



**Director: Melina Castillo**

**Email:** mcdance.enrichmentprogram@gmail.com **Cell:** (786) 447-5237 **IG:** M.C\_DanceCo

M.C. Dance offers high quality dance education with a wide variety of styles such as ballet, hip-hop, break-dance, jazz, flamenco, cheer-dance and more. Our talented staff strives to give students superior dance training while surrounding them with a nurturing environment that keeps them feeling good about themselves. We focus on a friendly atmosphere, healthy fitness and quality instruction given by our carefully selected staff of professional dance instructors, which have all had years of teaching and performance experience.

MELINA CASTILLO – Owner and Director of M.C. Dance. As a young girl, I began dance training in Flamenco with Ms. Josefina Escayola - a Spanish legend in Miami. In high school I was a part of the “Gablettes & CO” - a 55 year old nationally recognized kick-line dance team in Miami. In the Gablettes & CO. dance team I studied Kickline, Hip-Hop, Break-Dance, Jazz, Contemporary, Pom/Cheer, Ballet, Acrobatics and was turned into a competitive and versatile dancer. I then worked at Dance Tech Studios Miami as Assistant Director and Head Coach, teaching a variety of dance styles and classes for 6 years. During that time, I established my own after-school dance program where essentially the dance studio comes to you! More than anything I love teaching kids what I’ve learned throughout my experiences in the dance world: beautiful technique, dedication, passion and movement.

Dance classes are held every **Monday from 3:15-4:00 PM at Bottega Child Development Center** – for kids ages 3 and up. **Monthly tuition is \$65 based on four classes a month. Payments are to be scheduled automatically between the 1st and 5th of each month. Please fill out our Automatic Payment Authorization Form in order to be officially enrolled in dance.** There is a one-time \$12 registration fee that covers the costs of dance props and class materials. Mandatory uniforms are \$35 and include: M.C. Dance T-shirt, black dance shorts, and pink bow. (Please purchase pink ballet shoes without laces separately.) Uniforms will be automatically charged to your debit/credit card only for the first month of dance. Please see the attached payment authorization form for more information regarding tuition payments and fees. **We also create a WhatsApp group chat where we send updates, pictures, and videos to the parents monthly! Ask to join our group Chat.**

Student Name:		Age:
Parent or Guardian Name:		
Address:	City:	Zip:
Cell Phone:	Email:	
Work Phone:	Email:	
Allergies/ Notes:		

We, the staff at M.C. Dance, recognize our obligation to make sure our students and their parents are aware of the risks and hazards involved in the sport of dance. By signing this waiver, you release M.C. Dance and all its employees from all claims on account of any injury which may be sustained by the students while attending any dance class, event or outside performance associated with M.C. Dance. I have also read and agreed to the above tuition policy and understand that I am responsible for full tuition each month for the class(es) I registered for. Group photos/videos are taken during class and are displayed on social media outlets.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



Student Name: \_\_\_\_\_

School Name: \_\_\_\_\_

### **M.C. Dance Automatic and Recurring Payment Authorization Form**

Thank you so much for enrolling your child in our versatile and nurturing after school dance program! We are pleased to offer an easy way to automatically schedule monthly tuition payments. Please complete this form to officially enroll your child in our program. Cash, checks, or any other type of payment transaction (Venmo, CashApp) will no longer be accepted. All payments must be automatic from your debit/credit card.

By completing this form, you are agreeing that:

- Monthly tuition plus a \$2.50 processing fee will be automatically charged to your debit/credit card from the 1<sup>st</sup> to the 5<sup>th</sup> of each month.
- Once your child enrolls, you will be charged each month starting from the current month until formally canceled by email. Depending on the school, you may have your last month of dance in May or dance may continue on throughout the summer. Emails with updates will always be sent out ahead of time to avoid any confusion.
- Any dance program cancellations must be done directly via email ([mcdance.enrichmentprogram@gmail.com](mailto:mcdance.enrichmentprogram@gmail.com)) at least 10 business days before your scheduled withdrawal date. Any cancellations via text or phone call will not be processed. A refund will not be provided if the company has not received a previous cancellation email 10 business days prior to the scheduled payment date.
- The cancellation email must include your child's full name, school name and the month you would like to cancel and/or if you would like to recess for that month and continue enrollment on the following month.
- In the case of a debit/credit card transaction (via Square) being rejected for non sufficient funds or change in card information; I understand that M.C. Dance company may at its discretion attempt to process the charge again within 30 days and agree to pay an additional fee charge for each attempt returned for nonsufficient funds, which will be initiated as a separate transaction from the authorized recurring payment.
- You must notify in writing (via email) of any changes in your card information to avoid declined transactions. If in the case that your card information does change, you must provide a new withdrawal authorization form with the updated information. If your payment can not be processed due to a change in information without previous notice you will be charged an additional fee of \$15.00.
- Any dance classes canceled by the school or missed due to sick days will not be refunded nor have a makeup class for them.
- **M.C. Dance will kindly pro-rate tuition if dance classes are cancelled due to holidays (winter break, spring break, etc.). Tuition is based on 4 classes per month, however if for example, a holiday or teachers planning day coincides with dance – M.C. Dance will only charge the amount of dance classes actually hosted during that month or schedule a make-up class. Dance classes/ tuition may range from 2 – 5 dance classes per month.**
- M.C. Dance Company has the right to withdraw any student from dance classes after one month without payment.
- Depending on the school, M.C. Dance uniform is required. The first month you will be charged a \$12 registration fee (that covers the costs of dance props and materials for class) as well as \$35.00 for girl's uniforms or \$15.00 for boy's uniforms. M.C. Dance girls uniform set includes: dance t-shirt with logo, black dance shorts and a pink bow. Please purchase pink ballet slippers without laces separately. The M.C. Dance boys uniform includes a dance t-shirt with our hip-hop logo. Boys must purchase black athletic shorts separately and wear any sneakers they'd like to class.



Please complete the information listed below:

I, \_\_\_\_\_ authorize M.C. Dance Company to charge my debit/credit card listed below for \$\_\_\_\_\_ plus a \$2.50 processing fee between the 1<sup>st</sup> and 5<sup>th</sup> of each month as payment for my child's dance classes. (For your convenience, tuition will be prorated for holidays and teachers planning days and so tuition may be slightly different on some months. Tuition will not be prorated for students who missed class due to being sick, absent from school, etc.)

I, \_\_\_\_\_ authorize M.C. Dance Company to charge my debit card listed below for \$\_\_\_\_\_ only for the first month (this amount includes the first month of dance tuition, the \$12 registration fee and the mandatory uniform fee).

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_ CVV: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### Parent Contact Information

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

I, \_\_\_\_\_ understand that this authorization will remain in effect until I cancel in writing, and I agree to notify M.C. Dance Company in writing of any changes in my account information or termination of this authorization at least 10 business days prior to the next billing date. If the above noted payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For Square Reader, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the above noted periodic transaction dates. In the case of a debit/credit card transaction being rejected for non-sufficient funds I understand that M.C. Dance Company may at its discretion, attempt to process the charge again within 30 days and agree to an additional fee charge for each attempt returned as non-sufficient funds which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of Square Reader transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this debit/credit card and will not dispute these scheduled transactions with my bank, so long as the transactions correspond to the terms indicated in the authorization form.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### M.C. Dance Company Contact Information

Director: Melina Castillo | Email: [mcdance.enrichmentprogram@gmail.com](mailto:mcdance.enrichmentprogram@gmail.com) | Phone: (786) 447-5237 | Instagram: [m.c\\_danceco](https://www.instagram.com/m.c_danceco)