

Dear Parents,

I hope everyone had a safe and wonderful summer. It has flown by and it's already time for school to start, so that means it's time to register for dance.

Enclosed you will find a 2008-2009 dance schedule. Suggestions for your child's dance classes are highlighted. If your child is interested in taking a different class you may contact the studio for more information.

We are always looking for ways to improve our dance program so please look over the schedule to see exactly what we are offering. Remember that we offer family and multiple class discounts.

You may register for dance classes by completing the registration form, policy and procedures, and hold harmless agreement and returning these along with the registration fee, and 1/2 August tuition. You may drop these off at the assigned times for registration, mail them back to us, or slide them under the door of the studio at your convenience. Please remember that classes are filled on a first come first serve basis. So, once a class is filled it will be closed.

For your convenience we now are accepting Visa, MasterCard, American Express, and Discover cards. We are also offering the option to have your child's monthly tuition automatically charged to your credit or debit card. Please let us know if you would like to sign up for this option.

If you have a friend that would like to register for dance, or you would like to register in person our on site registration is:

Friday, August 1<sup>st</sup> 2pm to 6pm  
Saturday, August 2<sup>nd</sup> 9am to 2pm

Saturday, August 9<sup>th</sup> 9am to 2pm  
Monday, August 11<sup>th</sup> 2pm to 6pm

Friday, August 15<sup>th</sup> 2pm to 6pm  
Saturday, August 16<sup>th</sup> 9am to 2pm

We look forward to sharing the art of dance with your child. Classes begin on Monday, August 18, 2008!

*Thank you,  
Mrs. Susan*

## Student Registration Form 2008-2009

DATE: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Name preferred: \_\_\_\_\_  
(Student's name as it will appear in recital program)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Hm Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent 1: \_\_\_\_\_ Phone Hm \_\_\_\_\_ Wk \_\_\_\_\_ Cell \_\_\_\_\_

Parent 2: \_\_\_\_\_ Phone Hm \_\_\_\_\_ Wk \_\_\_\_\_ Cell \_\_\_\_\_

Parent's E-Mail Address: \_\_\_\_\_

Student's E-Mail Address: \_\_\_\_\_ Student's Cell: \_\_\_\_\_

Student's Medical Info: \_\_\_\_\_

\_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Person Responsible for Account: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Hm Phone: \_\_\_\_\_ Wk Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_

Person to Contact In Case Of Emergency (other than parent or guardian):

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Please List Dance Experience If Any, Where, Type, and How Long?

\_\_\_\_\_

\_\_\_\_\_

Year Started at Susan's \_\_\_\_\_

108 5<sup>th</sup> Street  
Daphne, AL 36526  
251-626-3835

## Student Registration Form 2008-2009

How Did You Hear About Susan's Academy of Dance?

Newspaper \_\_\_\_\_ Phone Book \_\_\_\_\_ Flier \_\_\_\_\_ Friend \_\_\_\_\_ Internet \_\_\_\_\_ Magazine \_\_\_\_\_ Other \_\_\_\_\_

If By Friend, Whom? \_\_\_\_\_

If By Other, How? \_\_\_\_\_

Please List the Day, Class, and Time You Would Like to Register For:

DAY	CLASS	TIME
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent's Signature: \_\_\_\_\_

Please indicate 1(one): Monthly \_\_\_\_\_ Every 3 months \_\_\_\_\_ 1/2 year \_\_\_\_\_ Full year (5%discount) \_\_\_\_\_

If you would like to pay registration by debit or credit card:  Visa  MasterCard  American Express  Discover

Card Number \_\_\_\_\_ CCV \_\_\_\_\_ Expiration Date \_\_\_\_\_

Card Holder's Name \_\_\_\_\_ (name as it appears on card) \$ \_\_\_\_\_ (amount)

Signature of card holder \_\_\_\_\_

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### FOR OFFICE USE ONLY

Registration Fee Paid: \_\_\_\_\_ Check#: \_\_\_\_\_ Cash: \_\_\_\_\_ Credit Card: \_\_\_\_\_

Tuition Paid: \_\_\_\_\_ Check#: \_\_\_\_\_ Cash: \_\_\_\_\_ Credit Card: \_\_\_\_\_

