

Ballet Studio E, LLC

Important Dates

May 1st, 2010 Fall Registration is Open to Current Students and Accepted Audition Students. June 1st, 2010 General Registration is open.

Dance Year Aug. 30st, 2010 May 21st, 2011

Quarterly Payment Due Dates: 1. At time of registration, 2. Oct. 18th, 3. Jan. 10th, 4. Mar. 14th

Monthly Installments (*Full tuition is divided into 10 equal payments*) 2 installment payments (1st and last) are due at the time of registration, the other 8 are due the 15th of every month Sept-April.

Parent Observation Weeks: October 4th-9th, 2010 & February 1st-5th

Costume Fee Due: November 8th, 2010. Child sized costume \$60, Adult size \$80. (*These prices are approximate and may change based on costumers most current fees*)

Thanksgiving Break: Nov. 22nd-27th

Christmas Break: December 20th Jan. 2nd, 2011

Recital Fee (\$40) Due: February 7th, 2011

Easter Break: April 24th- April 30th, 2011

Performance: Mandatory Rehearsal May 27th, 2011. Show May 28th, 2011.

Admission

All students are welcome to apply for admission to Ballet Studio E, LLC, but all students may not be accepted due to audition results, full classes etc. The Ballet Studio E dance year runs from the end of August/beginning of September through May. New students are generally not accepted after the third week of classes in any level.

Eligible students wishing to enroll must submit:

a completed admission forms - *see forms for details*

a completed release of claims and medical treatment authorization form

a payment of the registration fee plus tuition. 2nd Registration fee is waived for siblings/multiple classes.

Payment

Enrollment is for the entire dance year, last week of August/beginning of September thru May, unless otherwise noted.

Notice is posted of both monthly and quarterly tuition due dates both in studio and online. Quarters designate billing cycles, not new sessions.

Payments are currently cash or check only in full, quarterly or tuition installments.

About installments. There are 10 monthly installments. All monthly payments (with exception of 1st and last tuition installment which are due at time of registration) are due on the 15th of each month.

The third class a family enrolls for is eligible for a 10% discount if a discount has not already been applied to said class. Family is considered to be immediate family, siblings only.

All financial transactions including tuition, fees, costumes etc is non-refundable or transferable.

Withdrawal

Any student withdrawing from the studio during the course of the season must provide written notice of the withdrawal prior to the conclusion of the student's final quarter. Any tuition or monetary transactions are forfeited and are non-refundable.

Ballet Program Auditions

New students who will be age 7 or above as of Sept. 1st must audition. An audition is necessary for admission into the **Ballet Program**. Audition fees are \$20.00, paid at time of audition and are non-refundable. Participation in audition does not guarantee enrollment.

Current students ages 7 and above must be able to demonstrate a certain physical and emotional aptitude in order to continue to or in our Ballet Program. Students not able to meet these requirements either prior to or after admittance to the Ballet Program, or those that cannot make the commitment that the Ballet Program may require may be accepted in the Dance Program's ballet classes.

More information about this year's auditions can be found on our website.

Ballet Studio E Policies

Only when our policies and standards meet your expectations of dance education do we recommend enrolling. Dance Program requirements are slightly less stringent, but students and parents are still held to certain standards. Ballet Studio E, LLC policies, rules and procedures are subject to change with or without notice.

LEVEL PLACEMENT AND ADVANCEMENT

Each student is placed in a class or level for the school year. The progress of each student is monitored continuously throughout the year, and instructors reserve the right to change a student's level when appropriate.

Parents Please Note: Unlike academic schools, students do not automatically advance to the next level at the end of each year. Emotional maturity, physical development, comprehension, etc may require additional development. *The evaluation of all students is continuous with close evaluation of students preparing to undertake more rigorous work.*

OUTSIDE STUDY

As ballet relies heavily on physical instruction and muscle memory, learning 'from two masters' is not only un-wise, but can be confusing as well as emotionally and physically detrimental to students. Muscle memory and bad habits can be picked up rapidly but can take a great deal of time to 'un-learn'. This is why **studying at other locations or for any reason (after school programs, workshops etc) is expressly disallowed for Ballet Program students at Ballet Studio E.** We take pride in the education of our students, and do not wish to detract from whole class learning to un-teach the bad habits a student can pick up from as little as a single class taught at another location/ not by Ballet Studio E staff. If a Ballet Program student is found to be taking class elsewhere while also enrolled at Ballet Studio E, they can be dismissed from the studio.

