



**CLASS/CAMP/WORKSHOP TUITION & REFUND POLICIES,  
TCH GENERAL POLICIES & WAIVERS, &  
PRIVACY POLICIES**

**\*Please Read Carefully\***

**SUMMER CAMP TUITION POLICIES**

- FULL SUMMER TUITION IS DUE AT THE TIME OF REGISTRATION.
- Camp Tuition is billed per student.
- Payment is automatically collected at the time of registration through the customer portal.
- We accept E-checks, Visa, MasterCard, Discover, and American Express.
- A confirmation e-mail with details regarding your child's camp schedule will be e-mailed upon enrollment. Please visit our website for Summer Camp Policies.
- CAMP INCLUDES:
  - 1 T-shirt (applicable to most camps),
  - 1 Showcase Dvd\* (If Applicable/Subject to Availability\*),
  - Art Supplies (If applicable).

\*Most Musical Theatre, Dance (Except for the Classical Ballet workshop), and Girl Power camps will have Showcase/Show DVDS.

\*If footage of the workshop for some reason is lost or corrupted, there are no refunds.

<b>Half-Day Art, Dance, Theatre Camps</b>	\$125
<b>Half-Day Art (Ages 5-7)</b>	\$110
<b>Full-Day Theatre Camps</b>	\$190

<b>2 Wk Intensives</b> (Each Camper receives 2 Free Comp Tickets. Additional Tickets may be purchased for \$7* plus Taxes and Fees. \$10 at the door.)	\$395
<b>2 Wk Intensive (Ages 6-11)</b> (Each Camper receives 2 Free Comp Tickets. Additional Tickets may be purchased for \$7* plus Taxes and Fees. \$10 at the door.)	\$375
<b>2 Day/Half-Day Music Camps</b>	\$80
<b>3 Day/Half Day Hip Hip Workshop</b>	\$80
<b>Half-Day Rudimental Percussion Bootcamp</b>	\$140
<b>Recording Studio Camp</b>	\$250

**Discounts:** A \$10 discount on tuition can be applied for each additional camp enrolled per family. *Please call for the coupon code to add to the cart at checkout.*

### **SUMMER CAMP REFUND POLICIES**

1. Please submit Any Cancellations via email to [accounts@culturehouse.com](mailto:accounts@culturehouse.com).
2. Any changes or cancellations will be assessed a \$15 fee.
3. Refunds are always refunded less the change/cancellation fee.
4. No refunds are available after 2 weeks prior to the first day of a summer program.
5. *If the camp has already begun, no refunds will be available.*
6. Performance tickets for summer intensives are non-refundable.

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## FALL 2019-SPRING 2020 TUITION POLICIES

### Important Payment Processing Notices:

- *A \$3 monthly transaction fee will be added for monthly tuition processed via card, unless paying by e-check.*
- *The Culture House enforces **automatic** monthly tuition payments.*
- *The Culture House uses Iclasspro as their tuition payment/parent portal.*
- *Iclasspro has a **default setting** to save payment information and to select automatic withdrawal for monthly tuition.*

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### ANNIVERSARY/REGISTRATION FEE

Each Art, Dance, Music, and Theatre Family will be charged a \$25 anniversary/registration fee.

This fee is good for one year or until you drop out of the program.

**Please Note:** The anniversary fee does not apply to summer **camp** enrollments.

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### ART

- Art classes work on a pass-schedule.
- This pass allows the student to attend 4 or 8 hours worth of classes (depending on which hour pass you purchase) within One Year.
- Each student will be working on the student's individual project.
- There's no time limit on completion of the project.
- Some weeks, students will be drawing; some weeks, students will be painting; and other weeks, students will be doing both.
- These classes are for beginning and advanced artists. We focus on the needs and interests of each student, helping them enhance individual skills, making complete projects more dynamic.
- The student can attend one day a week, two days a week, once a month, etc.

- Students are welcome to stay at each class for an hour, or they can stay for two or three hours that evening if that's what they choose to do.
- Once they use up their 4 or 8 hour pass, they simply purchase\* a new pass.
- Once a student is enrolled in the system, you will need to call 913-393-3141, email [accounts@culturehouse.com](mailto:accounts@culturehouse.com), or stop by the front desk for additional class passes.
- **Passes expire within one year. There are no refunds for art class passes.**
- We **can** pro-rate class passes at the end of a semester.
- Summer art classes have a different schedule from spring and fall and will be posted separately.

