



## marin *dance* theatre

One St. Vincent Dr. #5, San Rafael, CA 94903 \* 403 Tamal Plaza, Corte Madera, CA 94925  
415.499.8891 · info@mdt.org · www.mdt.org

### General Rules & Expectations

- Students are expected to attend all scheduled classes. Students are expected to be prompt and prepared when class begins. Attendance will be taken. Please notify the school in the event of an absence by emailing [attendance@mdt.org](mailto:attendance@mdt.org). A missed class may be made up if a comparable class is available. Tuition is not prorated for absences, other than emergencies or extenuating circumstances.
- **STUDENTS MUST BE DROPPED OFF AND PICKED UP FROM THE MDT STUDIOS.** Please ***DO NOT*** drop off your child in the parking lot or ask that they meet you there after class. Students must stay in the lobby and are not to wander around or off the St. Vincent's property. Your child's safety is of the utmost importance to us, and we ask that you please discuss this pick-up process with your student.
- Parents/guardians are to wait for their dancers in the lobby or surrounding areas (outside benches or tables in adjacent courtyard). Parents do not have access to other parts of the building, including the office, staff room, dressing rooms or dance studios. We ask that parents please do not loiter on the premises after their classes end. The campus is located on private property, and we share the space with other institutions so please be considerate of the shared campus.
- Please send a substantial, healthy snack and a water bottle with your dancer for those who have multiple classes. MDT does not offer food for purchase. Food/drink containers should be clearly marked with student's name. We ask that students please clean up after themselves. **PLEASE NOTIFY THE OFFICE IF YOUR CHILD HAS FOOD ALLERGIES.**
- Smoking cigarettes, e-cigarettes, vaping, alcohol, or other drug use is expressly forbidden on the MDT premises or the grounds of St. Vincent's **AT ANY TIME**. Such usage may constitute grounds for dismissal from the MDT program.
- Students are expected to dress according to the MDT dress code as specified for their level. This includes no dangling earrings or other loose jewelry, no chipped nail polish, no visible tattoos (temporary or permanent), and no body piercings (stud earrings are ok). Dancer's hair must be put neatly in a bun or pulled back if it's too short for a bun. No gum chewing is allowed at any time.
- The MDT office telephones are available to students for emergency use only.
- Please be aware that we share the St. Vincent's campus with other tenants. Please drive slowly and carefully when entering/exiting the St. Vincent's parking lot (**speed limit of 10 mph is in place at all times**). Do not walk through areas marked "off limits" by the Catholic Youth Organization. Dogs are **NOT ALLOWED** on campus **AT ANY TIME**.
- Riding bicycles, skateboards, scooters, or motorized vehicles is not allowed on the St. Vincent's campus.

### School Year 2024/2025 Dates

- The 1<sup>st</sup> Semester dates are **September 3, 2024 – January 25, 2025. Tuition is due Monday, August 19, 2024.**
- The 2<sup>nd</sup> Semester dates are **January 27, 2025 – May 31, 2025. Tuition is due Monday, January 13, 2025.**

**Enrollment:** Registration is completed online via the Studio Director. Payment is due at the time of registration for all Young Dancer division dancers (Grown Up & Me – Junior 1). All upper division dancer's tuition is due on the respective tuition due dates, unless other arrangements are made with the billing department. Accounts where payment is not made by the tuition due date may be subject to a late charge and a student's participation may be suspended.

**Annual Registration Fee:** All students enrolled in classes at MDT are required to pay the annual \$70 registration fee at the time of their initial enrollment, no matter what time of year enrollment is entered.

**Billing Procedures:** The regular school program runs September 3, 2024 – May 31, 2025, and is divided into two semesters, with 17 weeks of instruction in each semester. Tuition for each semester is due and payable two weeks PRIOR to the start of the session.

**Billing Disputes:** Any billing disputes must be addressed in writing and sent to the attention of the bookkeeping/billing department. You may email questions regarding your account to [billing@mdt.org](mailto:billing@mdt.org). Please allow up to 2-3 days for a response.

