

Danceworks Technique Facility *Registration / Policies 2009 – 2010*

Welcome! The 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, understood, and agree to comply with the policies of *Danceworks Dance Studio*.

The students are guided in a concentrated study of dance technique. Their training is applied and transformed into 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 their age and ability. Performance opportunities such as; Riverfest, Azalea Festival, in-house showcases and local events will be determined according to sign-up and attendance.

STUDIO POLICIES

REGISTRATION: *Registration fees are non-refundable.* Registration fees are as follows: \$30/child and \$15 each additional child within the same family. The registration fee after Sept. 7, 2009 will be \$35/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 drop a class, *you must notify our office* as well as the teacher.

TUITION: *Payable in advance and due on the 1st 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 8th and Jan 4th (5% discount)
- (c) Annually – due Sept. 8th (10% discount)

Tuition 60 days overdue will mean an automatic dismissal of your 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 \$15 late fee posted on all accounts received after the 15th of each month.*

NO EXCEPTIONS

**ALL TUITION AND FEES MUST BE PAID IN FULL
IN ORDER TO PARTICIPATE IN ANY SPECIAL EVENT.**

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 class. Notify the office if a student will be late or not attending class. **PARENTS: FOR SAFETY PURPOSE, 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 class 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 Schedule. If you are not sure if your class has been canceled, 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 any other 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 any 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. In other dance classes, students 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.

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

*****NEW*** NEWSLETTERS:** OUR MONTHLY NEWSLETTERS WILL NOW BE POSTED ON OUR WEBSITE FOR YOUR CONVIENCE. PARENTS LOOK FOR THESE NEWSLETTERS THE FIRST OF EVERY MONTH AND PLEASE READ THEM. WE PUT IMPORTANT INFORMATION IN THIS LETTER FOR YOUR BENEFIT. WWW.FOXTROUPE.COM

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

DANCEWORKS

Per Student Monthly Class Fees

Payment plans 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 each additional child from the total combined monthly fee.

MONTHLY FEES: Due on the 1st of each month

½ hr = \$40 per month	¾ hr = \$45 per month	1 hr = \$50 per month	1 ¼ hrs = \$55 per month
1 ½ hrs = \$60 per month	1 ¾ hrs = \$68 per month	2 hrs = \$76 per month	2 ¼ hrs = \$85 per month
2 ½ hrs = \$92 per month	2 ¾ hrs = \$100 per month	3 hrs = \$108 per month	3 ½ hrs = \$118 per month
4 hrs = \$128 per month	4 ½ hrs = \$138 per month	5 hrs = \$148 per month	5 ½ hrs = \$158 per month

UNLIMITED CLASSES: \$180/student per month (no class combination shall exceed \$180/month).

CLASS CARDS: For our adults and college students. Note that all Class Cards MUST be used in the 2009-2010 dance season. Thank you ahead of time for your cooperation in this matter.

6 Hour Class Card = \$80.00 12 Hour Class Card = \$155.00

BY THE CLASS: Due at the time class is taken.

:45 min - :60 min class = \$15 :75 min - :90 min class = \$20 2 hr class = \$25

Stay in tune with what's happening in our studio, view photos or for any additional information check out our website
WWW.FOXTROUPE.COM

I HAVE READ, I UNDERSTAND, AND I AGREE TO THE POLICIES OF DANCEWORKS AS STATED ON THE POLICY.

Dancer's Name

Date

Parent/Guardian Signature

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