***Art Class Pass Prices***

<b>Class Duration</b>	<b>8-Class Pass</b>	<b>4-Class Pass</b>
1 hour	\$125	\$65

**STORLING ARTIST DEVELOPMENT TRAINING PROGRAM**

**Dates:** September 1-May 31

- Please note that ADP tuition is now charged per semester with the option of paying monthly with a convenience fee.
- 1st year tuition is \$4,050, to be paid in 2 installments of \$2,025 at the start of each semester. Or Monthly is \$460.
- 2nd year tuition is \$3,600, paid in 2 installments of \$1,800 at the start of each semester. Or Monthly its \$410.
- The Registration fee is \$25 and due upon enrollment.
- All important information should be in your ADP informational packets. For questions, please email [kathleen@culturehouse.com](mailto:kathleen@culturehouse.com).
- To request to pay monthly, please contact [accounts@culturehouse.com](mailto:accounts@culturehouse.com).

**MUSIC**

1. Music Students must enroll annually via our iclasspro parent portal and pay a \$25 annual registration fee with The Culture House.

2. Music Instructors will arrange tuition payments and scheduling with their students directly.
3. For established students, the anniversary fee is not charged unless exactly 12 months has passed.
4. Each private music instructor may have his or her own individual policies. We do ask our students to abide by these.
5. For concerns, please contact [brandon@culturehouse.com](mailto:brandon@culturehouse.com).

### **HOMESCHOOL HARMONY CHOIR**

- A \$25 anniversary fee *and* the First Month of tuition will be collected during initial registration. For established students, the anniversary fee is not charged unless exactly 12 months has passed.
- Tuition is \$25 monthly *per student*.
- **October 1<sup>st</sup> and January 1<sup>st</sup>**, we will also collect a \$20 fee per student for music rental (to pay for the cost of renting the rights to print and copy the music sheets and to sing the songs publicly).
- Enrollment will only be available for the Fall Term until November 1<sup>st</sup> and for the spring term until March 1<sup>st</sup>.

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### **DANCE & THEATRE**

**Registration/Anniversary Fee:** A \$25 anniversary fee *and* the First Month of tuition (which is pro-rated when applicable) will be collected during initial registration. For established students, the anniversary fee is not charged unless exactly 12 months has passed.

**Full Session Payment Discount:** The Culture House offers a 5% discount on tuition if all tuition and fees are paid in full at the time of registration; prices subject to change.

#### **Discount Schedule** ***Fall and Spring Dance Classes***

***For Dance Students:***

- 1) After registration, please **visit our TCH Stage & Studio Store** for a leotard, tights, bunnies, undergarments, and/or shoes (shoes are applicable only for younger student sizing). (Please Call 913-291-1972 for availability.)
- 2) You can also order a **uniform** (if one is needed) via our order form link: <https://www.cognitofirms.com/TheCultureHouseInc/DanceUniformOrders>, please see our Uniform Sizing Chart for sizing.
- 3) These will be available for pick-up 1-2 weeks after ordering (unless a backordering problem occurs).
- 4) If your student enrolls in Ballet and is in need of the uniform leotard, the following rates will apply:
  - Child Size: **Creative Movement/Ballet-Tap/Pre-Ballet Leotards** have an attached skirt. (\$20 for the leotard, \$10 for the tights, \$15 for ballet shoes, \$10.50 for bunnies = \$55.50. Plus tax is \$60.83.)
  - Tap Shoes: For Ballet/Tap: \$25 (plus tax \$27.40).
  - Child Size: Tights: \$10 (Creative Movement-Ballet 2) (plus tax = \$10.96).
  - Child Size: Leotards (Ballet 1-6, Jazz/Modern/Tap) \$16 (plus tax =\$17.54).
  - Adult Size: Leotards \$24 (plus tax = \$26.30).
  - Adult Size: Seamed Tights \$25 (plus tax = \$27.40).

