

**2012 REGISTRATION PACKET**

One Packet per Family

Student Name(s)\_\_\_\_\_

Age(s)\_\_\_\_\_ Birthdate(s)\_\_\_\_\_

Address\_\_\_\_\_

Parents/Guardians Name\_\_\_\_\_

Home Phone\_\_\_\_\_

Cell Phone\_\_\_\_\_

Work Phone\_\_\_\_\_

Email\_\_\_\_\_

Emergency Contact\_\_\_\_\_

Medical Issues\_\_\_\_\_

Previous dance experience, including years *en pointe*\_\_\_\_\_

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If new to NDC, how did you hear of us?\_\_\_\_\_

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**List classes registered:**

**Day/Time:**

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**OFFICE USE ONLY:**

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## 2011-2012 Policies

**Parents/Guardians, please read over carefully and initial the seven areas of importance as well as signing the Waiver of Liability at the end of the document. The studio will keep the initialed/signed copy; you can download one from our website should you want one for your records.**

### Tuition Policies

**Registration Fee:** A yearly registration fee is due upon enrolling for classes at the beginning of every school year:  
Returning Students: Individual \$15, Family \$25

New Students: Individual \$20, Family \$35

**Payment of Fees:** Our 36-week dance year is divided into nine equal payments, September-May. Spring Break, Thanksgiving Week and the Winter Holidays are factored into the calculation. Tuition is due on the **first of each month, with the first payment due September 1, 2011.** A \$10 late fee will be assessed on accounts unpaid after the 10th; after 30 days, a fee will be assessed at 20% of the total due. **There are NO refunds or prorating of tuition for classes missed. Monthly tuition will not be adjusted for scheduled closures (as listed on the class schedule), absences, school activities and functions, holidays, vacations, length of the month, or inclement weather.** The only exceptions are extended illness or injury with a doctor's note. Students are expected to make up in another class of their level or lower, *even if it is another style of dance.* Any class with less than four regularly attending students on November 1<sup>st</sup> will be canceled or combined with another class.

**Withdrawals (Permanent)** If a student needs to withdraw from a class for any reason, please let us know as soon as possible. If drop notifications are not received by the 1st of the month, you are still responsible for the entire tuition for that month. Please email your intention to withdraw from a class.

**Temporary Withdrawal with Intention to Return** If you need to withdraw for a period of time but intend to return, to hold your dancer's place in their class you still must pay for the entire missed month's tuition. For example, taking the month of December off, and then wanting to return in January. You will still pay for December and your student can then make up any missed classes.

**Invoices:** Monthly invoices will not be written each month. If accounts are late, you will be contacted via email with the amount due, including the late fee. Lastly, should an invoice have to be generated and mailed, there will be an additional invoicing fee added to the bill.

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### NDC Performances and Costumes

**For the Holiday Show, a performance fee is required and is due on October 1, 2011 with the signed Participation Form. The fee amount is still to be determined (it will be less than the fees for spring recital).**

**Costumes for Holiday Show:** we will use costumes from our costume closet and a \$15 handling charge will be assessed for the use of each.

**For Spring Recital, a performance fee is required and is due January 1, 2012 with the signed Participation Form.** Performance Fees are: \$30.00 for Preschool individual, \$40.00 for an individual, \$20.00 for each additional family member. This fee does not include costumes or tickets. In the past, we have had two performances at the year-end recital. Younger classes will perform at only one show; all other groups will perform at both. The performance fee is not based on the number of times a child performs.

**Costume fees for Spring Recital: A basic costume fee will be due on February 1, 2012 for each costume that is to be ordered.** The basic fees are: \$50.00 for preschool/Preballet costumes; \$60.00 for all others. Should the costume be more or less upon its arrival, your account will be adjusted accordingly. If your family will be purchasing more than three costumes, a payment plan can be arranged.

**Please carefully consider your decision to participate in the performances as all fees are non-refundable for any reason!**

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### **Class Placement**

Placement is made at the discretion of the program director and faculty and is based on your child's ability and level. All decisions are made by professionals and with your child's best interests in mind. In general, placement for preschool classes is based on age; all other classes are based on skill, technique and maturity.

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### **Attendance**

Please call the studio to let us know if you will be late to class or absent. If a student is late, they must ask for permission to enter the classroom and, if more than 15 minutes late, may be asked to sit and watch the class rather than participate.

Good attendance is vital to quality dance instruction. Too many absences will put a student's dedication into question and will affect their participation in performances and consideration for advancement. This is especially true when choreography is being taught – missing dancers slow the process for both the teacher and other committed students. We will allow three unexcused absences per semester; should there be more, the teacher in the classroom has the option of dismissing a dancer from a performance piece.

