



Umalayapem Folklorico & Arts, Inc.

Umalayapem Rules and Policies

August 2026 Edition — Proposed for adoption by the Board of Directors on August 26, 2026

Every family acknowledges these Rules and Policies when registering.

The current edition is available at the studio and at umalayapem.com.

1. General Conduct

- Registration must be completed before a student begins classes (the first trial class is free).
- Absences must be reported in advance through WhatsApp.
- Minors may not wander outside the classroom or leave the building; students must be picked up on time.
- Drugs, weapons, and offensive language are prohibited.
- Only registered students may be in the classrooms; no visitors during class.

2. Dress Code

- Proper practice attire and dance shoes are required in the classroom.
- No jewelry except costume pieces; hair up for class and performances.

3. Payments

- The annual registration fee is \$50 per student (no sibling discount), due at registration, and is non-refundable.
- Monthly tuition is due within the first days of each month. Payments received after the 7th of the month incur a \$10 late fee, applied strictly.
- Tuition is not prorated for absences or partial months, except when classes are cancelled by the Organization or the instructor.
- All payments are made by Zelle to the Umalayapem Folklorico & Arts, Inc. account only — never to any individual. Include the student's name in the memo. Monthly invoices are sent to the parent email on file.
- If a payment is returned or fails, the family covers any bank fee incurred and resolves the payment promptly.

4. Withdrawal and Refunds

- To withdraw a student, notify the Organization in writing (WhatsApp or e-mail) before the start of the month. Tuition already paid for a started month is not refunded.

5. Missed Classes and Closures

- There are no make-up classes for student absences.
- If a class is cancelled by the Organization or the instructor, it will be rescheduled or credited.
- Weather or emergency closures are announced through WhatsApp.

6. Placement and Auditions

- Group placement is determined by the Artistic Director according to each student's level of proficiency. Some groups require an audition, and any family may request a placement audition at registration.
- Monthly tuition corresponds to the class where the student belongs, as determined by the Artistic Director.



7. Performances

- Performance participation is required for students in performing groups; some productions require an audition.
- Students in Umalayapem's ensembles may not simultaneously belong to another dance or music group (exception: alumni away at college).

8. Discipline

- 1st infraction: verbal warning. 2nd infraction: meeting with parents. 3rd infraction: removal from the program.

9. Media and Photographs

- The Organization uses photographs, videos, and recordings of students for promotional purposes and social media — including birthday celebrations — only under the media authorization signed at registration. Authorization may be revoked at any time in writing.
- Families may send a photo of their dancer in folklorico attire to info@umalayapem.com (include the student's name) for use in birthday celebrations and features.

10. Communications

- WhatsApp is the Organization's only official communications channel: announcements, invoices, and notices are sent through WhatsApp. Every family must be in the correct group for their dancer's class.
- Documents and photos are sent to info@umalayapem.com.

11. Health and Safety

- Report any relevant health condition or allergy at registration and keep it updated.
- In an emergency, staff may take the student to the nearest medical facility, per the release signed at registration.
- Report any injury during class or a performance to the instructor immediately.