### **END OF YEAR DANCE PERFORMANCE**

1. All students are strongly encouraged to perform in the recital.
2. If a student chooses not to perform, then **they must inform us upon registration**.
3. If you choose to wait to decide to perform (*this will affect Cast List decisions*), final performance decisions must be given prior to February 1<sup>st</sup>.
4. Otherwise, the following will be collected for all students enrolled in our dance classes the **second full month of enrollment**:
  - A \$65 Performance/Production Fee (one time, per school year, per dance performance student) Students must be enrolled in the class to perform (10 class pass cards do not classify as enrollment in a class.)
  - A \$70 Costume Rental fee (per student/per dance class)
  - Recital Fees do not apply to non-performance classes: Teen Ballet Classes, Adult Ballet Classes, or Adult Pilates Classes
  - **Optional Performance Classes: Teen Tap and Adult Tap classes.**  
If a student decides to perform, then the student participating in the performance will be charged a performance and costume rental fee. This decision to perform or not to perform is due by February 1st.

- There is only one ballet costume fee for each ballet student. Costume fees do not apply for Pre-Pointe, Pointe, or Pilates classes.
5. **\*REQUIREMENT\*** All parents with children in the End of Year Dance Production must sign up to volunteer for something at some time directly for the End of Year Production.
  6. **\*NEW REQUIREMENT\*** Each dance performer will be required to sell 10 tickets to the end of year performance show.

*Boys Athletic Dance, Creative Movement, Ballet Tap Combo, and All Adult Classes will follow the **B-Unit Tuition Schedule underneath the following schedule.** The Musical Theatre Performance Package Tuition Discount Schedule follows after that.*

### **Dance & Theatre Tuition Schedule**

<b>Total Active Family Hours</b>	<b>Monthly Tuition</b>	<b>Monthly Tuition with 2 Students</b>	<b>Monthly Tuition with 3+ Students</b>
1.00	\$66	\$66	\$66
1.50	\$99	\$99	\$99
2.00	\$130	\$130	\$130
2.50	\$157.50	\$157.50	\$157.50
3.00	\$185	\$185	\$185
3.50	\$205	\$205	\$205
4.00	\$225	\$225	\$225
4.50	\$240	\$240	\$240
5.00	\$255	\$255	\$255
5.50	\$267.50	\$267.50	\$267.50
6.00	\$280	\$280	\$280
6.50	\$290	\$290	\$290
7.00	\$300	\$300	\$300
7.50	\$307.50	\$307.50	\$307.50

8.00	\$315	\$315	\$315
<b>8.50+ Max for 1 Student</b>	<b>\$325</b>	\$325	\$325
9.00		\$335	\$335
9.50		\$347.50	\$347.50
10.00		\$360	\$360
10.50		\$380	\$380
11.00		\$400	\$400
11.50		\$415	\$415
12.00		\$425	\$425
12.50		\$450	\$450
13.00		\$470	\$470
<b>13.50 Max for 2 Students</b>		<b>\$475</b>	\$475
14.00			\$505
14.50			\$525
15.00			\$540
15.50			\$560
16.00			\$580
16.50			\$595
17.00			\$615
<b>17.50+ Max for 3+ Students</b>			<b>\$625</b>

**B-UNIT Discount Schedule**  
*Select Dance and Theatre Classes*



**Dance B-Units:** Adult Ballet, Adult Tap, Adult Pilates, Boys Athletic Dance (BAD) (If Available), Ballet Tap Combo, and Creative Movement (counted as 1 hour).

**Theater (Semester) B-Units:** Storybook Theater

**PLEASE NOTE THAT B-UNITS CANNOT BE COMBINED WITH REGULAR UNITS.**

Total Active B-Unit Hours	Monthly Tuition
1.00	\$55.00
1.50	\$80.00
2.00	\$104.00
2.50	\$126.25
3.00	\$147.00
3.50	\$169.75
4.00	\$192.00
4.50	\$213.75
5.00	\$235.00

### ADULT DANCE ENROLLMENT

- **Adults may purchase a ten class punch card for \$165, enroll in an adult class, or enroll in a student class with permission.**
- **Valid Dates for Punch Card:** This card is valid beginning in our fall semester in August and must be used prior to the end of the spring session in June.
- **How To Use The Punch Card:** This card may be used for any dance class as long as the instructor approves.
- **10 class pass cards do not classify as enrollment in a specific class.**
- Students must be fully enrolled in a class to perform, not taking class with a class pass card.
- If an adult chooses to fully enroll in student-level classes, not specifically Adult classes, they may do so upon the approval of the instructor and will pay the regular student rate, not the B-Unit Discounted pricing.

