must leave early, always tell the teacher before class and exit discreetly and quietly.
- Do not exit the dance room until dismissed by the teacher.
- Do not turn anything off or move classroom equipment unless asked to do so.
- Be sure to take all your belongings out of the dance room, but only collect your belongings once you are dismissed.
- Change your shoes and dance attire quickly. Get to your next class as soon as possible.



Tuition and Fees

January 15th – June 3rd 2024 | Kids Recreational Classes Spring 2024

Total Tuition is divided into 5 monthly installments. 1st installment is due before the first class.

Remaining installments are due on the 1st of each month (Feb, Mar, Apr, and May 2024.)

Multi-Class Discount Monthly Installments per student

18mo to 3yrs	1 Class per Week	2 Classes per Week	3 Classes per Week	4 Classes per Week
\$48.00 per Month	\$78.00 per Month	\$98.00 per Month	\$118.00 per Month	\$125.00 per Month

Tiny Dancers (Ages 2 – 3yrs) | \$48.00/month

Dance With Me (Ages 18mo – 3yrs with one adult) | \$48.00/month

Registration Fee per family/per season | \$30.00 (non-refundable)

Costume Deposit | \$50.00 due March 1st and Remaining Costume Balance due April 5th per class costume/per dance class (each costume not to exceed \$100.00)

Unlimited Classes per week/per student | \$150.00/month

Family Discount | 15% off Total Tuition

No Class Dates:

March 25th – March 29th | Spring Break

Monday, May 27th | Memorial Day

SAVE THE DATE

Recital June 8th and 9th, 2024*

Dress Rehearsal Tentatively Scheduled for June 6th and 7th

***Dancers might be required to perform in multiple shows on both days**

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Dance Inclusion Portal

We are excited to offer a convenience for our families using Dance Studio Pro Software Service.

The required portal is where families can register for classes, enroll into classes, make online payments, contact the studio, get important information, announcements, and notices.

Please review the **Software Service Privacy Policy** via this link: <https://info.dancestudio-pro.com/privacy-policy/>.

The **Dance Inclusion Portal** can be accessed using this link: https://dancestudio-pro.com/online/index.php?account_id=26537.

-OR-

Visit www.danceinclusion.com and select the icon pictured to the right, in the top right corner of the menu bar.



Screenshot of Dance Inclusion Portal – Login Screen

Dance Inclusion Login Classes Contact

Please sign in

Email Address:

Password:

Passwords are Case-Sensitive

Sign in

Forgot your password?

Welcome to Dance Inclusion!

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How to Enroll Online

1. Visit https://dancestudio-pro.com/online/index.php?account_id=26537.
2. Log in or create an account.

The screenshot shows the Dance Inclusion website interface. At the top is a dark navigation bar with links: Dance Inclusion, Login, Classes, and Contact. Below this, the page is split into two main sections. On the left, under the heading 'Please sign in', there are input fields for 'Email Address:' and 'Password:', a note 'Passwords are Case-Sensitive', a dark 'Sign in' button, and a light 'Forgot your password?' button. On the right, under the heading 'Welcome to Dance Inclusion!', there is a section titled 'First time here?' with the text 'Create your account today! Don't worry, it's quick and easy!' and a large dark 'Create Account' button.

3. Navigate to "Students" page from the "Account" tab dropdown menu.

The screenshot shows the Dance Inclusion website with the 'Account' dropdown menu open. The navigation bar at the top includes 'Dance Inclusion', 'Home', 'Account' (with a dropdown arrow), and 'More' (with a dropdown arrow). The dropdown menu is positioned over the main content area, which includes a 'Dance Inclusion' header and a 'Your Account' section. The dropdown menu contains four options: 'Account Settings', 'Students' (highlighted in blue), 'Register for Class', and 'Pay Online'.

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4. Add student by selecting the “Add a Student” icon.

Dance Inclusion Home Account ▾ More ▾

My Family Members

Add a StudentRegister for ClassesPay Online

My Weekly Schedule

5. Enter the last name of your student and birthdate. The system will search for any students that might already have an account. After selecting, “Find My Students”, either select your student’s name, if already in the system, or select the “click here to add them” icon to add a new student. Complete the “Add New Student” form. All fields with an * are required fields. When finished, select the “Save Student” icon.

First, let's search to see if your student is already in the system.

