

DATES FOR THE YEAR

Group classes are held Monday through Friday for 20-week class schedule and runs February 1, 2010 through June 25, 2010 and for classes on schedule that are 28 week schedule will run February 1, 2010 through August 26, 2010.

**NOTE- All 28 week classes will have the summer performance opportunities at several events.*

Studio closures are listed below and will be printed in the Studio Monthly Newsletters:

Please Mark Your Calendars

- February 1st – First Day of Spring Session Classes
- March 29th-April 2nd – Studio Closed (Spring Break)
- May 31st – Studio Closed (Memorial Day)
- June 25th – Last Day of class for 20 week classes
- June 28th-July 4th – Studio Closed (Summer Break)
- July 5th – Our 28 Week Class Program resumes
- August 26th – Last day of class for 28 week classes
- August 27th-September 6th – Office Closed
- September 7th – Fall Classes Begin

☆Monthly tuition remains the same amount regardless of monthly closure dates.

☆In the event of bad weather, call the studio or check the studio website one-hour before classes to check for any closures.

☆Class schedule is subject to change.

TUITION

*Tuition is by the total minutes of instruction per week (per family) for one month.

Tuition is non-refundable/non-transferable.

30 min. (.5 hr.)	\$28.00
45 min. (.75 hr.)	\$38.00
1.0 hr.	\$48.00
1.25 hr.	\$59.00
1.5 hr.	\$72.00
1.75 hr.	\$80.00
2.0 hr.	\$88.00
2.25 hr.	\$96.00
2.5 hr.	\$103.00

2.75 hr.	\$110.00
3.0 hr.	\$118.00
3.25 hr.	\$125.00
3.5 hr.	\$132.00
3.75 hr.	\$142.00
4.0 hr.	\$149.00
4.25 hr.	\$156.00
4.5 hr.	\$164.00
4.75 hr.	\$171.00

5.0 hr.	\$176.00
5.25 hr.	\$178.00
5.5 hr.	\$190.00
(Unlimited*)	*Monthly - per student

Family Unlimited	\$290.00**
**Monthly	Attendance must be at 90%

Tuition is \$6.00 every 15 minutes after 5.5 hours

- TUITION DEDUCTION PROGRAM -

With the appropriate form filled out and a voided check attached, tuition is automatically deducted from your checking or savings account on January 29th for February tuition, February 26th for March tuition, March 30th for April tuition, April 30th for May tuition, May 28th for June tuition for 20 week class session and June 29th for July tuition and July 30th for August tuition for 28 week class session. Please see form for additional information on charge options.

****If you decline the payment program, please see alternate option below:***

- ❖ **Non-TDP (Tuition Deduction Program) accounts will have an additional monthly service charge of \$5.00.**
- ❖ **If tuition is not paid before the 1st of each month a late fee of \$20.00 will be applied to your account.**
- ❖ **Payment not received by the dancer's first class will be billed an added handling fee of \$5.00.**
- ❖ **Dancers may not participate with overdue account balances.**

ABOUT OUR STAFF

Every staff member has successfully completed a background check with the Washington State Patrol and is trained in CPR and First Aid regularly.

Together our staff has over 115 years experience instructing and/or working with dance studio families. For individual staff bios, please see photos posted at the Information Station.

FOR STUDENTS' SAFETY

Please drive slowly and carefully in our parking lots and drive-thru.

☆STUDIO I/II – Please check in your dancer through the covered drive-thru with teacher/assistant, five minutes before class begins. Teacher assistants will assist dancers with shoe changes and into the dance floors. Classes are released on lobby side of building. For dancers ages 3-5, a parent must be present for check out for student to leave dance floor.

For the safety of your student, dance shoes are required for every class. We have a shoe rental program available at front office. If dancers arrive to class without shoes, rental shoes will be fitted and charged.

Students that have breaks between classes, must do so in our dancer's lounge, located in the main building adjacent to the front desk. Beverage and snack machines are available.

☆☆*Cameras and monitors are throughout our lobbies, parking lot and every dance floor. If you choose not to have your student videographed or photographed, please put your request in writing to the director at the time of registration.*

Photo Release Statement

I understand that photographs of my child and/or his/her class may be taken for the promotion of Michelle's Studio of Dance. I agree that they may be used, but are not limited to brochures, literature, newspaper, website, advertising, etc. This also includes video marketing.

CODE OF CONDUCT

Code of Conduct in classes are addressed as the following:

☆**3 years and up** – Three warnings will be given before the child is put in a time-out. After two time-outs have been issued, the instructor will contact you for a phone conference.

IN RARE CASES WHERE TIME-OUTS HAVE BEEN GIVEN, PHONE CONFERENCES REQUESTED AND THE CHILD'S BEHAVIOR PERSISTS, THEY MAY BE ASKED TO LEAVE THE CLASS.

WATCH WEEKS

Watch Weeks are held every month. See monthly newsletter for assigned weeks.