## Theatre Musical Show Production Performance Requirements

1. To perform in a TCH Theatre Production, one must be a student (enrolled in a theatre or dance class) here at TCH.
2. To perform in a Theatre Production, an audition is required.
3. A production fee of \$150 and a Script Copy Fee of \$5 is required.
4. Performance make-up and undergarments are the responsibility of the performer to purchase.
5. All other fees (t-shirts, congrat ads, dvds, souvenirs, etc...) are optional.

These productions are listed on our TCH Shows webpage. Please check there for auditions, rehearsals, and performance times.

***Theatre classes have parent watch weeks and showcases towards the end of the semester but are separate from the TCH Full Theatre Productions.***

### Theatre Tuition Schedule

Total Active Family Hours	Monthly Tuition	Monthly Tuition with 2 Students	Monthly Tuition with 3+ Students
1.00	\$66	\$66	\$66
1.50	\$99	\$99	\$99
2.00	\$130	\$130	\$130
2.50	\$157.50	\$157.50	\$157.50
3.00	\$185	\$185	\$185
3.50	\$205	\$205	\$205
4.00	\$225	\$225	\$225
4.50	\$240	\$240	\$240
5.00	\$255	\$255	\$255
5.50	\$267.50	\$267.50	\$267.50
6.00	\$280	\$280	\$280
6.50	\$290	\$290	\$290

7.00	\$300	\$300	\$300
7.50	\$307.50	\$307.50	\$307.50
8.00	\$315	\$315	\$315
8.50+ <b>Max for 1 Student</b>	<b>\$325</b>	\$325	\$325
9.00		\$335	\$335
9.50		\$347.50	\$347.50
10.00		\$360	\$360
10.50		\$380	\$380
11.00		\$400	\$400
11.50		\$415	\$415
12.00		\$425	\$425
12.50		\$450	\$450
13.00		\$470	\$470
13.50 <b>Max for 2 Students</b>		<b>\$475</b>	\$475
14.00			\$505
14.50			\$525
15.00			\$540
15.50			\$560
16.00			\$580
16.50			\$595
17.00			\$615
17.50+ <b>Max for 3+ Students</b>			<b>\$625</b>

**PLEASE NOTE THAT *Theatre Performance Package* UNITS CANNOT BE COMBINED WITH REGULAR UNITS.**

Theater Performance Package Discount Schedule Prices Below reflect the following discounts: 10% discount for 3 credit hours, 12% discount for 4 credit hours, 15% discount for 5 credit hours.

<b>Total Active Family Hours</b>	<b>Monthly Tuition</b>	<b>Monthly Tuition with 2 Students</b>	<b>Monthly Tuition with 3+ Students</b>
1.00	n/a	n/a	n/a
1.50	n/a	n/a	n/a
2.00	n/a	n/a	n/a
2.50	n/a	n/a	n/a
3.00	\$166.50	n/a	n/a
3.50	\$184.50	n/a	n/a
4.00	\$198.00	n/a	n/a
4.50	\$211.20	n/a	n/a
5.00	\$216.75	n/a	n/a
5.50	\$227.38	n/a	n/a

**IMPORTANT TUITION INFORMATION**

1. Tuition is billed per family.
2. Tuition is based on the entire year, but for your convenience, may be paid monthly.
3. There is a \$3/monthly transaction fee for those using credit card processing. This can be avoided by using electronic checking for the auto withdrawal.
4. The Culture House enforces automatic monthly tuition payment.
5. The Culture House will collect the anniversary fee (if 12 months has passed) and a prorated (if applicable) First Month of tuition at the time of registration.
6. Payments remain the same each month regardless of attendance, school closures, snow days, holidays, etc.