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## PARENT'S RELEASE AND HOLD HARMLESS AGREEMENT

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned parents, parent or guardian of the minor, \_\_\_\_\_ do hereby agree with SUSAN'S ACADEMY OF DANCE, INC., recognizing some forms of dance involve activity that entails certain hazards and that said minor may possibly sustain injuries in the participation of such dance activities wishing for said minor to participate in said classes it is agreed that as part of the consideration for instructing said minor, we, individually and on behalf of said minor do hereby release said SUSAN'S ACADEMY OF DANCE, INC., its teachers and agents from any and all liability for personal injuries to said minor arising out of the participation in the dance classes. We do further agree to indemnify and hold harmless SUSAN'S ACADEMY OF DANCE, INC., its teachers and agents from any and all demands, damages, suits, expenses and judgments that may be brought against all or any of them on behalf of said minor.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Parent's Name (please print)

Witness: \_\_\_\_\_

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## POLICIES AND PROCEDURES 2008-2009

**REGISTRATION FEE:** A \$30.00 non-refundable Registration fee is required for the first member of each family. Each additional family member is \$15.00. This fee is due when your child signs up for dance class.

**PAYMENT OF TUITION FEES:** Tuition may be paid by the following choices (please choose one):

\_\_\_\_\_ Monthly    \_\_\_\_\_ every 3 months    \_\_\_\_\_ ½ year    \_\_\_\_\_ full year (5% discount)

Tuition is due on the 1<sup>st</sup> and late after the 10<sup>th</sup> of each month. There will be a \$10.00 late fee added to your account after the 10<sup>th</sup> of each month, if there is an outstanding balance. Payment may be made by cash, check, debit or credit card.

All NSF transactions will be charged a \$30.00 NSF Fee.

Tuition is the same amount (September – May) regardless of the number of classes in that month.

**WITHDRAWALS AND REFUNDS:** There is a two-month minimum for all lessons. One month notice from the first of the month is required to discontinue any classes. Withdrawal must be done in person and will not be accepted over the phone. Withdrawal must be done at the school office and not with the teacher. Withdrawal must occur within the first 7 days of the month. No withdrawals will be accepted after April 1. To withdraw from classes a parent or adult must:

1. Inform school administration in person, and
2. Complete and sign a withdrawal form provided by the school office.

No refunds will be given for costume deposit after January 1<sup>st</sup>. Susan's Academy of Dance reserves the right to terminate lessons to any students without notice. In such a case a refund for unused lessons will be given.

**COSTUMES:** Costume deposit must be paid by November 1, 2008. No costume deposits will be refunded after January 1, 2009 if the student withdraws from the school. The deposit required is \$25.00 for each costume. The balance on recital costumes is due no later than Friday, February 6, 2009. Once permission slip and costume deposits have been turned in, you are obligated to pay the balance of your child's costumes. Should you decide (at a later date) not to participate in the recital you will still be responsible for the balance of your child's costumes, unless we are able to cancel your order. Costumes may not be taken home until all outstanding balances are paid (even if costume is paid for). This includes tuition, late fees, recital fees, etc. If you register in January or later, it is not guaranteed that we can get a recital costume for your child.

**INSURANCE:** Susan's Academy of Dance, Inc. does not carry medical insurance for its students. It is advisable that all dance students be covered by their own family insurance policies and if injury occurs it is understood that the student's own policy is your only source of reimbursement.

**ATTENDANCE AND LATENESS:** The school reserves the rights to have students sit out, if they come late to class. Good attendance is imperative, as absences and tardiness can hold back an entire class, and the studio cannot jeopardize its responsibilities to the rest of the class for one student. Please make every effort to have your child at every class. Tuition will not be discounted or refunded if your child misses class. Please do not bring your child to class if they are ill. We would appreciate a call to let us know that he/she will not be attending that day (we DO worry!) If a child becomes ill during their class, a parent will be contacted to come and pick the child up as soon as possible! Missed classes cannot be made up!

**DRESS CODE:** Required dance wear and dance shoes must be worn to all classes. Failure to wear required dancewear can result in students being asked to sit out of class. Repeated failure to wear required dancewear can result in termination of lessons.

**CLASS ATTIRE:** Individual ballet classes (Pre-primary Ballet – Adv. Ballet) must wear black leotard, theatrical pink tights, and ballet shoes. Hair must be in a ponytail or bun. All other classes may wear any color or style dance clothes (leotard, tights, etc.), and the appropriate dance shoes for that class. Leather ballet shoes are required for ballet, not the satin ballet house slippers from Wal-Mart and Target. Hair must be out of face and off neck. Your child's name (first and last) **MUST** be in their entire dance supplies! If left, we would like to return it to you, but we cannot if there is no identification!

**HOLIDAYS:** Holidays will generally follow the public school schedules. A holiday schedule will be handed out the first week of classes. Classes are not made up if they fall on a holiday. Tuition is not discounted if a holiday falls on your child's class. When considering our tuition rates we take into account the holidays. We do not close for teachers' workdays.

