

Dancemakers Northwest Registration Form

2011-2012

Must be returned with signed Policies and Procedures form. To register for a class, please write the class# from the schedule next to the type of class you wish to take. Completed registrations with registration fees can be mailed to: Dancemakers Northwest 20860 Hwy 410 East. Bonney Lake, WA 98391 (253) 863-9096 danemakers@comcast.net

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|---|--|-----------------|-------------|
| Student #1 | If you are a returning student and information is different from last year please check here _____ | | |
| Name _____ | Birthdate _____ | | |
| Address _____ | City _____ | Zip _____ | |
| Phone# _____ | Email Address (used only to notify you of important Dancemakers information) _____ | | |
| Guardian Name _____ | Emergency Contact _____ | Phone _____ | |
| Medical Information We Should Know _____ | | | |
| How did you hear about us: _____ | | | |
| Jazz # _____ | Combo # _____ | Hip Hop # _____ | Tap # _____ |
| Ballet # _____ | Other # _____ | | |

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|--|
| Student #2 |
| Name _____ Birthdate _____ |
| Medical Information We Should Know _____ |
| Please List Any Information Different from Student #1 _____ |
| Classes Registering For: |
| Jazz # _____ Combo # _____ Hip Hop # _____ Tap # _____ |
| Ballet # _____ Other # _____ |

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|--|
| Student #3 |
| Name _____ Birthdate _____ |
| Medical Information We Should Know _____ |
| Please List Any Information Different from Student #1 _____ |
| Classes Registering For: |
| Jazz # _____ Combo # _____ Hip Hop # _____ Tap # _____ |
| Ballet # _____ Other # _____ |

FOR OFFICE USE ONLY: Date _____ Pd _____ Method: _____ DE: _____ Initial: _____

Dancemakers Northwest Policies & Procedures **(Please sign and return with completed registration form)**

Registration: There is an annual non-refundable \$25.00 per family registration fee required at time of registration (reduced to \$15.00 if paid with September Tuition by August 12th). Students registering after January 1st, 2012 will be required to pay a \$15.00 registration fee and the entire costume balance at the time of registration.

Tuition Payments: Tuition is annual (Sept. thru June), broken down into 10 monthly payments (example: 1 45 minutes/week class is \$340.00/year or 34.00/month). Some months may be longer or shorter than others. If classes are canceled due to inclement weather they will not be made up or refunded, however students are encouraged to make up any missed classes individually by attending another class on the schedule. Tuition payments are due by the **5th** of every month. Payable via cash, check, Visa, MasterCard, American Express, Discover or automatic bank account debits. September tuition is non-refundable. There will be a **\$5.00 late fee** added to all accounts not paid by the **15th** of the month (**no exceptions**). **There will be a \$25.00 Charge for All Returned Checks.** There is a 10% discount for annual tuition paid in full by October 15th no refunds. All Accounts Must Be Paid In Full For Students To Perform In The Recital. **Payment by automatic Bank Account Debit (optional): Tuition will be debited from your bank account on the 5th or 10th day of each month (you choose which date best fits your budget). The month of September is non-refundable. You must sign an auto-debit authorization form. Automatic bank account debits can be canceled with 20 days written notice.**

Withdrawal policy and schedule changes - If you need to withdrawal from a class or change classes you must notify us via telephone, in writing or email. **You will continue to be charged full tuition on your class until we have received notification.**

NEW **Costume Payments:** Every year the dance studio has a recital in June. Costumes are purchased for every dancer in each class. We will be measuring students in class the first week of November. **Each student will be charged a costume deposit of \$50.00, due by October 31st for each costume that will be ordered. Costume balances will be due by December 10th.** Costumes must be paid in full before they will be ordered. Any costume balances not paid by December 10th will be charged an additional \$10 per costume to cover processing and shipping fees and they may not arrive in time for class and individual photos (photographed in the spring). Costume prices usually range from \$50.00 - \$65.00ea. Plus tax. Pictures of the costumes will be shown to parents in December. Dancemakers will give parents the option to change the size of costume we order for the students. It is the parent's responsibility to check all final costume sizes before **December 17th**. Changes made to costume orders after December 18th may be entitled to a company fee. Costumes are non-returnable once they are ordered. Any costumes not claimed by our recital may become the property of Dancemakers Northwest and your costume payment will not be returned.

Recital Tickets: Recital Tickets will go on sale for the June recital thru an online ticket agency and will be available for purchase two weeks prior to the recital. All audience members need a ticket for entry (except for young children in arms). The cost of recital tickets is \$10.00. The recital is reserved seating, there will be a seating chart and more detailed information on how to purchase your tickets available in the spring.

NEW **Class Room Policies: ABSOLUTELY NO CELL PHONE USE WILL BE ALLOWED IN CLASS: If your student regularly carries a cell phone it must be turned off while in class. If you need to contact your student while they are in the class, please call our receptionist.** Appropriate dancewear and dance shoes must be worn to classes. **Satin ballet shoes and street shoes are not appropriate.** Hair should always be pulled back out of face. Failure to wear appropriate dancewear can result in students being asked to sit out the class. A detailed dress code will be included in your welcome packet and is posted on www.dancemakersnorthwest.shutterfly.com

Attendance - If students have 3 unexcused absences in a row they may be dismissed from classes without a refund. Tuition will be due for the month the classes were missed. If students are going to miss classes they should call the studio to let their teacher know ahead of time. Refunds will not be given for missed classes. However classes may be made up by attending any other appropriate class listed on the schedule.

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: recitals, dates the school is opened or closed, when payments are due, etc. Dancemakers will post all such notices on the bulletin board in the entry of the studio and hand out newsletters to students. It is the parent's responsibility to inform the receptionist of any address or phone number change.

Viewing Area and Care of Students: The viewing area is a privilege. All children in the viewing area must have **adult** supervision at all times. Dancemakers is not responsible for providing before or after class care for students. Students are not to be left at Dancemakers for excessive time periods before or after their classes.

Photo Release: Dancemakers Northwest 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. Permission is also hereby granted for the school to copyright such photographs in its name.

Privacy Policy: Dancemakers Northwest will use any personal information given to us for necessary business purposes only. We do not sell or distribute personal information such as phone numbers, addresses and email addresses to anyone.

Injury and Insurance Waiver: I hereby release my instructor and all sponsoring agencies from responsibility for any injuries I or my child may receive as a spectator or participant at Dancemakers Northwest, Inc. I certify that the level of physical condition determined by myself or our family physician will allow me and/or my child to participate safely in these classes. **All students must provide their own insurance.** I further state that I have read and understand this release and that I am legally competent to sign it.

I have read and understand the above policies and procedures and agree to abide by them. I further state that I have read and understand the injury and insurance waiver and that I am legally competent to sign it.

Student Name (Please Print)

Student Name (Please Print)

Signature of Parent or Adult Student

Student Name (Please Print)

Date