

**Important Notice:** Student Waiver & Release of Liability accepted **ONLINE ONLY** through the BR Family Account Module using: <https://www.thestudiodirector.com/balletrincon/portal.jsp>. Online Student Waiver & Release of Liability must be accepted prior to registering and/or gaining access to your BR Online Family Account.

Photography Release, Social Media Release, and COVID-19 Liability Release default is 'Yes'. Once logged in, these options may be updated. From the Main Menu, go to 'Edit Student Info', select 'Edit', select 'Save'.

**Student Waiver & Release of Liability**

I have received and carefully read Ballet Rincon's Student Release & School Policy Form (See Below) and will take the responsibility to follow the rules and policies therein.

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**STUDENT RELEASE AND SCHOOL POLICY FORM ~  
June & July Summer Programs 2022 & Fall 2022/Spring 2023 Session**

**General Policies and Procedures**

**Registration Fee**

A non-refundable & non-transferable registration fee, per dancer, is due at the time of session or semester registration. (\$20 for New Students; \$20 for Returning Students **during** Pre-Registration; \$35 for Returning Students **after** Pre-Registration deadline.) Registration fees for Specialty Workshops and Intensives priced separately.

**Tuition and Fee Payments**

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 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.**

Fall/Spring **Session Tuition** is charged in **10 EQUAL amounts (August – May)**. Most months include a 4-week session. Some months' weekly sessions vary due to holiday/break observances or longer calendar months. Tuition and fees are **not pro-rated and remain standard**. Tuition fees for Specialty Workshops and Intensives due, in full, at time of registration.

**Cancelations & Mid-Semester Disenrollment**

If your request to cancel is received at least two weeks prior to the first class of the semester or workshop, you will be given school credit (cash refunds will be given only if a class is canceled) of the amount paid minus the non-refundable registration fee. Cancelations received less than two weeks prior to the start of the semester or workshop 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.**

**Non-Sufficient Funds/Returned Checks**

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**

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

## **Dress Code**

Proper dress code & grooming required for participation. See Ballet Rincon website ([www.ballet-rincon.com](http://www.ballet-rincon.com)); From 'The Programs' tab, Select 'Studio Policies and Procedures'.

## **Absences and Tardiness**

Absences must be called into the Ballet Rincon office. Students arriving after the studio door has been closed by the instructor are tardy. Four tardies per semester is considered one absence.

**Important: 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. Regular class attendance is also required for performing students.**

Make-up classes are available (by reservation only) for missed classes and must be attended within four weeks of missed class.

Makeup class reservation request procedure: To request a makeup class, email [dance@ballet-rincon.com](mailto:dance@ballet-rincon.com). Subject Line: Makeup Request. Please indicate in the email: Dancer's Name, Date of Absence, Class Missed and Dancer's Level.

## **Observation of Classes**

Family members are welcome to view class via Zoom. We ask that Dancers 5 years and younger have an adult accompany them and remain in studio for the duration of the class period. Adults will be required to wait in the studio or lobby in the case that the dancer needs assistance with using the facilities.

## **Student Supervision**

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 15 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 designated waiting areas while waiting for their class to begin.

## **Code of Conduct**

Ballet Rincon is committed to maintaining an environment that is free from bullying. This includes both our In-Studio and/or Online modules. All students will be respectful of Ballet Rincon personnel, guest instructors, fellow BR dancers and Community of Civano neighbors at all times as Ballet Rincon representatives. All students will be respectful of the environment and property of Ballet Rincon and the Community of Civano at all times. Students failing to do so will be excused from participation in BR Studio & Online: classes, workshops, and/or intensives.

## **Drop-Off & Pick-Up**

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**

Per student performance fees (Performance TBA) are non-refundable & non-transferable. Students are not required to participate in performances. Per-dancer monthly rehearsal fees apply to all performers in Ballet Levels 1-10.

### **First-time Performer Requirement**

For first-time performers with Ballet Rincon, parent/guardian must agree to the requirements on the **New Performer Commitment Requirement Form** to be eligible to participate in Ballet Rincon performances. Enrollment (via Online Module) into Performing Group(s) indicates **ACCEPTANCE** of all requirements on the New Performer Commitment Requirement Form. (Per family; One-time requirement). Please note that not all levels/classes are eligible to perform. Please see class instructor.

### **Performance Contracts**

**All** students must agree to the requirements on the performance contract (per Concert Series) for eligibility to participate in Ballet Rincon rehearsals and performances. Enrollment (via Online Module) into Performing Group(s) indicates **ACCEPTANCE** of all requirements on performance contract, per dancer, per Concert Series.

### **Parent/Guardian Helper Requirement (Subject to change due to COVID-19 Requirements)**

An adult representative from each performing family must agree to assist the school staff during each Concert Series (TBD) 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**

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

### **Relevant Medical History**

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

I Accept

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### **Social Media Release**

I agree to allow Ballet Rincon to use any photographs or video taken of my child/children during instruction or in performance for Ballet Rincon current and future public social media platforms (e.g. studio website, Facebook, Instagram). I understand that if I do not wish for my child's image to be used to promote the studio using public social media, I must change the Social Media Release status on the Student Information block to 'No'. Default setting for Social Media Release is 'Yes'.

I Accept

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### **Photographic Release**

I agree to allow Ballet Rincon to use any photographs taken of my child/children during instruction or in performance for promotional purposes (e.g. brochures, posters, fliers, etc.). I understand that if I do not wish for my child's image to be used to promote the studio in print or otherwise, I must change the Photographic Release status on the Student Information block to 'No'. Default setting for Photographic Release is 'Yes'.

I Accept

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### **Liability Release**

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

**Liability Release (continued . . .)**

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, either directly or indirectly during the course of or as a result of participation.

I Accept

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**Ballet Rincon COVID-19 Liability Release**

I, the undersigned, understand that if I wish to participate in instruction during the June & July Summer 2022 programs and the Fall 2022/Spring 2023 Session at Ballet Rincon LLC, that I will adhere to Ballet Rincon's COVID-19 Protocol.

I recognize that the staff of Ballet Rincon LLC will work to support my (or my child's) safety, using the Centers for Disease Control (CDC) guidance. I also recognize that entering a group environment at this time can hold certain risks, including potential exposure to the coronavirus.

I hereby knowingly and voluntarily assume these risks as condition of In-Studio 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 illness I (or my child) may sustain while participating in their instruction programs.

I Accept

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