



MMAC Kids Program and Facility Rules/Waiver & Agreement

- The Manhattan Movement and Arts Center (MMAC) is not liable for any injury sustained as part of a child's participation in activities undertaken with its studios. Parents are required to leave a telephone/cell phone number in case of emergency.
- Videotaping, recording, or photography during classes may be necessary for teaching, advertising, or commercial purposes. Parent/Caregiver gives permission to MMAC Kids as such.
- The Manhattan Movement and Arts Center (MMAC) is not responsible for your personal property in our studios. Please do not leave your valuables unattended. We recommend that you label all of your children's items.
- If a child has a contagious ailment, parents are kindly asked not to bring them to the class so that other students and faculty will not be infected.

Attire

There is a uniform for all Pre-Ballet and Tap students.

- Pre-Ballet girls: blue or pink leotard, pink tights, and pink ballet slippers.
- Pre-Ballet boys: white t-shirts, black bottoms and black ballet slippers.
- Tap: the same as Pre-Ballet but with black tap shoes.
- **Tutu's are not allowed.** Sheer ballet skirts are optional. Little ballerinas enrolled in the 2-3 year old classes are permitted to wear tutus.
- **Please DO NOT change your child in the lobby.** There is a changing area near the women's bathroom. There are also two single bathrooms downstairs that are particularly helpful when dads need to get their daughters ready for class.
- We also ask that students who have entered or are near entering their preteen years wear deodorants, especially during the warmer months.

Classes

- **Parents/nannies are not allowed in the classrooms.** Pre-Ballet 2-3 Year Old with a Caregiver and trial families are exempt from this rule.
- If your child is having trouble separating, we urge that you allow the child the opportunity to self soothe. If the child is continuing to cry and becomes disruptive to the class, we will remove the child and speak with you about what we can do to help the child better adjust.
- We do understand that things beyond our control happen, but it is **VERY IMPORTANT** to arrive for class on time. It is difficult for some children to jump in once the class has already begun, and it can also disrupt the other students in the class.
- Please remember to take your child to the restroom before class, even if you are late.
- Please refrain from standing in the doorway and looking in the window during your child's class. It can be distracting to both the teacher and students. It is fine to check in every now and then, but remember that stepping away is a wonderful and healthy way to help your child build independence. In many instances, children may feel inhibited while they are being watched. Rest assured that Claudine is here to assist in your child's acclimation to the class and will help in every way possible.

- Teachers have the right keep doors closed at all times.
- A substitute teacher may be present when it is necessary.
- Class schedules are subject to change. We reserve the right to cancel classes based on enrollment.

Make-up Classes

- Every student is entitled to 2 make-ups per semester in any age-appropriate class based on availability.
- All make-up classes must be requested in advance with Claudine or the front desk.
- Make-up classes are **NOT** permitted during the last week of the semester or during the week of Showcase.

Refunds/Credits

- We are happy to give a 100% refund before the beginning of the semester less a \$30 processing fee.
- No refunds will be given after the semester has begun. Instead, you will receive a credit.
- We will only credit you for remaining classes after notification of withdrawal is received.
- A credit will not be given for missed classes/absences.

Showcase (Revised 8/2015)

- Showcase performances are for all 3-4 year old classes and older. **2-3 year old class do not participate.**
- Showcase is included in your tuition. Each child who enrolls within the first 30 days of a semester will receive a costume.
- All students who enroll after the first 30 days of a semester may still participate in showcase **if** we are able to obtain a costume.
- If you are unable to participate in the show please **let us in know in writing**, so that we are aware and can stage accordingly.
- Showcase tickets go sale one month before the show and are **\$10**. Tickets are required for entry.

Communication

- Be sure that the email address that we have on file is one that is checked regularly, as it is our **PRIMARY SOURCE** of communication. Please also add us to your contact list so that emails from us go directly to your inbox. If you notice that you are not receiving emails from MMAC at least once per month, please contact us to make sure that we have your correct info on file.
- We suggest that you "like" the MMAC Kids Facebook page. It will be a helpful in keeping up with deadlines and other important information, such as inclement weather closings.

Forms

- The Children's Program Waiver & Agreement and Information & Release Form must be updated yearly or upon request.
- **Please note that we have the right to turn away students who have not submitted updated paperwork.**

Lobby Etiquette

- Please keep your child with you at all times when they are not in class. Students are not to be left alone anywhere in the building.
- No running, roughhousing or leaning/throwing things over the railings.
- Often times there are many other things happening here at MMAC, so please be mindful of voice volume and aware of people and objects that may be entering and exiting the building.

- Children must respect and follow instructions given by any MMAC staff member, including Front Desk and Maintenance.

****We realize that children will be children but we ask that you remind them of the rules while at their MMAC Kids home.

Strollers

Strollers are to be parked in the vestibule area by the front doors. Please help us to ease congestion and keep our facility clean by refraining from driving your stroller through the lobby.

Pets

MMAC is a pet friendly environment. Please help us keep it that way by following these guidelines:

- Pets must be leashed at all times and never be left unattended.
- Pets are not allowed on the furniture, in the café, the restrooms or changing areas.
- Pets should remain quiet and docile.

MMAC Café

The MMAC Café loves our little dancers! As a part of MMAC Kids you will receive 10% off all café purchases. We ask that you help us keep the café area tidy by cleaning up after yourselves, keeping the counter space clear of clutter (bags, shoes, etc) and maintaining a pet-free zone.

By signing the below I agree to adhere to all the aforementioned. **Please be sure to convey these rules to whoever will be bringing your child to class.**

Parent's Signature

Date

Print Name

Child's Name