

Danceworks Dance Studio
Registration / Policies 2007 – 2008

Welcome! This staff of Danceworks is very happy that you have chosen our studio for your dance study.

We ask that you read this form carefully. Your signature indicates that you read, understand, and agree to comply with the policies of **Danceworks Dance Studio**.

The first semester, students are guided in a concentrated study of dance technique. The second semester, their training is applied and transformed into routines for the spring recital. Poise and self-confidence, qualities important to all young people and adults – not just dancers are emphasized. Classes will be offered at all levels. The staff will group students according to age and ability. Some outside events- Riverfest, Azalea Festival, local events and various competitions will be performed, according to sign-up and attendance.

STUDIO POLICIES

REGISTRATION: **Registration fees are non-refundable.** Registration fees are as follows: \$25/child and \$10 each additional child within the same family. The registration fee after Sept. 7, 2007 will be \$30/child. Upon registering your child with Danceworks, you are reserving a space in a class. **Register your child with the intentions of taking a desired class for the entire season.** If you must drop a class, **you must notify our office** as well as the teacher.

TUITION: *Payable in advance and due on the 1st lesson of each month.* Tuition payments are such as:

- (a) Monthly – due by the 1st day of the month with a late fee after the 15th.
- (b) Semi-annual – due Sept 4th and Jan 7th (2% discount)
- (c) Annually – due Sept. 4th (5% discount)

Tuition 60 days overdue will mean an automatic dismissal of you child/children, unless an agreement is made in advance with studio management. **TUITION WILL NOT BE PRORATED AT ANYTIME FOR ANY REASON.**

LATE FEE: There will be a \$10 late fee posted on all accounts received after the 15th of each month.

RECITAL FEE: **Recital Fees are non-refundable.** Recital fees are as follows: \$30/child and \$15 each additional child within the same family. This fee is due on March 1st. *Free Admission to the recital.*

**ALL TUITION AND FEES MUST BE PAID IN FULL
IN ORDER TO PARTICIPATE IN THE YEAR END RECITAL**

CHECKS: Today and throughout the year, make checks payable to ***Danceworks***. *Please make a note on the memo line of your check indicating what you are paying, and the child's name.* There will be a **\$25 service charge** on all checks returned by the bank. If two checks have been returned within the nine-month period, you will be required to pay in **cash or money order only.**

ARRIVAL & DEPARTURE: Students should arrive 10 minutes prior to class time and should be picked up ***promptly*** after class. The office should be notified if any student needs to be picked up early or if your child needs to stay after their class. Parents should not interrupt teachers during their class. Notify the office if a student will be late or not attending class. ***PARENTS: FOR SAFETY PURPOSES, YOUR CHILD WILL HAVE TO WAIT INSIDE THE BUILDING UNTIL THEY ARE PICKED UP. IF YOUR CHILD EXITS THE STUDIO UNATTENDED DANCEWORKS WILL NOT BE HELD LIABLE.***

PLACEMENT: Our staff will place the student in the class in which she/he best qualifies. Students who drop dance for a year or even part of a year will not be guaranteed a place with their same class. The first month of classes will be a trial period for all students. A student may be moved to another class at the instructor's discretion; parents will be notified of any changes and/or additional fees.

STUDIO SCHEDULE: *Classes will be held during teacher workdays and holidays, with the exception of Halloween, Thanksgiving, Christmas and Spring Break. The studio will only be closed during extremely bad weather complying with the New Hanover County School Scheduler. If you are not sure if your class has been cancelled, call the studio.*

COMMUNICATIONS: The office staff will be happy to answer any questions at any time during office hours. However, if you need to talk to Mira or a teacher, a meeting can be scheduled at everyone's convenience. We prefer not to use up class time for this purpose. If you have a problem or concern about your child or the studio policies, please bring it to our attention. We cannot correct and issues or concerns if we are unaware of these situations.