7. A student who has a serious physical injury or illness may possibly have tuition suspended. (The length of time is dependent upon the situation). The student's family must submit a **doctor's note**, and the tuition break must be approved by the Finance Department and Executive Director. In addition, class absence and return must be approved by the Program Director and instructor.
  8. If at some time a payment by check (or E-Check) is denied ("bounces"), a \$25 fee (or a minimum of \$10 fee) will be added to your account. Payments made after this occurrence must be by cash or card.
  9. Tuition payments are due the 1st day of each month.
  10. A late fee of \$10 will be levied on any balances not paid by the 10th of each month.
  11. Any student who is more than 30 days past due will not be allowed to participate in class until amount is current.
  12. All tuition, late fees, Spring Performance fees and/or any other outstanding balances must be paid in full before any student is permitted to perform in the Spring Performance.
  13. **Tuition (see details below), anniversary fees, production and costume payments, and performance tickets are non-refundable.**
  14. Tuition should be made payable to The Culture House.
  15. Class Changes/Transfers will be assessed a \$25 change fee. (Please see details below.)
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## GENERAL TCH POLICIES

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### ARRIVAL AND PICKUP

- Be sure your student arrives 5 minutes before (no earlier please) his/her scheduled class time.
  - Please pick up your student on time.
  - Please inform us if you know you will be late picking up your student.
  - Instruct your student to wait inside the building, and you should escort them from the building to your car.
  - During peak times, the parking lot is crowded. Please take into consideration that our students may include young children. Please drive slowly and carefully.
  - Do not take a chance on your student running to and from your car.
  - If your student is old enough, and you are picking them up in the circle drive and do not see your student, please do not wait for longer than 1 minute for your student to exit the building. Please circle back around.
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### ATTENDANCE

- Our studio requires all students to arrive to class **regularly and on time.**
  - Please notify the front desk if you will be missing classes for an extended period due to illness or vacation.
  - Tuition refunds will not be made in the case of absences due to illness or vacation.
  - **Tuition will be billed WHETHER OR NOT YOUR STUDENT ATTENDS CLASS** until the time you notify the staff VIA WRITTEN NOTICE.
  - **Please do not rely on your student to verbally let us know that he/she will no longer be attending classes.**
  - If a student stops coming to class without notification then that student's account will be charged for an additional 30 days. This charge will be for holding the student's place in that class instead of offering that place to one of the many on a waiting list.
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## CARE OF STUDENTS

- The Culture House is not responsible for providing before or after class care for students.
  - Parents with students under the age of 7 are asked to remain in the building during **classes. (This does not apply to camps.)**
  - Students should not be left at The Culture House for an excessive time before or after lessons.
  - Children under 7 should be accompanied by an adult at all times.
  - Small children should be taken to the bathroom prior to class to help minimize frequent "potty breaks."
  - In interest of the children's safety, students arriving more than 15 minutes late into a class will observe only.
  - If you are running late, please call the studio as soon as possible. This will ease the child's nerves as well as allow us to make special arrangements as needed.
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## CLASS CHANGE POLICY

- **A \$25 class change fee** will be assessed for all changes in the class schedule.
  - Class changes must be approved by TCH staff, and are at the discretion of instructors, subject to availability.
  - If an instructor recommends the change, then the class change fee may be waived.
  - During the first 30 days, no class change fee will be required.
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## CLASS MAKEUP POLICY

- **We always encourage students to attend a make-up class if possible.** There are some classes where this is not possible.
- There are no pro-rated fees for missed classes or holidays.
- There will be no refunds for classes missed due to illness or injuries.
- Payments may not be reduced in order to accommodate family vacations.
- Studio closure days due to weather or power outages are not made up.
- Any class cancelled due to a teacher absence will be made up at a time arranged with that teacher.
- Classes are non-transferable.

