



Student Registration Form (Please return this page)

How did you hear about us? _____
Student's Name (First & Last): _____ **Date of Birth** (if under 18): _____
Mailing Address (for correspondence): _____ **City/Town:** _____
State: _____ Zip: _____
Email: _____
Phone #: _____

Responsible Party Information:
Mother's Name: _____ **Mother Cell #:** _____
Father's Name: _____ **Father Cell #:** _____
Responsible Party's Name: _____ **Phone #:** _____

In case of an emergency, please provide emergency contact in the event parents are unreachable:
Name: _____ **Relationship:** _____ **Telephone #:** _____
Please advise of any medical conditions that may affect the student's participation:

Agreement for Participation

I have received the following information and agree to adhere to all the content stated therein including:
*Studio Policies *Tuition & Payment Information *Conduct/Expectations *Dress Code *Attendance/Schedule

Date: _____ **Signature:** _____

Medical & Liability Release: I understand that Allonge' or anyone acting on its part will not be held responsible for bodily injury sustained while on the premises or damage to any personal item brought on the premises by students or their families. This shall include, but not be limited to any and all activities in the school, directly or indirectly around the school or in any other place so designated by Allonge' including performances and activities. In the event of an emergency, I give Allonge' representatives the authority to obtain necessary emergency medical treatment on behalf of myself or my child as deemed necessary with the understanding that the family will be notified as soon as possible. I understand that my insurance coverage for myself or my child will be used in the event medical intervention is needed and that I am responsible for the payment of any/all medical services.
Insurance Provider: _____ **Policy Number:** _____

Date: _____ **Signature:** _____

Class Disclosure: I understand that part of dance instruction includes correction in body placement and may require myself or my child to be touched in order to assist in making body placement corrections. I hereby authorize Allonge' and its representatives to physically manipulate myself or my child in order to assist in proper alignment and execution of steps with the understanding that such touching will only occur as assistance to proper alignment/technique.

Date: _____ **Signature:** _____

Photo Release: I irrevocably grant Allonge' the right to use images, videos, name, writings, or voice recordings for unlimited educational or promotional purposes as is consistent with the mission Allonge'. I agree that all intellectual property rights shall belong to Allonge' and waive my rights to any royalties or benefits from such media.

Date: _____ **Signature:** _____

Tuition Agreement: I have been informed of auto-draft options. I understand that if tuition is not received by the 7th of the month, my credit card will be charged automatically so as to not interrupt my student's instruction and a **\$10.00 per class** late fee assessed.

Card type: _____ **Card Number:** _____ **Expiration:** _____ **CSC:** _____ **Zip code:** _____

My Classes:	Day/Time:
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Monthly Tuition	Tuition by Semester
1 hr/wk \$50/mo	*More Savings
1.5 hrs/wk \$65/mo	1 hr/wk \$225
2 hrs/wk \$85/mo	1.5 hrs/wk \$300
2.5 hrs/wk \$110/mo	2 hrs/wk \$400
3 hrs/wk \$130/mo	2.5 hrs/wk \$525
3.5 hrs/wk \$145/mo	3 hrs/wk \$625
4 hrs/wk \$170/mo	3.5 hrs/wk \$700
Unlimited \$225/mo	4 hrs/wk \$825
	Unlimited \$1075
Ensemble (3hrs) \$155 (add pointe for \$10)	
Ensemble Unlim. \$225	*Ensemble dancers add \$25/mo. to tuition plan

Registration Fee: \$ 30.00/family (a n n u a l)

TOTAL Monthly Commitment: \$ _____



Performance Package

In order to provide a memorable and stress-free performance experience for you and your dancer, Allongé' is pleased to offer a Spring Showcase Performance Package for students wishing to perform in June. Please find the details for the performance package below:

Spring Showcase Performance Package includes:

- 1 Personalized Keepsake performance program
- 1 Backstage access wristband for a parent
- 1 Bouquet of a dozen roses for the dancer
- 1 Class Costume
- 1 DVD of the Performance
- 2 Reserved Seating Tickets

*Tickets for the performance must be reserved/purchased through the theater.

****There is a \$60 fee per additional* costume AFTER the purchase of a Performance Package for dancers performing with multiple classes!**

Performance Package cost: \$160.00 per dancer

DUE in full: Jan. 30

Payments can be made toward performance packages & costumes through the Parent Portal through Jan. 30.