PARENT CONDUCT

Students and parents are expected to be polite to one another as well as to Ballet Studio E staff. As parents make up as much of the school community as do the students, we insist that parents do their part to keep the school a pleasant place to be. Parents who disrupt this environment will be asked to leave and may result in their child's permanent dismissal from the studio. Any rude or aggressive behavior from students or parents will not be tolerated. Ballet Studio E in no way supervises students outside of the immediate studio/classroom environment. The only time they are supervised by staff is during their scheduled periods of instruction within the studio classroom itself. Parents should be present to supervise their children, but if they are not they agree to hold Ballet Studio E, LLC and its staff harmless from any occurrence injury or harm while their child was not supervised. Other parents are not liable or under any obligation to supervise someone else's child.

PARENT OBSERVATION

Parents, guardians, and relatives of students are invited to view classes during Parent Observation Weeks. One full week twice a year is allotted for observation.

SCHOOL CLOSINGS/EMERGENCIES

In the event that Ballet Studio E is closed due to inclement weather, a notice of closure will be left on the studio's voicemail message. Ballet Studio E is not responsible for classes canceled as a result of extreme weather conditions or other circumstances beyond the control of the studio. Other studio closings may be alerted via voice mail, or email. While the Marian Center that houses Ballet Studio E is a very safe environment and is kept so by regular police patrol, our studio is prepared for emergency situations. Parents should be aware that should there be suspicious persons or a dangerous situation outside of the studio, that the studio itself can and will be locked from the inside, not allowing entrance. There is one main entrance to the studio, but there are alternate exits in case of emergency. In the event of any emergency/medical problem all expedient efforts will be made to notify parents.

SUBSTANCE ABUSE POLICY

The sale, consumption, storage and/or possession of alcoholic beverages, controlled substances and/ or illegal drugs are strictly prohibited regardless of the student's age or age of the guest. Violation of this policy may lead to immediate dismissal, as well as being reported to the proper authorities. Ballet Studio E, LLC is a non-smoking facility.

ATTENDANCE/TARDINESS

Students are required to attend all classes to which they are assigned. A student with a minor injury is expected to attend with his or her class as an alert observer seated inside the studio. The studio reserves the right to dismiss any student with excessive absences. Students should ideally miss no more than 3 classes per semester. Students missing more than 3 classes in the 2nd semester may be barred from performing in any performances. In the interest of injury prevention, the studio reserves the right to bar any student who arrives for class after instruction has begun from participating in the class other than as an observer. Chronic lateness constitutes grounds for dismissal from the studio.

DISMISSAL/WITHDRAWAL

Students may be dismissed from Ballet Studio E for any reason including but not limited to student behavior or parental behavior. Students who are dismissed will not receive a refund of tuition or monies paid in any manner. Ballet Studio E reserves the right to dismiss any student at any time whose attitude, class attendance, work habits, overall conduct, or physical fitness for classical dance training is judged unsatisfactory. Ballet Studio E also reserves the right to dismiss any student who has a medical condition that puts him or her or classmates and faculty at risk. Any student who is dismissed or who withdraws from classes for any reason will not receive a refund on any monetary transactions.

INSTRUCTOR-STUDENT CONTACT

Ballet Studio E strives to offer teaching that is individual and hands-on. It is normal and completely appropriate for a member of the faculty to manually and physically position a pupil, to manipulate body parts and limbs to expound a point of instruction or to pinpoint for an individual flaw in his or her technique. The studio neither condones nor tolerates any touching of students by instructors that is harmful, professionally reckless or violates general standards of propriety and decency.

PAYMENT

Ballet Studio E accepts payment in full, quarterly and monthly. Payments may be made by check or cash. Payment due dates are listed in this packet as well as posted in studio/via email. Late payments must add a \$15 late fee. Returned checks will have an additional fee. Sibling/multiple enrollment is allowed a waived registration fee for the sibling/2nd class. Enrollment for 3 classes or more are eligible for a 10% discount on the lesser class, provided a discount has not already been applied. Students whose accounts are delinquent will not be allowed to participate in classes. If at any point a credit is given said credit at the discretion of the studio must be used during the current semester, no credits will be accepted if a year has passed from the time the credit was given. A summer credit, for example, cannot carry over into the fall semester of the following school year, only the following summer session. Monthly installment plans must pay 1st and last months tuition plus registration fee at the time of registration.

