

# BALLET RINCON

## STUDENT RELEASE AND SCHOOL POLICY FORM (REVISED 6/18)

Student's or Family's Last Name: \_\_\_\_\_

Dancer(s) First Name(s) (List all): \_\_\_\_\_

Date(s) of Birth: \_\_\_\_\_

Parents'/Guardians' Names: \_\_\_\_\_

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

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

Primary Phone: \_\_\_\_\_ Alternate: \_\_\_\_\_ Emergency: \_\_\_\_\_

E-Mail Address (for notification purposes): \_\_\_\_\_

Relevant Medical Conditions: \_\_\_\_\_

How did you hear about Ballet Rincon? \_\_\_\_\_

### General Policies and Procedures

#### **Registration Fee** \_\_\_\_\_ (Initial here)

A non-refundable & non-transferable registration fee, per dancer, is due at the time of session or semester registration. (\$10 for New Students; \$10 for Returning Students **during** Pre-Registration; \$25 for Returning Students **after** Pre-Registration deadline.) Registration fees for Specialty Workshops and Intensives priced separately.

#### **Tuition Payments** \_\_\_\_\_ (Initial here)

Tuition is due **on or before** the first month of each month. A **\$25 Late-fee** will be charged to accounts not paid by the 5th of the month. First-time late fee is waived per family account. **After third late tuition payment, families will be required to use the Auto-Pay Tuition Option on the BR Online Family Module.**

Most months include a 4-week session. Some months, however, include a 3- or 5-week session due to holiday observances or longer calendar months. Only tuition for the month of December is 50% of that regularly charged. All other months are **not pro-rated** and remain standard. Tuition fees for Specialty Workshops and Intensives due, in full, at time of registration.

#### **Dress Code** \_\_\_\_\_ (Initial here)

Proper dress code & grooming required for participation. See Ballet Rincon website ([www.ballet-rincon.com](http://www.ballet-rincon.com)).

#### **Non-Sufficient Funds/Returned Checks** \_\_\_\_\_ (Initial here)

Any tuition check returned to Ballet Rincon marked NSF will be charged a \$25 returned check fee in addition to tuition owed. Writers of NSF checks not satisfied within 30 days of notification will be prosecuted under the law.

#### **Refunds** \_\_\_\_\_ (Initial here)

Refunds will **only** be given in the case of cancelled classes (due to low enrollment).

#### **Cancellations & Mid-Semester Disenrollment** \_\_\_\_\_ (Initial here)

If your request to cancel is received at least two weeks prior to the first class of the session or workshop, you will be given school credit (cash refunds will be given only if a class is cancelled) of the amount paid minus the non-refundable registration fee. Cancellations received less than two weeks prior to the start of the session will not receive school credit. **Families must notify Ballet Rincon of mid-semester student disenrollment one week prior to the first class of the following month to avoid incurring tuition charges for that month.**

#### **Absences and Tardiness** \_\_\_\_\_ (Initial here)

Absences must be called into the Ballet Rincon office. Make-up classes are available for missed classes and must be attended within four weeks of missed class. Students arriving after the studio door has been closed by the instructor are tardy. Four tardies per semester is considered one absence.

**\* Students participating in rehearsals (in or outside of class) for performance are allowed one excused rehearsal absence per semester. Students with more than one absence jeopardize their eligibility to perform.**

#### **Observation of Classes** \_\_\_\_\_ (Initial here)

Family and friends are welcome to view class. Should you decide to view at the Annex (Studio A), please come at the beginning and plan to stay for the entire class, as entering and leaving distracts the dancers. Please do not bring small children. At the Main and Annex studios, please silence cell phones and pagers, and refrain from talking or texting while visiting the class.

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**Student Supervision** \_\_\_\_\_ (Initial here)

Students are supervised by Ballet Rincon instructors only during their class period, and are not the responsibility of Ballet Rincon when not in class. Please do not bring your child to class more than 30 minutes prior to their scheduled start time, and arrive promptly to collect them after class. Proper behavior is required of all BR students, and students must remain inside the designated waiting areas while waiting for their class to begin. All students will be respectful of Ballet Rincon and Community of Civano environment and property, and will behave with civility and respect to all BR personnel and neighbors at all times as Ballet Rincon representatives. Students failing to do so will be excused from participation in BR classes/workshops.

**Drop-Off & Pick-Up** \_\_\_\_\_ (Initial here)

Designated parking areas must be used when dropping-off and picking-up students. Idling or parking in front or across from studio is **prohibited**. Student Drop-off and Pick-up in front of studio is **only** permitted next to the studio entrance. (Traveling East-bound for Main Studio; Traveling West-bound for Studio A).

**Performance and Rehearsal Fees** \_\_\_\_\_ (Initial here)

Per-household performance fees (Nutcracker and Spring Concert) are non-refundable & non-transferable and include two general admission tickets for **two of the three** performances per Concert Series and are mandatory for all households wishing to participate in Ballet Rincon performances. Tickets for additional family members and friends will be sold separately. Students are **not** required to participate in performances. Per-dancer rehearsal fees apply to all performers in Ballet Levels 1-10.

**First-time Performer Requirement** \_\_\_\_\_ (Initial here)

For first-time performers with Ballet Rincon, one parent/guardian per household must complete a **New Performer Commitment Requirement Form** to be eligible to participate in Ballet Rincon performances. Please note that not all levels/classes are eligible to perform. Please see class instructor.

**Performance Contracts** \_\_\_\_\_ (Initial here)

**All** students must have a parent/guardian-signed, current performance contract on file for eligibility to participate in Ballet Rincon rehearsals and performances.

**Parent/Guardian Helper Requirement** \_\_\_\_\_ (Initial here)

An adult representative from each performing family must agree to assist the school staff during each Concert Series by signing the Performance Parent Helper Sign-Up Sheet. Sign-up sheet posted via Sign-up Genius at [www.signupgenius.com](http://www.signupgenius.com). Please refer to Performance Contract for sign-up dates. Sign-up is on a first-come, first-served basis. Families who have not signed up within the given timeframe (TBA) will be assigned a position by the BR Parent Helper Coordinator.

**Instructor Requests** \_\_\_\_\_ (Initial here)

We cannot guarantee that you will be assigned the instructor that you request.

**Relevant Medical History** \_\_\_\_\_ (Initial here)

Please review any relevant medical history of your child with his or her instructor prior to the first class.

I, \_\_\_\_\_, have read the above policies and understand them fully.

(print your name)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Photographic Release**

I agree to allow Ballet Rincon to use any photographs or video taken of my child/children while at the studio or in performance for promotional purposes (e.g. brochures, advertisements, posters, studio social media, studio website, etc.).

Parent or Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I do not wish my child's image to be used to promote the studio in print or otherwise. \_\_\_\_\_ (Initial here)

**Liability Release**

I, the undersigned, wish to participate in dance/specialty workshop instruction at Ballet Rincon LLC. I also wish to participate in the Ballet Rincon-sponsored performances included in the Ballet Rincon calendar.

I recognize that the staff of Ballet Rincon LLC will do all possible to ensure my (or my child's) safety. I also recognize that dance/specialty workshop instruction is a demanding physical activity that can hold certain inherent risks, including serious injury.

I so hereby knowingly and voluntarily assume these risks as condition of instruction with Ballet Rincon LLC. I waive and release in advance any claim I may hereafter acquire against Ballet Rincon LLC, their employees and contracted instructors, arising out of any future physical injury I (or my child) may sustain while participating in their instruction programs.

Student Signature (if 18 years or older): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature (if student is under 18): \_\_\_\_\_ Date: \_\_\_\_\_