Policies

Tuition:

1. Tuition is charged on a monthly basis based on the length of the classes taken.
2. There is a \$35 returned check fee.
3. Tuition payments are due in full by **the 10th** of each month after which a **\$10.00 per class** late fee will be assessed. After **the 15th** of the month, dancers will be asked to observe class until accounts are in good standing. This is preventable by keeping a credit card on file with the studio. After **20th** of the month, dancers will be disenrolled from class and their spot offered to a wait listed dancer. Re-enrollment requires a \$30 registration fee. *Late tuition payments are not entitled to any discounts.
4. No dancer will be permitted to perform or participate in rehearsals unless accounts are in good standing and performance fees are paid in full by January 30th.
5. Tuition payments are non-refundable except in the event of documented illness or injury that prevents participation.
6. The dance year runs for 10 months or 38 weeks (with holiday breaks). *At least two (2) additional rehearsals for the June performance are included in the tuition for a total of 40 weeks. Therefore, tuition is charged in 10 equal monthly installments for your convenience.
7. If your student wishes to participate in the annual showcase in the spring, a Performance Package/Costume fee will be required. Performance Package fees are non-refundable.

Attendance:

1. Students who wish to participate in the annual showcase in the spring must miss no more than 6 classes between January-June. **Dancers missing more than 6 classes will be required to take a private lesson with their instructor at a rate of \$40/hr for each absence over 6 absences in order to perform.**
2. Dance classes run in accordance with the local school schedule. Makeup classes are not offered for holiday breaks or acts of nature.
3. Dancers wishing to perform must be present at the 2 in-studio mandatory rehearsals in June AND the dress rehearsal on show day! No performance/costume fees will be refunded due to attendance policy violations.
4. Any student missing 3 or more weeks of classes in any one month will not be allowed to re-enter their class until a private lesson is scheduled with the instructor of that class. This private instruction is imperative for your child's instructional continuity and physical safety, and group classes cannot be devoted to catching up one student. Private lessons are \$40/hr.
5. Dancers may disenroll with 30 day written notice. Dancers will be charged for 1 month of tuition after notice is given. Disenrollments without notice will be charged tuition until notice is given. Dancers disenrolling after the **Disenrollment Deadline (Jan. 30th) will be charged a \$100 late disenrollment fee. Performance Package fees are nonrefundable.**

Dress Code/Studio Conduct & Expectations:

1. **The following behaviors will be considered grounds for immediate disenrollment (Allonge' does not refund): damage to/destruction or theft of property, gossip/slander/defamation, use/possession of illegal substances on property, disrespect/verbal abuse of instructors/parents/students, unwanted/abusive physical contact, repeated failure to follow dress code, habitual late tuition, any tuition more than 1 month delinquent.**
2. Students are required to abide by the assigned dress code. For your convenience, Allonge' offers shopping at a wholesale prices from our dress code boutique, however parents are responsible for sizing with our sizing kits. Please do NOT try on items for sale. No item may be returned/exchanged without tags attached!
3. On the last class of each month, students are allowed to "break the dress code" requirements as long as they are still in appropriate dance attire for their designated class.
4. Students are expected to arrive to class on-time. Late arrival is a distraction to others. Admittance to class more than 10 minutes late will be at instructor's discretion. **Three (3) tardies will be counted as 1 absence.**
5. Students arriving late to class should not walk into a class that is in session. Students should wait for admittance to class.
6. No gum or jewelry (except stud earrings) are permitted in class.
7. Class time is brief and valuable. In order to get the most from each class, we ask that you bring a bottle of water in to class with you, and use the restroom before class to avoid interruption.
8. In order to benefit from all corrections given in class, dancers should not socialize during class unless a break is given.
9. Behavior or criticism/gossip that causes division or a negative atmosphere (whether in the waiting area or the studio) will not be tolerated. Allonge' reserves the right to deny instruction to those who refuse to uphold its mission for an encouraging environment.
10. When class is in session, please keep the door closed unless there is an emergency. Parent observation weeks will be scheduled and announced.
11. In order to best serve you with our equipment, please do not wear street shoes on the studio floors; do not touch the mirrors or hang from the barres.
12. Children are expected to be picked up at the end of their class, and all dancers under 16 years of age will need to be signed out if you have left the building during their class. If you are running late or have an emergency, please call so we can be sure your child is supervised. Perpetual late pickups may be cause for disenrollment.

Fundamentals I & II Expectations

(Ages 3-6)

Please help **Allonge' Dance Academy** give you the most of your class each week by observing the following class expectations.