DRESS CODE

Students will be asked to leave or sit out of class if not in the proper attire.

Students must wear street clothes to and from the studio. If changing areas are not available students are expected to change at home. Students are not allowed to change in the restrooms or in the lounge.

All students are required to dress for classes as per their level dress code. Dress code requirements are listed on Balletstudioe.com

The dress code for females also mandates that hair be worn neatly away from the face and, if sufficiently long, secured in a bun. No jewelry is allowed besides small stud earrings.

Ballet Studio E reserves the right to dismiss any student for repeatedly disregarding the dress code.

DEFACEMENT/PROPERTY DAMAGE

Students are responsible, both individually and collectively, for all damage to and defacement of Ballet Studio E rooms and furnishings, and for any damage to the public areas of the building and equipment. In the event damage is assessed, student will receive an itemized bill of damage charges to be paid by the student and/or the parent / guardian.

PERFORMANCE OPPORTUNITIES

At select intervals students will be performing for various audiences including but not limited to family members. At times all students of eligible age will participate, at other times specially selected students will be asked to perform. Not all performances are mandatory, but of those that are, students are expected to perform. Parents who do not wish for their child to perform in public or before an audience should consider enrolling their child at another dance institution.

Student Conduct

Students attending Ballet Studio E are expected to behave in a disciplined, responsible, and courteous manner while attending Ballet Studio E, LLC. Persons unwilling or (due to injury or chronic illness) unable to fully commit themselves to class, to maintain work habits appropriate for a serious student, and to conform to reasonable and accepted standards of discipline are advised not to apply for enrollment at Ballet Studio E. Students must be developmentally and physically capable of participating in all classes without assistance.

Ballet Studio E reserves the right to immediately dismiss any student whose attitude, class attendance, work habits, interrelations with fellow students and school staff, or overall behavior is in violation of:

- Ballet Studio E policies
- the rules governing the Marian Center for Non-Profits
- local, state, or federal laws
- conduct judged as unacceptable by Ballet Studio E, including behavior that is considered undisciplined, irresponsible, discourteous, dishonest, harmful, or otherwise unacceptable

Class Tuition (Consult balletstudioe.com for days and times)

Enrollment is for the entire dance year, unless noted. Tuition is listed in full, or quarterly/monthly payments

Registration Fee: \$30

One registration fee covers all classes taken by a student or family member. Enrollment in 3 classes may have a 10% discount applied to lesser class if not already discounted. Quarterly payments are due 4 times per dance year.

Dance Program	Tuition Paid in Full	Quarterly	Installments
Wee Wiggle 18mos-3	\$234		
Wee Dance 3-5 years	\$504	Q=\$126	Monthly= \$51
Jazz/Tap 9+	\$504	Q= \$126	Monthly= \$51
Folk 6-12 years	\$504	Q= \$126	Monthly= \$51
Beginning Ballet 8+ years	\$648	Q= \$162	Monthly= \$65
Classical Ballet Program			
LilPrincess 3 years	\$504	Q= \$126	Monthly= \$51
Pre-Ballet 4-7 years	\$576	Q= \$144	Monthly= \$58
Ballet I	\$648	Q=\$162	Monthly= \$65
Ballet II 2 hours per week	\$1296		Monthly= \$130
Ballet III 2 hours per week	\$1296		Monthly= \$130
Ballet IV 3.75 hours per week	\$1728		Monthly= \$173
Ballet V 4.5 hours per week	\$2160		Monthly= \$216
Ballet VI 4.5 hours per week	\$2160		Monthly=\$216
Advanced 6 hours per week	\$2304		Monthly= \$231

Registration Forms

Only 1 registration form is needed per student even if enrolling in multiple programs/classes.