Last Name:

Birthday:

Find My Students

If you searched and still don't see your student [click here to add them](#)

Add New Student

Location

First Name*

Last Name*

Birthday

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6. Once students are registered in the system, select “Register for Classes” icon under “Account” tab in the dropdown menu. Or select “Register for classes” from the Family Member page found under “Account” tab by selecting “students” from the dropdown menu.
7. The Class Registration view will automatically populate class offerings available for each student depending on the dancer’s age. Please review class descriptions before enrolling in classes. If you are unsure which class is appropriate, please contact the studio staff.

Dance Inclusion

Home

Account

More

Log Out

Dance Inclusion

3540 SR 38 E

LAFAYETTE, IN 47905

4632633435

Contact Dance Inclusion

To:

Dance Inclusion

Contact

Documents & Files

Online Store

Calendar

Bulletin Board

Waivers & Policies

Attendance

8. Click to check the box next to the class you wish to enroll, follow directions on screen, and select, “Submit” once classes are selected.

Class Registration

Scroll down the page to see all of the classes available for each of your students. As you scroll, check the boxes for each class in which you would like to enroll. When you are done choosing classes, scroll all the way to the bottom and click the “Submit” button.

To enroll a student (your child or yourself), they must first be added as a student in the system. If you have not done that yet, click “Add a Student.”

Add a Student

Spring 2023

	Class	Location	Days	Tuition
<input checked="" type="checkbox"/>	Ballet Level 2/3 ⓘ	Main 🏠	Tuesday 5:00 PM to 5:45 PM Jan 17 - May 16	\$75.00
<input type="checkbox"/>	Contemporary Level 2/3 ⓘ	Main 🏠	Wednesday 5:15 PM to 6:00 PM Jan 16 - May 20	\$75.00
<input type="checkbox"/>	Hip Hop Level 2/3 ⓘ	Main 🏠	Tuesday 7:15 PM to 8:00 PM Jan 17 - May 16	\$75.00
<input type="checkbox"/>	Jazz Level 2/3 ⓘ	Main 🏠	Tuesday 6:30 PM to 7:15 PM Jan 17 - May 16	\$75.00
<input type="checkbox"/>	Lyrical Level 2/3 ⓘ	Main 🏠	Wednesday	\$75.00

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9. To complete your registration, enroll in a class, and ensure class reservation; select “Finish Registration Now”.

The screenshot shows a dark navigation bar with 'Dance Inclusion', 'Home', 'Account', 'More', and 'Log Out'. Below it is a pink message box stating: 'Your choices are saved, but you are not enrolled in classes just yet. You owe a registration fee of \$30.00 and a tuition payment of \$150.00.' A green button labeled 'Finish Registration Now' is positioned below the message.

10. Complete the Policies and Procedures acknowledgement and Waiver and Release of Liability form, review the fees, and make registration payment. Once you complete the appropriate acknowledgement and waiver check boxes, a “Make Payments” icon will be visible.

Pay with Credit Card

Make Payment

11. After selecting, “make a payment”, complete the payment online for enrollment and confirm enrollment. Auto-pay options are available to make tuition payments even more convenient! If you are unable to pay first month tuition, please remember, **FIRST MONTH TUITION MUST BE RECEIVED AT LEAST 10 DAYS PRIOR TO THE FIRST DAY OF CLASS. FAILURE TO MAKE THIS PAYMENT COULD RESULT IN REGISTRATION WITHDRAWAL AND CLASS RESERVATION COULD BE FORFEITED TO A STUDENT ON THE WAITLIST.**

That’s it! We will contact you through the portal with additional information about our Grand Opening and upcoming classes! We look forward to dancing with you soon!

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WAIVER AND RELEASE OF LIABILITY

In consideration of the risk of injury while on Dance Inclusion premises or participating in dance activities (the "Activity"), and as consideration for the right to participate in the Activity, I hereby, for myself, my heirs, executors, administrators, assigns, or personal representatives, knowingly and voluntarily enter into this waiver and release of liability and hereby waive any and all rights, claims or causes of action of any kind whatsoever arising out of my participation in the Activity, and do hereby release and forever discharge Dance Inclusion, LLC, located at 3540 SR 38 E, Lafayette, IN 47905, their affiliates, managers, members, agents, attorneys, staff, volunteers, heirs, representatives, predecessors, successors and assigns, for any physical or psychological injury including but not limited to illness, paralysis, death, damages, economical or emotional loss, that I may suffer as a direct result of my participation in the aforementioned Activity, including traveling to and from an event, participating remotely, or at another location related to this Activity.