1. **Use the restroom before class:** Please ensure your dancer has used the restroom before class. Our instructors will ask if anyone needs to use the restroom before class begins! Ensuring they have used the restroom before class will allow us to start class on time.
**Dancers will not be allowed to leave the studio once class has begun. Our instructors will NOT assist with restroom breaks. If your child still needs bathroom assistance, please stay in the studio during their class time.
2. **Bring all dance shoes into the studio:** A 5 minute, mid-class break will be given to change shoes. Please bring dance shoes into the studio to ensure a smooth and quick mid-class shoe change. Dancers may use the restroom at that time. ***Please be available at that time if your dancer needs restroom assistance.
3. **Bring a water bottle into to the studio:** During our 5 minute shoe change break, dancers will be allowed water. We do not guarantee the availability of water or cups. Please bring a labeled water bottle into class with your dance shoes. Leave all other personal items in a cubby in the hall.
4. **Label all dance shoes & water bottles:** We cannot return misplaced shoes to their proper owners without labels. Please use a permanent marker on the inside of ballet shoes and a label or tape on the bottom (in the arch) of tap shoes.
5. **Sit in your butterflies & wait for ballet class to begin:** Upon entering the studio, dancers should sit on their assigned spots on the dance floor with legs in their butterfly position so our instructors can take attendance.
6. **Sit in your straight leg stretch & wait for tap class to begin:** After changing shoes, using the restroom (if needed), and returning to class, dancers should sit on their assigned spots with their legs together extended in front of them so our instructors can check that tap shoes are on the correct feet, buckled, labelled, and on the correct dancers!
7. **Redirection:** While we want our little ones to have fun and grow to LOVE to dance, we also want them to LEARN to dance. Our instructors have many years of experience in education and classroom management and will appropriately balance fun & freedom with focused learning! If your child is a distraction to others in class, the following process will be followed:
 - i. a verbal warning and redirection
 - ii. a short timeout sitting down and observing their classmates
 - iii. short removal from class & return to parent (dancers should wait quietly in the doorway until the instructor welcomes them back to class)
 - iv. removal from class & return to parent without re-admittance that day

Please review these expectations with your dancer before their first class and as often as needed. Doing so will help us ensure a fun & organized learning environment for our little ones!

Ballet Etiquette

Ballet has a long history of both spoken and unspoken expectations. It is in the spirit of preserving and respecting this classical art-form, that *Allonge' Dance Academy* maintains these expectations for ballet class.

- 1. Adhere to the Dress Code:** Form fitting warmups may be worn but must be removed after rond de jambs at the barre, so you and the instructor can see your form/placement. Pink tights, pink ballet shoes, and designated color leotard (skirt optional) are required for females. Black fitted pants/tights, black ballet shoes, white T-shirt (tucked in) are required for males. *No jewelry other than stud earrings in class.
- 2. Hair in a Bun:** Hair long enough to put neatly in a bun has been a hallmark of female ballerinas historically. Hair must be tightly pulled away from face and into a bun (if possible). No clips that have the potential to fall on the floor and be stepped on are allowed! Please use hairspray to keep fly-aways out of the face. Buns for performance are expected for ages 7+. Please plan haircuts accordingly.
- 3. No underwear or bra straps visible:** Visible undergarments are considered unrefined and tacky in the world of classical ballet. This is akin to wearing undergarments under a swimsuit. Such is not allowed on stage, and we prefer to practice in class what is expected on stage. Please ensure all undergarments (if needed) are not visible during movement.
- 4. Never correct your classmates:** No matter how constructive, it is not your place. Unless the instructor gives the opportunity, keep your feedback to yourself.
- 5. Don't stand at the "head" of the ballet barre:** The front position on the ballet barre has been historically reserved for the most advanced dancer in the class. Unless you are prepared to lead your classmates in barre-combinations, please do not stand in that spot (the instructor will use it for demonstration).
- 6. Know the combinations:** If you are not confident with the combination, don't be the first to attempt it across the floor. Watch and learn from your classmates first!
- 7. No Food or Gum in the Studio:** Keep the studio clean! Crumbs, gum, & liquids don't belong on dance studio floors or the bottoms of your dance shoes! NO snacks or colored drinks in the studio (unless there is a designated area)! Water only!
- 8. Never ASK to be Promoted:** Your instructor knows that you, like everyone else in the class, hope to be promoted. Your instructor also knows who is and is not ready for promotion. Asking for promotion only reveals you are not yet mature enough to be promoted. Remain humble, and trust your instructor's eye. ***It is normal to remain in the same level of ballet training for several years.
- 9. No chatting:** Chatting during class (once the instructor enters the room) is considered rude and is distracting. Hold your comments/questions until a time when the instructor welcomes them! Chatting while waiting for your turn across the floor is considered rude to your classmates and a waste of the time you could be observing and learning. Chatting or unrelated comments/questions waste class time and may lead to dismissal from class. *Cell phones in class must be silenced!
- 10. Be on time & Don't leave early:** It is the instructor's responsibility to create a safe class and give proper warm-up. It is at their discretion to allow latecomers to enter the class. Leaving early may be considered rude. Please discuss any necessary arrangements in advance with the instructor. *If you are late, you are expected to wait at the door quietly until the instructor is at a stopping point and welcomes you into class.