Date: _____

Student Name: _____

Registering for: Dance Program Ballet Program

Audition Needed? _____ Audition Date: _____

Birth Date _____ Student Age as of Sept. 1 : _____

Academic School Dismissal Time: _____ Time able to be at Ballet Studio E: _____

Enrolling In:

Class Name	Day(s)	Time	Tuition Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

How did you hear about Ballet Studio E? _____

Student Information

Student First Name	Student Last Name	
Allergies	Gender Male Female	
Home Address:	Birth date:	Age (as of Sept. 1st):
City, State Zip:	Home Phone Number	
Academic School & Grade	Student Cell Number	
School Telephone Number	Current/Former Student of Ballet Studio E?	Enrollment Dates:
Desired Classes/Levels Time & Days		
(For Ballet Studio E Only)		
Assigned Level/Classes:		

Parent Information

Mother's Full Name	Home Phone:
Mother's Email:	Mother's Cell Phone:
Mother's Employer	Mother's Occupation
Mother's Work Address	Work Phone
City, State Zip Code	
Father's Full Name	Home Phone
Father's Email	Cell Phone
Father's Employer	Father's Occupation
Father's Work Address:	Work Phone:
: City State Zip Code	

Emergency Contact Information

Emergency Contact (<i>Adult Other than Parent</i>)	Relationship to student	
Emergency Phone (Day)	Emergency Phone (Evening)	
Emergency Contact Address		
City	State	Zip Code

Preferred Contact Information

Please choose from the following:

Phone contact preferred via:

Preferred Email Address (for studio updates):

Although the vast majority of studio contact is via email, please be aware that in the event of unexpected studio closure or emergency Ballet Studio E may contact studio families via text message.

Ballet Studio E, LLC Release of Claims and Medical Treatment

Release/Authorization made _____, 20_____

Date

By _____

Name of Parent or Guardian

Of _____

Street Address Apartment or Suite

City State Zip Code

As parent or guardian of, and on behalf of:

Student's Name (please print)

Age

In consideration of the participation of the above-named student at Ballet Studio E, LLC, I personally, as the participating student, or the parent or guardian of such student, intending to be legally bound, do hereby, for myself, my heirs, executors, and administrators, waive and release Ballet Studio E, LLC, their directors, officers, representative, staff/volunteers, successor, and/or assigns for any and all damages which may be sustained or suffered by me/my child in connection with my/child's association with the above program, or any activities related thereto, including, without limitation, my traveling to or participating in and returning from any activity associated with Ballet Studio E, LLC. I understand that there is a possibility of injury of varying degrees when participating in any physical activity, including activities at Ballet Studio E, LLC and agree to hold harmless Ballet Studio E, LLC, it's director, Hillary Evans, any and all staff including volunteers, and employees of the Marian Center for Non-Profits of any injury, physical or bodily damage that may occur.

Further, I grant Ballet Studio E, LLC, it's agents, and employees permission to authorize any emergency medical treatment that may be required for my child/ward. I understand that medical information is not confidential and I hereby give authorization to Ballet Studio E, LLC, to share any and all medical information and/or medical documents to treating medical authorities. It is understood that Ballet Studio E, LLC will make every effort to contact me prior to the emergency treatment of my child/ward, but that treatment by a licensed physician or medical staff person of a licensed emergency room will not be withheld if I cannot be reached.

My medical Insurance is offered through:

Insurance Company Name

Telephone Number

Policy Identification Number

Group Number

Subscriber's Name

Relationship to the Student

I, the undersigned, have read this release/authorization and understand all of its terms. I execute it voluntarily and with full knowledge of its significance.

Parent/Guardian Signature or Student Signature (if eighteen or older)

Date

Photo , Video, Interview And Audio RELEASE

When images are published, Ballet Studio E, LLC will take cautionary steps to provide minimum identifying information and will not use specific street or mailing addresses, e-mail addresses, or phone numbers.

As the parent or legal guardian of the participating student named below (the "Student"), I grant Ballet Studio E, LLC (Ballet Studio E) permission to record, take and use photographs, video footage, voice recordings or other audio and visual recordings of the Student, including the Student's name, image, voice and likeness, including any altered or new versions or derivative works of any of the foregoing (collectively, "Recordings"). I understand that the Recordings are intended for the purposes of education and promotion by and for Ballet Studio E, but the Recordings may be used and distributed for any purpose, in any format, via any technology, now known or hereafter invented. I hereby waive any right that I may have to inspect or approve the Recordings. I understand that the Recordings may be used or altered in part or in whole at the sole discretion of Ballet Studio E.