I AM VOLUNTARILY PARTICIPATING IN THE AFOREMENTIONED ACTIVITY AND I AM PARTICIPATING IN THE ACTIVITY ENTIRELY AT MY OWN RISK. I AM AWARE OF THE RISKS ASSOCIATED WITH TRAVELING TO AND FROM AS WELL AS PARTICIPATING IN THIS ACTIVITY, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO, PHYSICAL OR PSYCHOLOGICAL INJURY, PAIN, SUFFERING, ILLNESS, DISFIGUREMENT, TEMPORARY OR PERMANENT DISABILITY (INCLUDING PARALYSIS), ECONOMIC OR EMOTIONAL LOSS, AND DEATH. I UNDERSTAND THAT THESE INJURIES OR OUTCOMES MAY ARISE FROM MY OWN OR OTHERS' NEGLIGENCE, CONDITIONS RELATED TO TRAVEL, OR THE CONDITION OF THE ACTIVITY LOCATION(S). NONETHELESS, I ASSUME ALL RELATED RISKS, BOTH KNOWN OR UNKNOWN TO ME, OF MY PARTICIPATION IN THIS ACTIVITY, INCLUDING TRAVEL TO, FROM AND DURING THIS ACTIVITY.

I agree to indemnify and hold harmless Dance Inclusion, LLC against any and all claims, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise brought by me or anyone on my behalf, including attorney's fees and any related costs, if litigation arises pursuant to any claims made by me or by anyone else acting on my behalf. If Dance Inclusion, LLC incurs any of these types of expenses, I agree to reimburse Dance Inclusion, LLC.

I acknowledge that Dance Inclusion, LLC and their directors, officers, volunteers, representatives and agents are not responsible for errors, omissions, acts of failures to act of any party or entity conducting a specific event or activity on behalf of Dance Inclusion, LLC.

I ACKNOWLEDGE THAT THIS ACTIVITY MAY INVOLVE A TEST OF A PERSON'S PHYSICAL AND MENTAL LIMITS AND MAY CARRY WITH IT THE POTENTIAL FOR DEATH, SERIOUS INJURY, AND PROPERTY LOSS. The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, lack of hydration, condition of participants, equipment, vehicular traffic and actions of others, including but not limited to, participants, volunteers, spectators, coaches, event officials and event monitors, and/or producers of the event.

I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS "WAIVER AND RELEASE" AND FULLY UNDERSTAND THAT IT IS A RELEASE OF LIABILITY. I EXPRESSLY AGREE TO RELEASE AND DISCHARGE DANCE INCLUSION, LLC AND ALL OF ITS AFFILIATES, MANAGERS, MEMBERS, AGENTS, ATTORNEYS, STAFF, VOLUNTEERS, HEIRS, REPRESENTATIVES, PREDECESSORS, SUCCESSORS AND ASSIGNS, FROM ANY AND ALL CLAIMS OR CAUSES OF ACTION AND I AGREE TO VOLUNTARILY GIVE UP OR WAIVE ANY RIGHT THAT I OTHERWISE HAVE TO BRING IN LEGAL ACTION AGAINST DANCE INCLUSION, LLC FOR PERSONAL INJURY OR PROPERTY DAMAGE.

To the extent that statute or case law does not prohibit releases for negligence, this release is also for negligence on the part of Dance Inclusion, LLC, its agents, and employees.

In the event that I should require medical care or treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

In the event that any damage to equipment or facilities occurs as a result of my or my family's willful actions, neglect or recklessness, I acknowledge and agree to be held liable for any and all costs associated with any actions of neglect or recklessness.

Printed Dancer's Legal Name: _____

Printed Parent/Legal Guardian's Legal Name: _____

Dancer/Parent/or Legal Guardian's Signature: _____ Date: (DD/MM/YYYY) _____

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Acknowledge and Agree Form

I acknowledge I have read and understand all Dance Inclusion, LLC Policies and Procedures including the Handbook and Dance Inclusion Performance Company (DIPC) policies, if applicable, and have access to a copy of all policies and procedures and the Dance Inclusion Handbook. I voluntarily agree to the terms and conditions including related risks and consequences set forth by Dance Inclusion, LLC.

I understand Dance Inclusion, LLC may publish media of this student and by NOT checking the box below, I am voluntarily giving Dance Inclusion, LLC permission to share or publish social media content of this student.

☐ By checking this box, I am opting out of permission to share published media and I do NOT permit Dance Inclusion, LLC to publish photographs, audio and/or video recordings of this student.

Student Name Printed: _____ Student Birthdate (DD/MMM/YYYY): _____

Parent/Guardian Name Printed: _____ Date (DD/MMM/YYYY): _____

Parent Guardian Signature* Acknowledge and Agreed: _____

*Electronic signatures are not accepted. To complete electronically, enroll via the [Dance Inclusion Portal](#).