

Ambition Dance and Performing Arts
STUDIO INFORMATION AND RULES – PLEASE READ CAREFULLY
2014-2015

____ **1. PARENT, GUARDIAN, STUDENTS RESPONSIBILITY:** I agree that it is my responsibility to read this agreement in full, and if I do not understand something on this sheet I will ask at the time I register. I also agree it is my responsibility to read all the newsletters, emails and notes that Ambition passes out.

____ **2. TUITION:** Monthly tuition is based on a 10 month dance semester, with approximately four classes per month. **For** your convenience tuition is payable monthly and is due the **last week** of the current month. ***Your tuition should be paid the last week of each month. If you do not attend the last class of the month due to illness, etc. your tuition will still be due.*** Your payment can either be dropped off in one of our mailboxes or mailed in. Our mailboxes will be checked by the close of that business day. Tuition is due by the close of our last business day on the last day of the month that Ambition is open. Payments received by the 1st of the month will be considered late and a ***\$10.00 late fee will be applied. Monthly statements will not be sent out unless an account is past due.*** Ambition reserves the right not to let a student into class if their tuition account is delinquent. ***We do not charge extra for months with five lessons nor is there a reduction or refund for any classes missed or months with holidays. If at anytime you feel you have been shorted a class please see our receptionist for a make up class. We DO NOT offer any refunds.***

____ **3. *Your first and last month's tuition is due upon registration (unlimited students, will be charged first months and \$100.00). The last months tuition will be placed into Junes tuition. If you will be leaving Ambition before the month of June, our receptionist needs to be notified and your last month's tuition will be put onto your final month of class.***

____ **4. DROPPING A CLASS:** If your child is dropping a class a parent **must tell our receptionist.** DO NOT JUST TELL YOUR INSTRUCTOR. If you do not notify our receptionist we will assume you are still enrolled in our class and you *will be charged.*

____ **5. PRIVATE CLASS TUITION:** SEE SEPARATE FORM.

____ **6. REGISTRATION:** At the time of registration, a \$20.00 registration fee is due for new students. As long as you are currently enrolled at Ambition this fee will be a one time fee. However, if you miss more than 5 consecutive classes a re-registration fee will be due.

____ **7. ABSENCE:** If a student can not attend their class, we ask that you call in to let us know. Your missed class can be made up, it must be made up within two months. You must be an active student at Ambition to take any make-up classes. You can make up in another type of class other than what you are currently enrolled in. Please ask your instructor or our receptionist for suggested make up times.

_____ **8. CLASS SIZE:** If a class should drop to 4 or less students the class time may be shortened. Tuition for the class will remain the same due to the individual attention that will be given in small class size.

_____ **9. RECITAL:** Our recital will be held at Hemmens Auditorium in Elgin, Illinois. We have a scheduled Recital date of Friday, June 5th

_____ **10. RECITAL REHEARSAL:** Our recital rehearsal will be Thursday, June 4, 2015 from approximately 4-8pm. This rehearsal is **mandatory and for our students benefit.** Only parents will be allowed into rehearsal, no aunts, uncles or grandparents will be allowed in to watch.

_____ **11. RECITAL COSTUMES:** A costume deposit of \$40.00 will be due by Monday, Oct. 6, 2014. Balances will be due by Monday, Nov. 10th, 2014. Even though our recital is not until June, costumes must be ordered early in order to get them on time. On Monday, Nov. 24, 2014, any unpaid balances on costumes will be charged a \$10.00 late fee. It is your choice to perform in our recital. If you choose not to perform in our recital, we want to inform you that the week we receive our costumes our students will try them on during their class time. Your payments must be on time or your costume may not get ordered with our original order and an extra shipping charge may be added. Costumes should be in by May. All tuition and costume balances must be paid in full before our student will receive their costume. **NO REFUNDS WILL BE GIVEN.**

_____ **12. PICTURE DAY:** Pictures for our recital will be taken here at our studio by a professional photographer. Date and time will be announced (it usually falls the third Saturday of May or the first Saturday in June). If you are planning on performing in our recital then our picture day is **MANDATORY.** There will be a \$25.00 per class fee charged to any person who does not show up for picture day. **Ambition reserves the right to use recital pictures at the studio and for advertising.** Pictures will be delivered to Ambition and must be picked up by our students parents. Ambition will not call parents when pictures arrive at the studio. Ambition is not responsible for pictures that have not been picked up after 30 days.

_____ **13. CLASS DISCIPLINE:** Students are expected to treat their instructor and peers with respect and courtesy. When it is another child's turn to perform a step, we expect all students to watch and listen. We all learn from watching and listening to corrections made before their turn. (We do understand this might be difficult for the tots and combo classes). Should our instructor have a discipline problem with a child, the child may be given a "time out". After the class the instructor will talk with that child's parents. Also, please follow our dress code. Hair must always be pulled back from face. For all ballet classes, hair must be in a bun.

_____ **14. BE ON TIME FOR CLASS:** Please be on time for your class. It is very disruptive when a student walks into class late. We ask parents to remain outside of the classroom. You can either wait in our lobby or leave to run errands, but we ask that you return on time to pick up your child.

_____ **15. If your child should vomit or urinate in the classroom the parent will be asked to clean it up.** It is difficult for our instructors to stop teaching to clean up a mess and our receptionists are extremely busy. Thank you for your help in this matter.

____ **16. NO STREET SHOES, FOOD, OR DRINKS ARE ALLOWED IN OUR DANCE ROOMS.. WATER ONLY.** Students often sit and lay on the floors, so please help us keep the rooms clean.

____ **17. GUM IS NOT ALLOWED IN THE STUDIO.** We have had students lay on our floor to stretch and end up with gum in their hair. So no gum please!

____ **18. NSF CHECKS:** Will be charged a \$35.00 return fee

____ **18.** If your child takes more than 1 class, or if siblings are also registered, your classes may end up in 2 different recitals.

____ **19. CLASS ATTENDANCE: You can not miss the last 2 weeks before recital.** To perform in the recital, you must attend the last class before recital.

____ **20. EMAIL:** Ambition Dance informs their students and parents of information and studio news by email. Your email address is used only for Ambition Dance and information purposes and will not be given to any third parties. You are responsible for keeping us updated with any change of email address and for checking your email on a regular bases. If for any reason you are not able to receive emails, please inform the receptionist and a paper handout will be provided.

____ *I understand and agree Ambition Dance & Performing Arts and it's staff will assume no responsibilities for injuries or medical expenses incurred by my child, myself or any other child I bring into Ambition with me. I have read and fully understand the rules sheet, I have received a copy for my records. I understand and agree to Ambition's payment procedures.*

SIGNATURE OF PARENT OR GUARDIAN: _____

HOLD HARMLESS

____ *I understand that dance is a physical activity that could cause injury. I hereby assume the risk for any injury that my child may sustain while participating in the activities offered by Ambition Dance and Performing Arts. "Activities" include all in-house activities, as well as off site activities, including, but not limited to conventions, competitions, dress rehearsals, recitals, etc. I agree to release and hold harmless and forever discharge Ambition Dance and Performing Arts, it's officials, faculty and staff, agents, other employees or volunteers from any actions, suits, damages, claims or judgments that may result from any personal injury that my child sustains while on the premises of Ambition Dance and Performing Arts and at all off-site activities offered to my child.*

PHOTOGRAPHS/MARKETING

I understand that photographs of my child and/or her class may be taken for the promotion of Ambition Dance and Performing Arts. I agree that they may be used, but are not limited to brochures, literature, newspaper advertising, websites, etc. This also includes video marketing.

Signature of parent or guardian

Date: _____