I release Ballet Studio E from any claim that I may have for any use of the Recordings. There is no time limit on the validity of this Release nor is there any geographic specification of where the Recordings may be distributed. I hereby release, discharge and agree to hold harmless Ballet Studio E, and its licensees, successors, assigns, officers, employees and trustees, from any liability including, without limitation, liability for libel, defamation, invasion of any right of privacy or publicity arising out of the Student's participation in and any use of the Recordings by any person.

I certify that I am the parent or legal guardian of the student named above and fully authorized to give this consent and Release. I have read this entire Release prior to signing, and I am fully familiar with its contents. This Release shall be binding upon me, my heirs, legal representatives and assigns.

General Guidelines: Parent or guardian signatures are required when including a minor (a person under age 18) in any Recordings, including photographs and videotapes.

Parent/Guardian Signature

Date

STUDENT EGRESS PERMISSION – Students leaving the studio (including but not limited to walking down to the parking lot) unaccompanied by parent:

PLEASE NOTE: Unsupervised egress is not recommended or suggested for young students

In order to provide a safe environment for our students, Ballet Studio E does not allow students under the age of eighteen (18) to leave the premises without an adult chaperone. If you wish to allow your student to leave Ballet Studio E without an adult chaperone please return a signed copy of this letter. No student under the age of eighteen (18) will be allowed to leave Ballet Studio E without an adult chaperone, unless Ballet Studio E has received a signed copy of this letter.

This Hold Harmless and Indemnification Agreement is entered to by and between the Parent or Guardian, of Ballet Studio E, LLC

Student _____, herein after "Student" and Ballet Studio E, LLC on or after August 28th, 2010, in St. Francis/Milwaukee, Wisconsin.

Ballet Studio E Parent or Guardian is legally responsible for Student who is a willing participant in activities at Ballet Studio E at 3211 S. Lake Drive, St. Francis/Milwaukee, WI. The intent of the agreement is to indemnify Ballet Studio E, LLC from any claims arising from and related to Student's attendance and or egress from the dance studio, Ballet Studio E, and the Marian Center for non-profits.

Agreement

FOR VALUABLE CONSIDERATION, Parent or Guardian and Ballet Studio E, LLC agree as follows:

Parent or Guardian will indemnify and hold harmless Ballet Studio E, LLC from any and all claims, actions, and judgments including all cost of defense and attorney's fees incurred in defending against same, arising from and related to Student's leaving the studio during any part of student's participation in activities at Ballet Studio E's location.

Parent or Guardian

Date

Payment

Tuition is payable by cash, check/money order (**payable to Ballet Studio E**), and is *non-refundable*. Tuition payments are due at the time of registration **Please circle the desired payment option (Full, Quarterly, Monthly) below** and fill out any required information pertaining to payment. **ALL DUE DATES ARE LISTED ON IMPORTANT DATES PAGE**

Cash/Check Payment Method

Full tuition

\$ _____ + \$30.00 registration = \$ _____ enclosed

Quarterly Tuition

1st Quarter Payment \$ _____ + **\$30.00 registration** = _____ **Amount Due:**

Monthly Installment Tuition: Full dance year tuition payable in 10 installments due on the **15th of each month**(Please enclose \$30 registration fee plus first and last month's tuition.)

1st + last installment = _____ + \$30.00 registration = _____ **Amount Due:** _____

Parental /guardian statement of responsibility

I, as the parent or guardian of the student named on this application, have read agree to Ballet Studio E's policies and procedures. I fully understand and have discussed with my child that they will be expected to conduct himself or herself in a disciplined manner should he or she become enrolled at Ballet Studio E, LLC. I accept full responsibility for the payment of the student's tuition or enrollment and any and all costs associated with my child's dance education and agree to the payment terms as outlined. I grant Ballet Studio E, LLC and all manner of staff associated permission to act on my behalf in safeguarding my son's or daughter's health and safety.

I understand that all tuition, enrollment, and fees paid to Ballet Studio E (LLC) or its staff on behalf of my son or daughter are forfeited by the student if and when he or she is dismissed from or chooses to discontinue studies with Ballet Studio E for any reason. I understand I am responsible for the remainder of all tuitions and fees for the school year should the child withdraw and/or be expelled.

PARENT/GUARDIAN SIGNATURE

DATE

When Completed Mail to: Ballet Studio E, PO BOX 070294, Milwaukee, WI 53207