



**Please read carefully!**

**Keep one copy for your records and  
sign and return second copy to teacher.**

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### **INFORMATION AND POLICIES**

**LIABILITY:** Parents, legal guardians of minors, students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time at DK Dance Productions.

**REGISTRATION FEE:** A \$25 fee, per family, is required with the fall registration form and is a non-refundable fee. This will reserve class space. A registration is not considered complete and class space is not reserved until this fee is paid. The registration fee will be due annually in June when you fill out your Fall Registration form.

**TUITION:** Tuition remains the same whether it is a long (5 weeks) or short (3 weeks) month regardless of absences or closings. It is payable monthly in advance, due at the first lesson of each month. No statements will be sent out unless you are overdue. Payments made after the 10<sup>th</sup> of each month are considered late and a \$5 late fee will need to be added to your payment. All payments can be dropped in the office mailbox in the viewing area. **SEE "HOLIDAYS"**

**CLASS ATTIRE:** Dance attire is required for all classes, such as leotard and tights of any color. Ages 3-8 Combination Classes will need black tap shoes and pink ballet shoes.

**All students must have their hair off of their face and neck for all classes. NO jewelry or gum chewing in classes.**

### **HOLIDAYS**

Holidays will generally follow the school schedule. Holiday dates will be posted and notes will be given to your children prior to holiday closings. If closed for a holiday or inclement weather making a short (3 week) month, it is our policy that you may come in for an extra class at your scheduled make-up time. We encourage 4 lessons each month for each student. **SEE "TUITION"**.

## **ATTENDANCE**

**Good attendance is imperative as absence and tardiness can hold back an entire class, and the studio cannot jeopardize its responsibilities to the rest of the class for one student. Please make every effort to have your child at every class, on time. If your child is sick, on vacation, or misses dance class for some reason, classes can be “made-up” in a different class of the same age. Check the schedule for days and times.**

## **SNOW AND BAD WEATHER**

**The studio will not necessarily close for snow days regardless if area schools are closed since many times roads are clear and safe by 2:30pm. If in doubt, call the studio for a recording or check Fox 2 News for whether class will be held or not.**

## **DRESS REHEARSAL AND DANCE RECITAL**

**Our Annual Dance Recital will be held towards the end of June each year. We will be doing three performances and all students MUST attend the dress rehearsal prior to the shows. The dance recital will be held at the James J. Eagan Theatre. All students are required to perform in all shows they are designated to perform in at the recital. Students performing in the recital must attend classes through the Dance Recital in June. Tickets will go on sale in May. There is a fee for tickets. Costumes will be ordered sometime between December and January to allow adequate time to receive the costumes. NO COSTUMES WILL BE ORDERED WITHOUT PAYMENT. ALL COSTUME PAYMENTS ARE NON-REFUNDABLE.**

## **VIDEO TAPING DURING DANCE CONCERT**

**Video taping during our Dance Recital is NOT ALLOWED due to a contractual agreement with our professional videographer. Cameras for still pictures are also allowed, but please no “flash” photography during performances. There will be DVD’s of the performances available to purchase from a Switzer Film.**

## **SUMMER CLASSES**

**These classes will be mandatory for all students participating in ANY OF THE COMPANIES AND ALL COMPETITIVE CLASSES. This schedule will be available May 1<sup>st</sup> when registration begins. No registration fee will be required for current students.**

## **SPECIAL CLASSES AND WORKSHOPS**

**Any special classes and/or workshops will be an enriching event made available for the continued development of the students and will be offered throughout the year. These classes will be mandatory for the Companies to continue the advancement necessary for the progression into higher levels.**

## **TERMINATION OF CLASSES**

**If you choose to leave DK Dance Productions, notice must be made before the 10<sup>th</sup> of the month or you will be responsible for that month’s tuition.**

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**Student Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_