- If you are going to miss a lesson, the front desk, program director, and teacher should be notified.
  - Makeup lessons must be completed within one month during the current school term.
  - Please stop at the front desk for a make-up slip or for questions regarding make-up class options.
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### **CODE OF CONDUCT**

- Students and parents will dress and conduct themselves in an appropriate manner while at The Culture House.
  - We will teach each student to work hard and seek to encourage each other.
  - Politeness and generosity are highly valued.
  - Gossip, Bullying, and Cursing are not considered acceptable behavior at The Culture House Conservatory and will result in disciplinary measures.
  - Proper respect for the staff, fellow students, building premises, and TCH property is expected of all students, parents, and siblings.
  - Every student and parent/guardian should behave in a disciplined, responsible manner both on and off site.
  - The Culture House reserves the right to suspend or dismiss any student or parent/guardian whose attitude, attendance, or conduct is found to be unsatisfactory.
  - Any student or parent/guardian who disrupts class or approaches a teacher, staff member, another student or parent/guardian with the intent to disrupt, cause dissent, or contravene the policies and procedures of The Culture House will be dismissed immediately.
  - Parents wishing to speak to an instructor must first make an appointment with the Director of the Program.
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### **DISCIPLINE POLICY**

The Culture House strives to offer a place of fun and learning in a minimally restrictive environment. However, if disciplinary action is required, the following steps will be followed:



1. The instructor will talk to the student about the behavior.
2. The parent/guardian will be called about the student's behavior. A meeting between the parent, child, teacher, and Program Director may be called.
3. The Director of the Program will contact the parent/guardian informing them of the student's continued behavioral problems. The student will be suspended from class for one week. The Executive Director will be notified.
4. The Executive Director will notify the parents of the infraction and that the student will be expelled from classes for the remainder of the school year.

Depending on the severity of the infraction, The Culture House reserves the right to accelerate this process and expel the student without intermediary steps. Should a student be expelled, the student is welcome to re-enroll during the next term. However, if disciplinary problems continue, the student will be permanently expelled and not allowed to re-enroll in the future.

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### **DROP PROCEDURE:**

#### **PARENTS MUST NOTIFY TCH OFFICES TO DROP A STUDENT FROM CLASS.**

1. The Culture House requires **written notice** at least 4 weeks prior to discontinuing classes.
2. Only a written notice via email to [accounts@culturehouse.com](mailto:accounts@culturehouse.com), regular postal mail, or hand delivered to our front desk will be acceptable.
3. You will be responsible for four weeks tuition from the date we receive notification.
4. During the first 30 days, you may drop at any time **via written notice**. Any remaining tuition less a \$25 processing fee will be refunded.
5. Verbal Notice to a teacher is inadequate to drop; however, we do encourage notifying the teacher as well as the offices.

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### **ENROLLMENT**

- A. Fees due at registration include first month's tuition and the anniversary fee.

- B. For the second full month of dance enrollment, if your student is enrolled in a dance performance class, the \$65 production and \$70/per dance class costume fee will be due.
  - C. Enrollment is on a first-come, first-serve basis.
  - D. For full classes, a waiting list will be maintained to accommodate other students if and when space becomes available.
  - E. Classes are limited in size and students are grouped according to age and ability level.
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## MESSAGES AND NOTICES

**It is the responsibility of the parent or adult student to be aware of activities such as productions and dates the school is open and closed.**

Notices will be posted at [www.culturehouse.com](http://www.culturehouse.com) as well as via weekly email updates and The Jump.

It is the parent's responsibility to regularly check to ensure they are informed.

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## PAYMENTS

- Tuition, registration fees, production and costume payments, and performance tickets are non-refundable.
  - A late fee will be levied on any balances not paid by the 10th of each month.
  - Any student who is more than 30 days past due will not be allowed to participate in class until amount is current.
  - All tuition, late fees, Spring Performance fees and/or any other outstanding balances must be paid in full before any student is permitted to perform in the Spring Performance.
  - Tuition, registration fees, production and costume payments, and performance tickets are non-refundable.
  - Tuition should be made payable to The Culture House. Payment may be made in person or mailed to The Culture House, 14808 W. 117th Street, Olathe, KS 66062.
  - **We accept cash, checks, e-checks, Visa, MasterCard, Discover, and American Express. Keep in mind, if you are paying with cash, we DO NOT keep change on hand.**
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## REFUND POLICY

ANNIVERSARY/REGISTRATION FEES AND PERFORMANCE FEES ARE  
NON-REFUNDABLE.