ATTIRE: Ballet/Pointe students will need to wear a dark solid-colored leotard (no long sleeves), pink or tan tights and appropriate dance shoes. Hair must be tightly secured away from face in a bun. Other dance classes may wear any other acceptable dancewear. Hair should always be pulled neatly back from face. **NOTE: Students will not be accepted into class if they are not properly dressed.**

PLEASE! PUT YOUR CHILD'S NAME ON ALL OF HER/HIS PROPERTY, ESPECIALLY DANCE SHOES!

STUDIO ETIQUETTE: Students/parents must read, understand and adhere to our studio rules. No interruptive talking or behavior in classes. No chewing gum, or food of any type, or drinking in classrooms. Most of all have respect for your teacher, fellow classmates, and our studio staff at all times. We understand that due to long days, snacks and meals are needed; however, please clean up your mess and also remember to have respect for your studio facility. The back room is for homework only, there is to be NO playing in this area.

TERMINATION: Danceworks reserves the right to terminate the dance instruction of any student at any time for violating the terms of this policy. In the event that a student is terminated, then no refund of tuition, recital fee, or recital costumes shall be made. Medical exceptions will be handled on an individual basis. A student, or parent of a student, who is determined by Danceworks to endanger or be likely to endanger the students and/or the staff at Danceworks, shall define cause for termination to include any action by a student, or parent of a student, in contradiction of Danceworks' policies or any action.

LIABILITY OF DANCEWORKS: (a) Danceworks is not, and shall not be responsible, for injuries received by any student of Danceworks, while attending class or while on the premises of Danceworks, unless injuries result from negligence of the owner or any staff member of Danceworks, which negligence is the sole proximate of such injuries. (b) Danceworks shall be responsible for students only while they are in the classroom. Parents of all small children are required to be at the premises when their children's classes end.

NEWSLETTERS: PARENTS LOOK FOR NEWSLETTERS DURING THE FIRST OF EVERY MONTH AND PLEASE READ THEM. WE PUT IMPORTANT INFORMATION IN THIS LETTER FOR YOUR BENEFIT.

IMAGING AUTHORIZATION: All photographs, recordings, taping, or filming of participants by any and all Danceworks Dance Studio staff members or members of the press become the property of Danceworks Dance Studio and may be used for any and all purposes.

LOST & FOUND: This is located in the front lobby. Please check for missing shoes or clothing on a daily basis. Any items left at the end of the year will be donated to Goodwill.

COSTUME DEPOSIT & FINAL BALANCE: *A deposit of \$50/per recital class is due October 15th, 2007. A recital tee shirt will be ordered for each dancer in our spring show. The cost of this tee shirt is approximately \$12. This charge and final balance on costumes will be due sometime in March. Costumes must be paid in full before they can be taken home. Any classes dropped after November 2007 will not be entitled to a costume deposit refund.*

DANCEWORKS
Per Student Monthly Class Fees

Payment schedules and discounts: Family discounts will be granted to those with 2 students or more per family. For example: the family will be discounted \$2 off the total combined monthly fee.

Combined classes are also discounted. See below for examples.

30 Minute Classes	45 Minute Classes	60 Minute Classes	75 Minute Classes	90 Minute Classes
1 Class = \$30	1 Class = \$35	1 Class = \$40	1 Class = \$45	1 Class = \$50

Full price is paid on the first class. A \$2 discount will be subtracted per class for every other class after the first.

UNLIMITED CLASSES: \$165/student per month (no class combination shall exceed \$165/month).

CLASS CARDS: For our adults and college students
60 minute class – Class card of 12 classes = \$150.00 or \$15 per class

CUT AND RETURN THIS PORTION

PLEASE KEEP THE UPPER PORTION FOR YOUR RECORDS AND FUTURE REFERENCE. I HAVE READ, I UNDERSTAND, AND I AGREE TO THE POLICIES OF DANCEWORKS AS STATED ON THIS POLICY.

Dancer's Name

Date

Parent/Guardian Signature

Please sign and return bottom portion of this sheet before the first day of class.