

Dance Policies and Procedures

Registration: A non-refundable fee of \$25 (\$15 each additional family member) is required yearly at time of registration.

Payment of Fees: Tuition can be paid monthly by Visa, Master Card, or auto-debit from a bank account. Or tuition can be paid in full or in two payments by cash or check. *There is a \$20 fee for NSF checks/auto debit.*

Recital and Costume Fees: A costume fee deposit of \$25 per class for the year-end recital will be due on November 1. Balances must be paid by December 10th. No costume fees will be refunded after this date even if a student withdraws from the school. The annual Recital Fee of \$75 which includes recital tickets is due 2/15/11. You will receive early payment options for costumes at registration.

Withdrawal and Refunds: There is a two-month minimum for all lessons. We hold your spot in class and you are responsible to pay your tuition every month until a withdrawal form is completed. One-month notice is required to discontinue classes. Withdrawal must be done at the school. No withdrawals will be accepted after April 1. To withdraw from classes, a parent or adult student must:

1. Inform school administration in person, and
2. Complete and sign a withdrawal form at the studio.
3. **Extreme Weather or Unexpected Interruption of Classes:** If the school must cancel classes due to extreme weather or events beyond our control the missed lessons may be added as extra rehearsals toward the end of the teaching year.

Substitutions: The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute, missed classes will be made up.

Dress Code: Girls: a black, pink or burgundy leotard and tights. Boys: black jazz pants and white or black t-shirt. (Ballet classes must wear pink tights and black leotard). Jazz, Hip Hop, Modern, & Lyrical classes may wear black jazz pants. Acro classes should have footless tights or a unitard. Combination Classes pink ballet shoes and tan tap shoes (should have buckle or elastic so shoes can be slipped on and off). Jazz & Lyrical Classes: tan pull on jazz shoes. Hip Hop classes: Jazz sneakers or jazz shoes (most street shoes stick to the non skid floor and can cause injury). Acro & Modern: Bare feet. All shoes can be ordered from the studio for your convenience. The dress code requirements are designed for the safety and benefit of the student. The teacher must be able to see the movement of the body in order to make corrections to ensure the dancer's progress. Required dancewear and dance shoes must be worn to all classes. Failure to wear required dancewear to class could result in students being asked to sit out the class. Repeated failure to wear required dancewear could result in termination of lessons. For safety reasons dancers are not permitted to wear jewelry. Long hair must be tied back.

Attendance and Lateness: The school reserves the right to have students who come late to class, sit out the class. Repeated lateness may result in termination of lessons. A minimum attendance level will be required. If a student misses more than 5 lessons without written notices, the student may lose credit for the year. Students missing more than 5 lessons (per class) after January will not be allowed to participate in the year-end dance recital, festivals or competitions.

Parent's Responsibility to be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, recitals, extra classes, and dates the school is open or closed. The school will post all such notices in the waiting room as well as sending notices home and/or email. It is the parent's responsibility to regularly check these notices to ensure they are informed. It is the responsibility of the parents or adult students to inform the school of any address, email or telephone number change.

Care of Students: The school is not responsible for providing before or after class care for students. Students are not to be left at the school for excessive time before or after class.

Injuries: Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.

Photo Release: The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates.

Medical Release: I, _____ (parent/guardian's name) hereby give permission for any and all medical attention to be administered to my child _____ (child's name) in the event of accident, injury, sickness, *etc.*, under the direction of my physician(s) _____ or at any necessary emergency facility, until such time as I may be contacted. I also assume the responsibility for the payment of any such treatment. This release is effective for the period of one year from the date given below.

Restrooms: There are restrooms located in both dance rooms. Students should use the restroom only before and after classes. For siblings and adults in the waiting room, the best time to go to the restroom is between classes. If you really can't wait, please watch the video monitor to see when the class is either changing shoes or between combinations. If both rooms are in use, it is best to go to the restroom on whichever side has older students as they are less likely to be interrupted than the little ones. Please do not let young children walk to the restroom by themselves.

Miscellaneous: For their safety all students should wait in the waiting room for their dance class. The teacher will come to get them before class begins. If one of the dance rooms is not in use students should not be in the room without a teacher present. Please make sure students bring their dance bags into the dance room so that they will have their shoes when it is time to change. Please label their bag and their shoes with their first and last name as some classes have students with duplicate first names. Students should not wait on the balcony to be picked up. Students should wear a cover up (shorts, shirts, etc.) over their dance clothes when coming to or leaving from the studio.

I have read and understand the above policies and procedures and agree to abide by them.

Date

Student Name (please print)

Signature of Parent or Adult Student

DANCE REGISTRATION FORM/AUTOMATIC PAYMENT CONSENT FORM

Student's Last Name _____ Student's First Name(s) _____

Parent's Name _____ Phone Numbers _____

Medical Conditions: No ___ Yes _____

Address: _____
Street City Zip

email: _____

Student's Date of Birth _____ grade _____

School _____

New Students: Previous Training _____

How did you hear of CDA? Newspaper flyer sign website facebook

CDA Student _____ other _____

Method of Payment: In Full (10% off): cash check

Two payments (1st at registration, 2nd on 1/1/11): cash check

Monthly:

Checking Account – attached voided check here.

Visa Master Card _____
Card Number Expiration Date

Card Holder's Name (as it appears on the card) _____

I hereby authorize CDA Dance Center to charge my account the amount of

\$ _____ on the first day of each month starting September 1, 2010 and ending June 1, 2011

All charges will appear as CDA Dance Center.

I will give the school office one month's written notice from the first of the month to discontinue these charges. I am aware that there is a two month minimum for all lessons before a cancellation can be done.

Signature

Date

OFFICE USE:

Amount of Monthly Tuition _____

Registration Paid: check# _____ date _____

Auto Debit/credit card _____

Paid in full – amount _____

Two equal payments reg. & 1/1/11 _____

Policies & Procedures signed _____

Class selected _____

Initials _____



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