FALL/SPRING:

- No refunds will be granted after 30 days of the beginning of class.
- **A student who withdraws from class within the first 30 days** will be offered a refund of future tuition paid less a \$25 processing fee.
- There are no refunds for Art Class passes.
- Anniversary/Registration and Performance Fees are non-refundable.
- The Executive Director must approve any concessions to this policy.
- There will be no refunds for classes missed due to illness or injuries.
- Payments may **not** be reduced in order to accommodate family vacations.
- Tuition, anniversary fees, production and costume payments, and performance tickets are non-refundable.
- A student who pre-pays for the entire semester and submits a 30 day notice of withdrawal will receive a refund of future tuition beyond that 30 day notification less a \$25 processing fee.

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## SCHOOL CLOSINGS

School closing due to weather will be posted on our website at [www.culturehouse.com](http://www.culturehouse.com) and via The Jump.

**Regularly Observed Holidays** are the following:

- Labor Day
- Thanksgiving
- Christmas/End Of Semester Break
- Spring Break
- Good Friday Weekend
- Memorial Day
- Independence Day (July 4th)

If your family celebrates religious holidays that are not covered above, please call the front office to arrange for an excused absence.

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## WHAT TO WEAR

Please click on the policies in the particular school your child is enrolled to view the dress code.

[Dance Conservatory Policies](#) - [Dress Code](#) - [Ballet Uniform Sizing Chart](#)

[Theatre Conservatory Policies](#)

[Music Conservatory Policies](#)

[Art Conservatory Policies](#)

### **PLEASE LEAVE JEWELRY ARTICLES AT HOME.**

This facility's staff will not be responsible for ANY items that may be lost or stolen. Be sure your student's personal items are marked with their name.

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## CONSENT AND RELEASE

All parents/legal guardians and adult students must read and sign a completed Registration Form containing consent and release clauses:

## BILLING AUTHORIZATION

I represent and warrant that if I am purchasing something or paying for a service from this facility or from other merchants through this facility that (i) any credit card or bank account draft (ACH Draft) information I supply is true and complete, (ii) charges incurred by me will be honored by my credit card company or financial institution, and (iii) I will pay the charges incurred by me at the posted prices, including any applicable taxes, fees, and penalties.

I hereby authorize (if online payment is made or autopay information is provided) this facility to charge my ACH draft, or credit card account for monthly tuition. I understand that I may drop a class in writing within the first 30 days at no further cost or penalty. After the 30 day initial period, a 30 day written notice is required to terminate billing, and

**I am responsible for payment whether or not my student attends classes until I notify this facility in writing to drop my student from class(es).**

Should I dispute a charge through my financial institution this will constitute a breach of contract possibly resulting in, but not limited to, penalties, additional fees, collection, legal action, and/or termination of any and/or all current and future services.

## LIABILITY, MEDICAL, AND MEDIA WAIVERS

### Liability Waiver

As legal guardian of my designated student(s), I hereby consent to all student(s) participating in this facility's program(s). I recognize that potentially severe injuries can occur in any activity involving height or motion, including tumbling and related activities including cheerleading, tumble tramp, trampoline, stunting, pyramids, dance, swimming, martial arts, gymnastics, and physical activity in general. I understand that it is the express intent of all staff and personnel to provide for the safety and protection of my student(s), and, in consideration for allowing my student(s) to use these facilities, I hereby **COVENANT NOT TO SUE and FOREVER RELEASE** this facility, affiliated and partner companies and organizations, property owners and lessors, staff, contractors,

subcontractors, teachers, coaches, owners, directors, and other members involved in this facility's program(s), from all liability and for any and all damages and injuries suffered by my student(s) during instruction, supervision, and/or control during any and all classes or extra activities.

I hereby waive and release The Culture House and its officers, agents, volunteers, and employees from all acts or omissions resulting in any physical injuries, medical treatment or other damages to myself or any minors of whom I am parent or legal guardian, resulting from participation in The Culture House programs. I further waive and release The Culture House and its officers, agents, volunteers, and employees from any damages sustained by the aforementioned or any guests of the aforementioned as a result of any condition, act, omission, or accident on or at 14808 W. 117th Street, Olathe, Kansas, or 11167 W 95th St. #164 Overland Park, KS 66214 or any other premises/venues upon which any activity related to The Culture House takes place.

