



## REGISTRATION FORM for Academy Classes 2019/20

Dancer's Name: \_\_\_\_\_ (Circle) Female/ Male

Dancer's Date of Birth: \_\_\_\_\_ Grade in school 2019/20: \_\_\_\_\_

Email (for upcoming events/newsletters): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mom's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Dad's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

(If parents can't be reached)

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list any medical conditions, or concerns that you may have in relation to your child:

\_\_\_\_\_

On automated payment system, tuition will be taken out of my account on the 5<sup>th</sup> of each month. If I opt out of automated payment, I agree to pay monthly tuition by the 1<sup>st</sup> lesson of the month, or I will be charged a late fee. I also agree to pay a fee for any check returned by the bank.

I understand that tuition is determined on an annual basis and not pro-rated monthly. Some months may have more or less classes than others due to school holidays, etc. This will average out throughout the year.

I understand that Dance Showcase Company and faculty are in no way responsible for any harm or injury that may occur on or off the premises during any of the activities that my child may participate in. My insurance policy is the only source of reimbursement if injury occurs.

I have read, understand and agree with the statement above. I also have read the policies and procedures and will abide by those as well.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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OFFICE USE:

Choice of Class or Classes: \_\_\_\_\_ 1<sup>st</sup> Month Tuition: \_\_\_\_\_

Day of Class: \_\_\_\_\_ Registration Fee: \_\_\_\_\_

Roll Book \_\_\_\_\_

Computer \_\_\_\_\_

Paid: \_\_\_\_\_



## **POLICIES & PROCEDURES for Academy Classes 2019/20**

**Registration Fee:** A non-refundable registration fee of \$ 15.00 per person or \$25.00 per family, per year and first month tuition is due upon registration to hold your spot in class.

**Tuition:** On the automated payment system, monthly tuition will be taken out of your account the 5<sup>th</sup> of each month (September through June). If you opt out of automated payment, you agree to pay monthly tuition by the 1<sup>st</sup> lesson of the month, or you will be charged a late fee. Also you will be charged a fee for any check returned by the bank. (If paying with cash please get a receipt.)

**Holidays:** DSC observes the same holidays as Alpine School District, and classes will not be held those days. However, we will not observe teacher comp days.

**Class Attendance:** It is expected that students attend their classes. There are NO refunds, credits or deductions for classes missed. Tuition is based on 4 lessons per month, however some months have 3 because of a holiday and some months have 5. This will average out throughout the year.

**Christmas Show:** The fee for the Christmas performance is included with the December tuition. Costumes will be simple and may have minimal costs.

**Costumes:** For the June concert you will be required to purchase a costume by November 1<sup>st</sup>. Once costumes are ordered there is no refund. To receive your costume you must have ALL TUITION and ALL COSTUME FEES paid in full.

**June Concert Fee:** June Tuition includes June lessons, dress rehearsal, dance concert, an award, rental of the High School, sound and technical crew, custodian, etc. Admission is free to friends and family. June Tuition is full price and must be paid before costume is received.

**Changing or Dropping a class:** You must complete and sign a "Class Change Form" at the office or you will continue to be charged full tuition plus any late fees that may occur.

**Dress Code:** A dress code is set for each class. Some are more specific than others. Please ask your child's teacher, or the front desk, what the appropriate attire is for that class. All students are required to have their hair pulled away from their face, and ballet students must have it in a neat bun.

**Class Observation:** Due to student distraction, we request that parents do not enter into the studio while class is in session.

**Office:** The office will be staffed Monday through Thursday, with a schedule posted. Parents or students who wish to speak to one of the teachers should plan to set an appointment with them. Teachers will be unavailable during and between scheduled class times. Please do not call Teachers or Directors at home.

**Parent Pickup:** PLEASE pick up your child after their class has been completed. Please do not leave your child at the studio longer than 10 minutes before or after their class has started or finished or you will be charged a fee. Thank you.