### **Dress Code**

All students are required to wear appropriate classroom attire for the style of dance. Each teacher may have their own set of standards for their classes. General guidelines are:

Ballet I-VI: pink tights, solid colored leotard, ballet shoes. Warm ups, dance shorts and skirts are at the discretion of the teacher. Hair must be worn neatly in a bun without bangs and "wispies".

Jazz/Tap: Jazz pants/capris, dance leotards or shirts, jazz/tap shoes. No loose or very short shorts, jeans or street clothes.

Hiphop: Loose fitting street clothes, white-soled athletic shoes or jazz sneakers (please use shoes that are not worn outside). No very short shorts.

Creative, Combo, Pre-ballet: our youngest dancers are allowed some leniency with their clothes. Leotards (with and without skirts) and tights are the usual attire, but shorts and stretch pants/capris are also allowed. Hair must be secured off the face. Please no bracelets or necklaces.

**For all classes in our studio: hair is neatly secured off the face, and stud earrings are the only acceptable jewelry.**

### **Private Lessons**

Private lessons are scheduled with the individual teacher. Payment for private lessons will be paid for in advance or on the day of the lesson. Very important: during private lessons for students ages 17 and under, a parent or guardian must be on the premises for the duration of the class. If a teacher is asked to choreograph an original piece for competition, talent show, etc., that will be an extra charge based on the length of the dance.

### **Notices and Information**

Email is the most efficient mechanism for NDC to communicate information, schedules and updates. If you do not have email, please regularly check the bulletin board and/or website for notices. **Ultimately, it is the parent's responsibility to stay informed of studio information, events and schedules.**

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### **Communicating with Teachers and Staff**

#### **Communicating with Teachers**

Please make an appointment to speak with teachers for anything but minor concerns. There is not enough time between classes to give your concerns the attention they deserve. *All concerns regarding class placement, casting decisions, classroom issues, etc., are to be addressed to your child's teacher first.* Please do not bring these concerns to the administration until you have first discussed them with the teacher. Initially, we would like the instructors to try to handle any class related issues on their own.

#### **Communicating with Administration**

If you have concerns regarding policies or the running of the studio, these are to be addressed to the studio owners, Karen or Frank Backes. We prefer to talk to you by appointment in person or on the phone. Using email for complaints, although expedient, is often misleading for both parties. If the concern regards a teacher and you have already spoken with them without result, a meeting will be held with parent, teacher and studio owner to correct the situation.

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### **Snow Days**

Our Briargate studio is at the crossroads of Districts 20 and 49 and we will take into consideration their closures, but will not be making our decision based solely on them. We will place a closure notice on the studio phone line and email by 8:00 am for morning classes and by noon for afternoon and evening classes. Snow days are to be made up like any absence: students can do a make up in a class their level or lower, *even if it is another style of dance.* Sometimes a teacher may decide to hold a makeup class on a separate day and time, but that is not required of them.

### **Highlighted Areas of Studio Etiquette and Rules**

Respectful, kind and focused behavior is critical to a productive and enjoyable atmosphere in a dance studio. Please take note of the following: All students are required to conduct themselves with respect to teachers, fellow students, and parents.

**The teacher in the classroom has the right to dismiss any student who is disrespectful or behaving in a disruptive manner. Should this happen, a refund will not be issued.**

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- No eating or gum chewing in the classrooms; only water bottles will be allowed.
  - Everyone must clean up after themselves in all areas of the building. Eating will only be allowed in the dancers' lounge area near the bathrooms.
  - Parents are required to supervise younger children and siblings. Running and excessive noise in the studio is not allowed – we need to maintain a respectful atmosphere for our teachers and students in class. Children 10 and under may not be left unsupervised at the studio when not in class.
  - When picking up or dropping off children 10 and under, please walk them into and out of the building. All students must be picked up within 10 minutes of the end of their final class for the day. All students must wear appropriate cover up clothing when entering and exiting the studio, nor should they wear their dance shoes outside.
  - Please do not enter empty studios without permission or until a teacher is present.
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**NorthRidge Dance Conservatory reserves the right to change the schedule and/or policies at any time.**

**Waiver of Liability**

**I recognize that dancing can be a hazardous activity that can result in serious injury. I accept the risks inherent in dancing and in the training process. I agree to release, hold harmless, and indemnify NorthRidge Dance Conservatory and its employees, agents, contractors, officers, and owners from all claims for any injury or damage resulting from any cause including negligence, which arise out of participation in classes, private lessons, or performances. This release is binding as to any persons, including family members, heirs and executors. I have read the above policies for NorthRidge Dance Conservatory, including the Waiver of Liability, and understand all policies set forth.**

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**Responsible Party Signature**

**Date**

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**Print Name**