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## POLICIES AND PROCEDURES 2008-2009

**PRIVATE LESSONS:** Private lessons are available by special arrangement to learn a routine for a competition or pageant, for extra technique help, or extra help if classes have been missed, etc. Fees will be discussed at time of arrangement.

**CLASS OBSERVATION:** Parents' observation days will be December 13-18, 2008. Observing the class at other times is not allowed. This is a school – and just like other schools it is important for your child to be able to concentrate and avoid distractions.

**PARADES:** Christmas parade participation is optional. If you choose to let your child participate, the proper costume must be purchased. Please note that the Chamber is limiting the size of our group, so participation will be based on the first to sign up. You will be notified when to sign up. The parades that we will participate in are: Daphne – Thursday, December 4, 2008 and Spanish Fort – Saturday, December 6, 2008.

**RECITAL:** Our tentative recital date is Saturday, May 16, 2009 at the Faulkner State L.D. Owen Performing Arts Center in Bay Minette. Tentative mandatory rehearsal for recital is Thursday, May 14, 2009 for the 12 o'clock show and Friday, May 15, 2009 for the 4 o'clock show. Every enrolled family will receive 2 free tickets to the school recital. If additional tickets are needed they may be purchased. **Recital is optional!**

**RECITAL FEES:** There is a recital fee of \$40.00 per family if a child will be performing in the annual recital. The fee is due by January 17, 2009. Each Family will receive a keepsake recital program, 4 additional recital tickets, and admission for the student with their recital fee. If additional tickets are needed they may be purchased.

**CLASS CANCELLATION:** Classes will be held except in the following situations: teacher illness when a substitute is not available, snow or ice, or dangerous weather. If you have a question about class, please call to see if we are there!

### OTHER:

- If you have any questions or comments please feel free to discuss it with us whenever it does not interfere with a class. We are always interested in improving our dance education program. Appointments may be made.
- Once students are at the dance studio, they will not be allowed to go elsewhere (ex: restaurants, Circle K, park) for your child's safety.
- We will not be responsible for letters that do not make it home. Every letter will be posted inside the dance studio for your convenience.
- If you change your phone number or move to a new address, please notify us as soon as possible.
- We are not a babysitting service, so please do not drop your child off more than 30 minutes before their class and please pick them up promptly after their class is over.
- By signing this form, you authorize Susan's Academy of Dance, Inc. to take any dance related media of your child/children and to use any media in advertisements, web sites, newspapers, etc. without compensation.

REMEMBER! WE PROMISE NOT TO BELIEVE EVERYTHING YOUR CHILD TELLS US THAT HAPPENED AT HOME, IF YOU PROMISE NOT TO BELIEVE EVERYTHING SHE/HE TELLS YOU ABOUT DANCE CLASS! IF YOUR CHILD OR YOU HAVE A PROBLEM WE NEED TO KNOW ABOUT IT IMMEDIATELY. WE CAN'T FIX SOMETHING IF WE DON'T KNOW!

AND REMEMBER, WE **ALL** HAVE BAD DAYS NOW AND THEN – EVEN CHILDREN!

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Student's Name (please print)

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Signature of Parent or Adult

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Date Signed

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## Dance Rules

- 1) DO NOT wear dance shoes outside.
- 2) NO gum chewing during dance classes.
- 3) Hair should be worn up (ponytail, bun, etc.) and must be out of the student's face.
- 4) Cover-ups are to be worn when going to and coming from dance class.
- 5) Individual ballet classes (Pre-Primary Ballet – Adv. Ballet) are required to wear black leotard, theatrical pink tights, and leather ballet shoes. Other students are allowed to wear any color or style leotard, tights, etc. as long as it is proper dance attire, and appropriate dance shoes for their class.
- 6) NO street shoes allowed on the dance floor; not even rubber soled.
- 7) NO jewelry should be worn in dance class.
- 8) NO food or drinks allowed in the studio (only in the lobby and/or snack area).
- 9) Please be courteous and keep talking down to a minimum when waiting for your class to begin.
- 10) Please use the restroom **before** dance class.
- 11) Parents are welcome to wait for students in the lobby area, but please keep talking down. Parents will NOT be allowed to view classes, but will be invited to observe on Visitor's Day.
- 12) Students MUST stay inside the dance school when they are dropped off and while waiting to be picked up.

