

Alchemy Breaking Academy

Member Handbook

Welcome to Alchemy Breaking Academy!

We are excited to have you as a member of our community. In keeping with our goal to provide a positive and professional environment for all of our students, **we require that all students review and sign this handbook.**

General Information - About Us

Alchemy Breaking Academy began as a program in 2019 and has since grown into a thriving dance studio.

Alchemy was founded by four Breakers:

- Etienne Carreira
- Guillaume Carreira
- Kareem Gwinn
- Alex Delgado

Each of the founding Breakers have built impressive careers, both as dancers and B-Boys. They collectively bring more than five decades of dance experience. They have worked professionally with Cirque Du Soleil, The Jabbawockeez, STOMP, and renowned artists such as Usher and Jennifer Lopez. They have performed in more than 63 countries and won countless Breaking competitions worldwide. Their mission is to inspire and empower the next generation of Breakers by sharing their knowledge and experience.

Contact us

Web: www.alchemybreaking.com

Phone: (702)559-1803

Instagram: @alchemybreaking

Class Packages & Billing

Our studio offers several class package options to accommodate different levels of commitment and training intensity. Each package is designed to provide optimal development opportunities while maintaining flexibility for our students.

Monthly Class Packages

1 Class/week	2 Classes	3 Classes	4 Classes	Each class >4
\$150/month	\$200/month	\$225/month	\$250/month	\$50/month

Additional Classes

Additional weekly classes, up to a maximum of 6 weekly, may be purchased for \$50 each per month (includes Performance).

Trial Package

We offer a specialized trial package to help prospective students explore our program and assess their interest level. This package includes one week (Saturday to Saturday) of Littles or Beginner classes for \$50. All trial classes must be scheduled in advance through our website, allowing us to ensure appropriate class placement and instructor preparation.

All prices are subject to change. Alchemy reserves the right to apply promotional pricing to all products and services.

Billing Policies

Billing starts on your enrollment date and automatically renews each month. This consistent billing schedule helps maintain uninterrupted training progress.

Annual Enrollment Fee: Beginning in 2026, all student accounts will be assessed a \$50 annual enrollment fee. This fee supports ongoing studio operations and program enhancements.

Late Payment Fee: Late payments will be assessed a \$25 late payment fee. We provide a 5-day grace period for accounts in good standing.

Account Pause: We understand that circumstances may require temporary training interruptions. Our subscription pause policy is as follows:

- First Month: \$65 pause fee
- Second and Third Months: 50% of regular tuition
- Fourth Month: Account moves to canceled status, requiring re-enrollment to resume

Cancellation: To cancel or modify enrollment, we require:

- 30-day written notice sent to cancellations@alchemybreaking.com
- Notice must be received before the next billing cycle
- No refunds are provided for late cancellation notices
- Written confirmation will be sent upon receipt of cancellation request

Account Standing: Accounts with payment disputes or delinquent status will result in temporary class suspension until resolution.

Re-enrollment: A re-enrollment fee of \$50 is due to enroll following subscription cancellation. Re-enrollment does not include an Alchemy t-shirt.

Class Policies

Attendance and Placement

We maintain high standards for class placement and attendance to ensure optimal learning conditions for all students.

Class Placement: All placements are determined by instructor evaluation and invitation only. This ensures students train at appropriate skill levels for maximum development and safety.

Attendance Requirements:

- Mandatory sign-in for all classes
- Advance notification required for absences
- Make-up classes must be completed within one calendar month
- Additional class attendance beyond package allowance incurs supplementary charges
- Monthly rates remain consistent regardless of holiday closures or studio events
- Arrival and departure limited to 10 minutes before or after scheduled class

Studio Space Guidelines

To maintain a professional training environment, we enforce specific space usage policies:

Restricted Areas: The office and back room areas are designated strictly for staff use and remain off-limits to students at all times.

Studio Usage:

- Training spaces are reserved exclusively for authorized activities; no recreational use
- Tight fitting closed toe shoes are required; dedicated studio shoes are encouraged
- Students must arrive with hydration and proper attire; class sit-out if unprepared

Little's Program

Our Little's Program incorporates specific guidelines to ensure a positive learning experience:

Parent Involvement: We encourage parent participation to support Little's' growth and comfort.

Requirements: All students must be fully potty trained prior to enrollment.

Private Lessons

Private instruction offers opportunities for accelerated skill development through personalized attention.

Scheduling Options:

- Direct scheduling with specific instructors
- Booking through our Alchemy Private Package program

Package Administration: For students selecting the Alchemy Private Package option, our studio manages instructor assignments to ensure a variety of training styles and availability.

Cancellation Policy: To reschedule or cancel a private lesson, please notify us at least 24 hours in advance.

Cancellations made with less than 24 hours' notice will be charged in full.

Conduct & Safety Protocols

Our conduct and safety policies prioritize maintaining a respectful, secure training environment.

Behavioral Standards:

- Respectful interaction with all staff and fellow students required
- Electronic devices and gum prohibited during class time
- Health conditions must be reported to instructors
- Illness-related absence mandatory when sick

Disciplinary Process: We employ a progressive disciplinary system:

1. Verbal warning
2. Class sit-out period
3. Written warning documentation
4. Potential suspension or removal in severe cases

The studio maintains discretion in implementing disciplinary measures, including suspension or removal when necessary.

Legal

Participation in our programs requires agreement to specific legal terms:

Disclaimers and Waivers

By enrolling in dance classes at our studio, all students and parents acknowledge and agree to the following policies:

- **Physical Risk:** Dance involves inherent physical risks. While we maintain a safe environment, the studio cannot guarantee injury prevention. Students acknowledge and accept these risks through participation.
- **Liability:** Parents/guardians must sign a liability waiver upon registration that releases the studio, instructors, and staff from responsibility for injuries during class, events, competitions, or performances.
- **Unaccounted Minors:** Students arriving without a guardian or not picked up at class end time are considered "unaccounted minors." The studio reserves the right to take reasonable safety measures in such cases.
- **Disciplinary Consent:** Enrollment grants instructors and staff consent to take appropriate disciplinary action, up to and including indefinite suspension, for unsafe or disruptive behavior. Parents will be notified immediately of such actions.
- **Media Release:** Enrollment acknowledges that photos, videos, and audio recordings taken during classes, performances, or events may be used for promotional purposes.

By signing this handbook, you acknowledge understanding and acceptance of all outlined policies, including potential future updates to these terms.

Student Name

Parent/Guardian Name & Signature

Date