Ballet Etiquette

- 11. Do not lean or swing on the barres:** Leaning on the barres between exercises is considered lazy. Maintaining good posture throughout the duration of the class is part of classical ballet training. Ballet barres are not monkey bars! No sitting in class!
Sitting = quitting! ***Finish each exercise in ballet posture & position and hold until the music ends!
- 12. Please have good hygiene:** Sweating is part of hard work! Please be respectful of your classmates with whom you share space and wear deodorant. Please no overbearing fragrances. Leotards and tights should be freshly laundered and look clean & presentable.
- 13. Respect the space of your classmates:** Develop your awareness of your space and the space of others. Maintain a leg-length's distance at the barre. When dancing across the floor, be prepared to begin dancing on the next phrase of music once the previous group crosses the center point of the room. Maintain equal distance between yourself and classmates as you dance. Never stop traffic by quitting mid-room. Finish the floor and keep moving! Never cross the path of another dancer. In center, stay in your own space!
- 14. Stay positive:** Refrain from showing your frustration on your face! Practicing this will help make you stage-ready! Remove "I can't" from your vocabulary and instead ask questions at appropriate times (when the instructor welcomes them)! Give each class your best effort!
- 15. Thank your instructor:** Thank your instructor at the end of each class. It is customary and appreciated for you to show appreciation for the knowledge and passion they just poured into you during class! Don't take it for granted! Learn to appreciate EVERY chance you get to dance!

Thank you for helping *Allonge' Dance Academy* preserve and continue in the rich history of ballet etiquette. Your dancer will gain poise, grace, self-confidence, and respect for his/herself and other through observing these expectations.



Referral Program

Earn a \$20 tuition credit for EACH enrolled* friend

Rules:

Once your friend completes the registration process and joins a class, you will be credited \$20 to your account!

There is NO LIMIT to this program! Receive a \$20 credit each time YOUR friends enroll!

Don't Wait! Bring a Friend to Class!

- A friend pass can be reserved at any time. Please notify the office of your friend's visit as early as possible.

2017-2018 Year at a Glance

August 1- Last Day of Early Bird Registration (no registration fee)

August 28- Classes begin

September 4- Studio Closed

September 19-23- Spirit Week & Bring a Friend Week

October 27- Lock-in & All Night Dance Party

November 10- Studio Closed

November 13-17- Parent Observation Week

November 22-25- Studio Closed

December 14-16- Nativity In-Studio Dress Rehearsal, Tech Rehearsal & Performance

December 18- Jan 5- Studio Closed

March 26 -31- Parent Observation Week

April 2-6 – Studio Closed for Spring Break

May 28- Studio Closed

June 5 & 14- Mandatory All-Cast Rehearsals in-studio, DRESS REHEARSAL TBD

June 16- Dress Rehearsal, Spring Performance at 1pm and 5pm

**Additional dates & events may be announced throughout the year.*

Monday		Tuesday		Thursday	
Ballroom	Main St.	Ballroom	Main St.	Ballroom	Main St.
Ballet I A (AR) (ages 7+) 4:15-5:15	Fundamentals 2 (TE) (ages 5-6) 4:15-5:15	Ballet I B (AS) (ages 9+) 4:15-5:15	Ballet I A (AR) (ages 9+) 4:15-5:15		Fundamentals 1 (RB) (ages 3-4) 4:15-5:15
Primary Acro (ages 5-8) 5:15-6:15	Tap 1& 2 (TE) (ages 7-9) 5:15-6:15	Acro Levels 1 & 2 (AS) (ages 9+) 5:15-6:15		Jazz 2 (ages 10+) 5:15-6:15	Fundamentals 1 (RB) (ages 3-4) 5:15-6:15
Fundamentals 2 (AR) (ages 5-6) 6:15-7:15		Ballet II A & B (AS) (ages 10+) 6:15-7:15	Ballet 3 Technique (MT) (ages 11+) 6:15-7:15	Ballet 3 & Pointe (AS) (ages 11+) 6:15-7:45	Lyrical 1 (AM) (ages 7-10) 6:15-7:15 *requires ballet enrollment
Adult Tap & Jazz (AS) 7:15-8:15		Jr. Ensemble Rehearsal 7:15-8:00	Lyrical II (MT) (ages 11+) 7:15-8:15 *requires ballet enrollment & previous lyrical	Ensemble Rehearsal 7:45-8:30	Jazz 1 (AM) (ages 7-10) 7:15-8:15