I HAVE READ THE ABOVE LIST OF RULES AND WILL TRY TO HELP ENFORCE THEM WITH MY CHILD.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Name \_\_\_\_\_

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## FEES

Registration Fee (For one Family Member)	\$30.00 (Non-Refundable)
Each Additional Family Member	\$15.00 (Non-Refundable)

### Monthly Tuition Rates

30 Minutes per Week	\$35.00 per Month
45 Minutes per Week	\$40.00 per Month
1 Hour per Week	\$45.00 per Month
1 ¼ Hours per Week	\$48.00 per Month
1 ½ Hours per Week	\$52.00 per Month
1 ¾ Hours per Week	\$60.00 per Month
2 Hours per Week	\$65.00 per Month
Private Lessons	Special Arrangement

After 2 Hours – For each additional hour add \$26.00 per month or \$6.50 for each ¼ hour

### Unlimited Hours - \$200.00 per Month per Student

(Private lessons and Dance Company monthly fees are not included in unlimited hours.)

### MULTIPLE CLASS OR FAMILY DISCOUNT - HOURS SHOULD BE ADDED TOGETHER BEFORE PRICING

(1 Hour Class per week + 1 Hour Class per week would be \$65 a month, not \$90 a month)

# Susan's Academy of Dance, Inc.

<http://www.susansacademyofdance.com>

## Class Schedule 2008 - 2009

<b>MONDAY</b>		Tap/Bal/Tumb	Ballet B	Jazz D	Tap D
		Ages 3 - 4	Ages 10 & up	Ages 10 & up	Ages 10 & up
		4:00 - 5:30	5:30 - 6:45	6:45 - 8:00	8:00 - 8:30
		Tap/Bal/Tumb	Contemporary/Mod.	Lyrical	
		Ages 5 - 6	Ages 12 & up	Ages 7 - 11	
		4:00 - 5:30	5:30 - 6:30	6:30 - 7:30	
		Int./Adv. Lyrical	Intro. To Dance	Beg. Pointe	Int./Adv. Pointe
		Ages 12 & up	2 Year Olds	(placement by teacher)	(placement by teacher)
	4:30 - 5:30	5:30 - 6:15	6:45 - 7:30	6:45 - 7:45	
<b>TUESDAY</b>	Intro. to Dance	Jazz C	Tap C	Ballet A	
	2 Year Olds	Ages 8 - 10	Ages 8 - 10	Ages 8 - 10	
	9:00 - 9:45	4:00 - 5:00	5:00 - 5:30	5:30 - 6:30	
		Primary Ballet	Jazz A & B	Tap A & B	
		Ages 6 - 8	Ages 6 - 8	Ages 6 - 8	
		4:30 - 5:30	5:30 - 6:30	6:30 - 7:00	
	Tap/Bal/Tumb	Hip Hop	Advanced Tap	Advanced Jazz	Advanced Ballet
	Ages 3 - 5	Ages 12 & up	Ages 12 & up	Ages 12 & up	Ages 12 & up
10:00 - 11:30	3:45 - 4:45	4:45 - 5:30	5:30 - 7:00	7:00 - 8:00	
<b>WEDNESDAY</b>		Jazz/Tap/Ballet	Tap/Bal/Tumb	Int./Adv. Pointe	Adult Hip-Hop
		Ages 5 - 7	Ages 3 - 4	(placement by teacher)	
		4:00 - 5:30	5:30 - 7:00	5:30 - 6:45	7:00 - 8:00
		Boy's Super Hero	Tap/Bal/Tumb	Beg. Pointe	
		Ages 3 - 6	Ages 5 - 6	(placement by teacher)	
	4:00 - 5:00	5:30 - 7:00	5:30 - 6:15		
<b>THURSDAY</b>		Hip-Hop	Hip-Hop	Company (petites)	
		Ages 9 - 11	Ages 6 - 8	By audition only!	
		3:45 - 4:45	4:45 - 5:30	6:30 - 7:15	
		Int./Adv. Ballet	Company (all)	Company (juniors)	Company (seniors)
		Ages 12 & up	By audition only!	By audition only!	By audition only!
	4:00 - 5:30	5:30 - 6:30	6:30 - 7:30	6:30 - 7:45	
<b>FRIDAY</b>	Tap/Bal/Tumb (CDS)				
	Ages 3 - 4				
	12:00 - 1:15				
<b>SATURDAY</b>	Tap/Bal/Tumb	Tumbling with	Tumbling with		
	Ages 3 - 5	Coach Corn	Coach Corn		
	9:00 - 10:30	Ages 7 - 10	Ages 11 & up		
		9:00 - 10:00	10:00 - 11:00		

Schedule Subject to Change

108 5th Street

Daphne, AL 36526

251-626-3835