**Payment Procedures:** Families will register and pay online through our registration platform, Studio Director. Families who opt in to have a credit card on their account will be auto-charged on the tuition due dates. If you cannot make a credit card payment online, you may submit check/cash to the office in the front desk payment box. The bank fee for any returned checks is \$30.00 (per check) and will be charged to the customer.

**Late Fees:** Tuition payments not received by the 3<sup>rd</sup> week of the semester may be subject to a late fee. A late fee of 10% of the balance due may be applied. Delinquent accounts may be turned over to the Board of Directors for further action.

**Overdue Accounts:** MDT is a non-profit organization and relies heavily on prompt tuition payments. Overdue accounts are subject to the late fees as described above. **Please note:** New or continuing registrations will not be accepted semester to semester if your account is delinquent, nor will the student be eligible to participate in performances. Marin Dance Theatre reserves the right to refuse admittance to classes and also to terminate participation with MDT if their account is delinquent.

**Termination and Refunds:** Registration fees and tuition fees are non-refundable. The school does not offer refunds for missed classes or for withdrawing after the semester has started. Refunds for extenuating circumstances or emergencies will be reviewed and are at the discretion of the MDT Staff and Board of Directors.

**Performance Fees:** All students are required to pay performance fees in full by the designated due date. Students with delinquent accounts will not be eligible to participate in performances. Students on scholarship will be required to pay for their performance fees, as performance fees are not included in the awarded scholarship amounts.

**Invoicing:** Families will be invoiced for the academic year in two semesters. Invoices are generated automatically for each semester ***unless the school is notified, in writing, that a student will be withdrawing from the program.*** Invoices are sent out approximately two weeks prior to the due date. Any questions about your account can be directed to [billing@mdt.org](mailto:billing@mdt.org).

**Private Lessons:** Private lessons are scheduled directly with instructors. Dancers who participate in private lessons must have a credit card on file. Hourly lessons are \$75/hour. Lessons will be invoiced and charged to the credit card on file on a monthly basis. **Students who need to cancel a private lesson must provide at least 24 hours' notice AND the cancellation must be acknowledged by the instructor, otherwise, students will be charged a "cancellation fee" of \$60.**

**Withdrawal/Dismissal:** MDT must be notified when a student withdraws from the school. If MDT is not notified, in writing, billing will continue for the next semester. Marin Dance Theatre reserves the right to refuse admittance to classes and to terminate the student's participation at any time, for any reason, and with or without cause, by giving the participating student/family written notice.

**Sibling Discount:** Families with more than one student enrolled at MDT shall pay the highest-level tuition first, with the next highest-level sibling eligible for a 20% discount, and subsequent siblings eligible for a 25% discount. If the oldest sibling is awarded a scholarship, the next sibling is eligible for a 20% discount, with subsequent siblings eligible for a 25% discount.

**Parent Participation:** Parents with children participating in any MDT performance are required to volunteer for each performance **OR** pay an opt-out fee of \$200 (Sophie & the Enchanted Toyshop) and \$100 (Springfest & Summerfest). The Sophie performance volunteers are required to sign up for TWO volunteer slots, and ONE slot for Springfest & Summerfest.

**Emergency Information and Photography/Video Release:** Parents/Guardians must sign the Emergency & Photography/Video Release form within the first week of starting classes at MDT. It is mandatory to have information on each dancer in the event of an emergency. Each family will need to sign a photography/video release for their dancer. Your refusal to accept the terms of the photograph/video release will result in the dancer not being able to participate in any MDT performances.

**Online Waivers and General Release of Liability:** All parents/guardians of MDT students must e-sign/acknowledge the General Assumption of Risk & Release waiver, Liability/COVID-19 Assumption of Risk waiver, and the Photograph/Video Release waiver. This all-inclusive document is on your Studio Director account and must be acknowledged at the beginning of each school year. Families will be prompted to read and e-sign before being able to log in to register for classes. Without an acknowledgment of the form on file, students will not be allowed to register.