

CAROLINA DANCE CAPITAL RECREATIONAL PROGRAM ENROLLMENT AND POLICIES INFORMATION

***Please read the following very carefully and make sure you understand each policy so that there are no misunderstandings**

1. Please arrive for classes on time. Tardiness is a distraction.
2. Hair must be secured off the face and neck with hairspray or gel in a ponytail or bun.
3. Students should wear leotard and tights in any color to all dance classes. Dance pants and closely fitted tank tops are also permissible. In hip-hop classes street wear and tennis shoes are permitted.
4. Students should always be friendly, courteous and respectful of the teachers and other students.
5. Students are expected to be picked up promptly after class is dismissed, and under adult supervision at all times when not in class.
6. There is always a **\$35.00 return check fee. After two returned checks, we will accept cash only.**
7. **Tuition is due at the first of the month! After the 10th** of the month there will be a **\$10.00 late fee.** At the end of every month your account should reflect a \$0.00 balance. You should only owe whatever fees are due for the next month. All accounts will be charged a **\$20.00 late fee** if a balance is carried over to the next month. As convenience to you and to make payments on time and prevent late charges, we are also accepting payments online through your Jack Rabbit studio account (E-check, Visa, MC, Debit Card), or via Pay-Pal. **Yearly tuition is broken down into monthly payments/installments. (September 2011 through May 2012)**
8. **Tuition cannot be pro-rated.** Make-up lessons for any holiday the studio will be closed for, and those classes missed due to illness, are available upon request until the Christmas break. After the Christmas break we will begin to work on the recital routines.
9. Please try to keep our studio clean. **NO eating or drinking is permitted, except in the student lounge.** We do expect students and parents to clean up after themselves.
10. Practice is always encouraged. As the routines are being taught, it is sometimes helpful to video the choreography of the routine. Ask your teacher for convenient times to video tape the classes to help the student remember what is taught.
11. We would appreciate a phone call into the office when your child will be out. It is convenient to schedule make-up classes when you call the office ahead of time, and let us know when your child will be absent.
12. 1/3rd of Annual Recital Package Fee is due Sept.15, 2011, 1/3rd on Nov.15, 2011, 1/3 on Feb.1, 2012.
Fees are non-refundable!
13. **All accounts must be paid in full before your child can dance in the 2012 recital!**

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** I understand that dance can be a vigorous physical undertaking and that I have the right to withdraw from any activity I consider beyond my child's capabilities. I, the undersigned, do hereby voluntarily submit my application for my child's attendance and participation in the Carolina Dance Capital dance program. I release CAROLINA DANCE CAPITAL and its promoters and instructors from any claims or liabilities for any injuries, damages, or losses that may occur while in participation in the dance or gymnastics program.

** I give my permission for Carolina Dance Capital to take photos of my child/children or me to use for the website and for purposes of promoting the studio.

****In the event of withdrawal, please fill out a withdrawal form that can be picked up in the office. This will prevent further billing and end the account activity.**

STUDENT'S NAME: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE SIGNED: _____