#### **Medical Waiver:**

I certify that I or my child is covered by a personal or family medical plan, health insurance or an HMO that includes coverage for injuries sustained while student is participating in any of The Culture House's classes, rehearsals, performances, activities, or programs sponsored by TCH. TCH will not be responsible for any costs or liabilities resulting from a lack of such coverage.

I hereby grant permission to the director of The Culture House, or anyone designated by the director, and to those persons listed above as emergency contacts to authorize emergency medical or surgical treatment, including but not limited to, blood or blood product transfusions, diagnostic procedures, and the administration of anesthesia, for the student where medically appropriate in the case of injury, accident, or illness; subject however to the following limitations:

This authorization is given for the benefit of the student. The authorization given to the director is given with the understanding that the director or the director's designee will act only in my absence and only until I, my spouse, the legal guardian, or persons designated above can be contacted. I do understand that the medical appropriateness of such treatment will be determined by the attending physician or the medical facility's medical staff and that such a determination shall be conclusive evidence of the reasonableness of the consent given. I agree to hold the director, anyone designated by the director, and any TCH employees harmless from liability arising from any and all

medical treatment, or complications arising therefrom, rendered as a result of consent given pursuant to this authorization.

I further authorize the release by TCH or persons listed above to the health care provider of such medical and personal information as TCH or persons listed above may have regarding the student and the use of such information by the health care provider in the subsequent medical treatment of the student.

I have read The Culture House's rules and regulations, and I understand that complying with these policies will help my child and the school to grow successfully.

**Media/Photography Waiver:**

I hereby give permission to The Culture House to take photographs, videos, films and/or audio recordings of my child or me. I consent to the use of such materials for promotional purposes by The Culture House.

I hereby grant *The Culture House* permission to use my likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration.

I understand and agree that all photos will become the property of the *The Culture House* and will not be returned.

I hereby irrevocably authorize the *The Culture House* to edit, alter, copy, exhibit, publish, or distribute these photos for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

I hereby hold harmless, release, and forever discharge the *The Culture House* from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization. This release is granted in perpetuity.

I agree to the above and have read the policies and procedures manual and agree to abide by the terms and conditions therein including the "[CODE OF CONDUCT](#)".

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## PRIVACY NOTICE

### YOUR PRIVACY IS IMPORTANT TO US.

This privacy notice discloses the privacy practices for <http://culturehouse.com>. This privacy notice applies solely to information collected by The Culture House. It will notify you of the following:

1. What personally identifiable information is collected from you through the website, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

#### **Information Collection, Use, and Sharing**

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone.

We will use your information to respond to you, regarding the reason you contacted us. Unless you ask us not to, we may contact you via email in the future to tell you about special events, new productions, or changes to this privacy policy.

A primary goal of The Culture House is to protect the privacy of our clients. The Culture House Inc. does not sell the personal information of clients to anyone.

To conduct regular business, The Culture House may collect non-public personal information from clients. This information is provided by clients to The Culture House on applications and other forms provided by clients to The Culture House as well as transactions with the firm, our affiliates, or others.

The Culture House Inc. may enter into contracts with outside third parties so that we can assist its clients in servicing their accounts. In order to do this, we will disclose personal information to companies that help The Culture House, Inc. process transactions for client accounts (for example, executing client trades through a broker/dealer). However, we do not share or disclose any non-public customer information except as allowed or required by law.



## **Registration**

In order to use our tuition portal

<https://app.iclasspro.com/parentportal/culturehouse/classes>, a user must first complete the registration information. During registration, a user is required to give certain information (such as name and email address). This information is used to contact you about the products/services on our site in which you have expressed interest. At your option, you may also provide demographic information (such as gender or age) about yourself, but it is not required.

## **Your Access to and Control Over Information**

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

## **Security**

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline.

Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a lock icon in the address bar and looking for "https" at the beginning of the address of the Web page.

While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via telephone at 913-393-3141 or via [accounts@culturehouse.com](mailto:accounts@culturehouse.com).



I agree to the above and have read the policies and procedures manual and agree to abide by the terms and conditions therein including the "[CODE OF CONDUCT](#)".

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Signature

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Date