**Dance Development Academy**

**124 S. Bill St., Francesville, In 47946**

**219-863-6874 ddadance.company** **dancedevelopment@outlook.com**

Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthday\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Attending this fall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother/Guardian Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father/Guardian Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DDA requires that you read studio guidelines and fill out the emergency form, with this registration

form. Return completed form with registration fee to DDA.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian of aforesaid

child, have read and understand all policies & procedures, tuition policy, fees and calendar dates.

1. Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost\_\_\_\_\_\_\_\_\_\_\_\_
2. Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost\_\_\_\_\_\_\_\_\_\_\_\_
3. Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost\_\_\_\_\_\_\_\_\_\_\_\_
4. Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost\_\_\_\_\_\_\_\_\_\_\_\_
5. Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_Cost\_\_\_\_\_\_\_\_\_\_\_\_
6. Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost\_\_\_\_\_\_\_\_\_\_\_\_
7. Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost\_\_\_\_\_\_\_\_\_\_\_\_

 **Yearly Registration Fee $25 per individual or $30 per family\*\_\_\_\_\_\_**

 **Total\_\_\_\_\_\_**

 **Pricing is per month, per student**.

 **30 Min – 1 hour $45 1.1 – 2 hour $75 2.1 – 3 hour $100**

 **3.1 - 4 hour $125 Unlimited Classes $150 10% 2nd + child discount**

 **Company Members see staff for pricing**

**Emergency Information**

Please give the names of two individuals (other than yourself) who will assume the

responsibility of your child in case of an illness or accident until you can be reached.

Please notify these individuals of these arrangements. In case of any changes in the

information, please notify the dance studio in writing.

Emergency Contact #1

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact #2

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Medical Conditions (as it applies to dance)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Although health and safety are of the utmost importance to the instructors and staff at DDA, the studio is not responsible for injury on the premises or at any DDA sponsored event or function.

I, the undersigned parent or guardian of the aforesaid child, do hereby authorize officials of DDA to contact the emergency contacts on this form, to render any treatment advise that may be deemed necessary in an emergency, for the health of the said child.

I have read completely the DDA information, Policies & Procedures regarding dance fees, absences, holidays, observances, class procedures, studio conduct rules, recital info, illness, injury and dance attire information. Classes are charged on a monthly basis. No refunds or credits. Make up classes are available.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature Date

Photographic release & waiver: By signing below, I give permission for photographs of my child in dance class or performances to be used in a promotional material for DDA in both print and web publications.

Yes (Signature )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Decline\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DDA Credit/Debit Card/ACH Policy**

**All students must keep a credit/debit card/ACH**

 **on file.**

**No Exceptions**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have read and understand all the Policies & Procedures made by DDA.

I am authorizing DDA to charge my credit, debit card or checking for any payments that may incur as

specified in the Policies & Procedures manual. I am allowing this charge to be made without any signature other than what is on this form. I understand when I pay by credit card there is a **3.5%** process fee per transaction on **credit/debit cards**. There are **No Fees** charged if processing automatic withdraws from **Checking.** A late fee will also be applied to your account if tuition is past due.

 **If your tuition is not paid by the end of the 1st week of every month, we will automatically charge you.**

**Credit or Debit Card Info**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit/Debit Card #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exp Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CVC Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Or Checking Account Info:**

Checking Account #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Routing Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I would like monthly tuition taken out of this account the 1st week of every month**

**Please Circle One: Yes or No**

**I will pay by cash\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POLICIES AND PROCEDURES**

***Class Procedure***

Please have your child arrive five minutes prior to class start time dressed in the proper dance attire, shoes and hair. Please do not be late for classes. Proper technical warm ups are done at the beginning of class and are vital to preventing injuries. Warm-up is critical to proper dance execution and the safety of your child.

***Class Behavior***

All students are expected to be respectful of their teacher, staff and other students.

Students will receive a warning if their behavior is not favorable and will have a chance to fix that behavior. **If behavior is not changed, they will be asked to leave the class room, and will not be able to reenter until the staff deems it appropriate**. We take disrespect and bullying very seriously. If you hear or see any incidents, please contact a staff member immediately.

***Before/After Class***

When one class ends, another class starts; teachers are not responsible for watching students once class has dismissed. Please instruct your child to wait inside the studio lobby for their rides and to inform front desk if their ride is late. **Students are not permitted to wait outside for rides.** You may message the studio and we will walk them out to you if necessary.

***Class Cancellation***

DDA reserves the right to combine classes, change times, provide substitute teachers and cancel any class with low attendance. On rare occasions, a class may be cancelled due to weather or teacher illness. We follow West Central School System and closures. If your child misses their class due to weather, they may take a different class for that week or the next. Please like our Facebook Page- We always make announcements on the page. We will also send a group text with class info. Please add dancedevelopment@outlook.com to your email contacts, so our notifications do not end up in your junk folder.

***Tuition***

All Students of DDA must have a credit/debit /ACH card on file. Payments will be charged to your card if your tuition is past due. Payments are due on the 1st week

of the month. A $10 late fee will be charged to your account if payment is not made by the end of the first week of every month.

There is a 3.5% fee for any time we have to charge your card. Including tuition, costumes, etc. Our dance year runs from August until the end of our 2nd recital, in late May. Yearly Tuition is broken down into monthly installments to make payments more affordable. Please remember that some months have 5 weeks and some only have 3 weeks. There is no pro-rated discount given.

There are no refunds if you drop a class. But you are free to switch to a different style of class. Please notify us before the first of the next month if you choose to drop out, if done after the first of the month you will be billed for the entire month.

***Absences***

You may make up classes in other comparable level classes within the month of the missed classes. Missed classes are not refundable, this includes if your family takes a vacation during regular class times. Tuition is still due to hold the spot for your child. If your child has a contagious illness or is injured, please keep them out of class until they are recovered and can participate fully without risk or relapse or injury.

***Registration Fee***

Every dance year there is annual registration fee of $25 for individuals or $30 for families.

***Recitals***

DDA host two dance recitals per dance year. These recitals will take place at Eastern Pulaski High School in Winamac - May 2020.

**\*To participate in our recitals, you need to attend classes weekly**. Starting in January, you will only be allowed one excused missed class per month. Especially when we get to March – May. Please be mindful of this when deciding to participate in other activities outside of dance. It is not fair to our instructors and other students to constantly miss classes when preparing for our recital. If you think you may miss classes due to other activities please inform us before signing up for the recitals. We will adjust your dancer’s part in the recital or recommend them to move to our Saturday Non-Recital Classes. If you start classes later in the year, DDA reserves the right to determine if you can participate in the recitals.

All recital participants must attend both Rehearsals and Recitals to participate.

All tuition, costume fees and recital ticket orders must be paid in full for student to participate. Be sure to Like our Facebook Page and Request access to our Dance Development Academy Dancer Rehearsal Page.