On watch weeks, please remember the following to help our classes run as smooth as usual:

1. No recording devices of any kind, still photography of your own child is fine.
2. Children/siblings are allowed, but must remain quiet and next to you.
3. No talking, cell phones, noise, etc. out of respect for the class in session.

“DANCERS GONE WILD” JUNE 19th, 2010 PERFORMANCE

“Dancers Gone Wild” Performance Guide will be published prior to performance with all detailed information. Reserved tickets will go on sale a few weeks before the performance. Tickets are sold cash, credit/debit or charged to your account. Personal cameras, video equipment and/or recording devices are **strictly prohibited in the theater**. A professional company will record the performance, and DVD’s will be available for purchase.

Costuming

Each performance class will have costuming assigned for the “Dancers Gone Wild” performance. Our goal is to re-use as many current class costumes as possible.

Any performance costume or accessory orders will be due February 26th, 2010. Your costume information will be emailed to you.

Dress Rehearsal

- ★ All performing classes will participate in dress rehearsals at the studio during dancers’ normally scheduled class time for the “Dancers Gone Wild” performance.
- ★ Only one parent must attend dress rehearsal with dancer. I agree to be sure my child’s costume(s) and accessories are maintained in a professional manner from the time I bring the costume home through all performances. I agree to place my child’s name in all items.
- ★ Your dancer must have the required shoes for his/her recital performance.
- ★ Cameras and video cameras will only be allowed at Dress Rehearsal.

February 1, 2010-August 26, 2010
CLASS DANCEWEAR CODE

Each class has an individual dress code based on instruction style and instructor's preference and is age appropriate and family friendly.

A LEOTARD AND TIGHTS ARE MANDATORY FOR EVERY CLASS – WITH THE EXCEPTION OF CHEER AND BROADWAY BOUND.

STUDENTS NOT FOLLOWING DRESS CODE MAY BE ASKED TO SIT AND OBSERVE CLASS ONLY.

A borrow bag of dance clothes is available at the desk for emergencies or forgotten dance clothes. If borrowed, the clothes must be washed, dried and returned next day by 4:00 p.m. to desk. If not returned by 4:00 p.m. the next day, then a \$10.00 fee will be charged.

PARENT CODE OF ETHICS

- ◆ *I hereby pledge to provide positive support, care and encouragement for all children participating in the dance program at Michelle's Studio of Dance by following this code of ethics.*
- ◆ *I will encourage teamwork and good sportsmanship by demonstrating positive support for all students, teachers, and other staff at Michelle's Studio of Dance within the school or at any outside activities or events.*
- ◆ *I will place the emotional and physical well-being of my child ahead of any personal desire.*
- ◆ *I will not question my child's class or choreography placement.*
- ◆ *I will not gossip or make negative comments about my child's teacher or any member of Michelle's Studio of Dance staff in front of my child, students or other parents at Michelle's Studio of Dance.*
- ◆ *I will not gossip or make negative comments about other parents or students associated with Michelle's Studio of Dance.*
- ◆ *I will provide support and respect for teachers working with my child to provide a positive, enjoyable experience for all.*
- ◆ *I will expect a drug, alcohol, and tobacco-free environment for my child and agree to assist by refraining from their use at all studio activities and on the studio premises.*
- ◆ *I will remember that the dance training is for the dance students.*
- ◆ *I will require my child to treat other students, teachers and office staff with respect.*
- ◆ *I will promise to help my child enjoy the dance experience within my personal constraints by being a respectful parent, and to serve in whatever capacity I can.*
- ◆ *I will remember that I represent myself, my family, the students, the studio, and my community, and will do my very best to demonstrate behavior, which reflects positively on everyone.*

REGISTRATION INFORMATION

☆ **Registration Fee**

A non-refundable \$25.00 registration fee (per family) is due at the time of registration. This fee is used to offset bookkeeper & office costs involved with the maintenance of your account. Your registration fee is good for the class session.

☆ **Monthly Newsletters**

Newsletters, reminders, notices, recital guides and most correspondence from studio or instructor will be sent electronically to your email address each month. This informative way of communication enables you to keep up with the latest events, activities and special dates, while also providing insightful material benefiting both you and your dancer. Parents must make sure they receive their emails, if not, please check postings on the information station in lobby. For families without email, you must inform the desk at the time of registration.

☆ **Payments**

Michelle’s Studio of Dance accepts Cash, Visa, MasterCard and Money Orders. We do not accept check payments. For tuition and account charges, please remit Auto Charge form for your convenience.

☆ **Absences**

I agree to bring my child at least 5 minutes prior to the start of all classes and rehearsals. If my child will be absent, due to illness or other family emergency, I agree to call Michelle’s Studio of Dance one hour prior to class. I understand that there will be no refund for any missed classes or rehearsals. In the event of a long-term absence due to illness or injury of 4 weeks or more, a doctor’s note must be forwarded to our bookkeeper prior to absence. For example: broken leg, in a cast for 5 weeks. In the event of absences, the instructor may request private lessons at current rate to catch a student up.

Drop-off check-in and pick-up check-out time is 5 minutes before and after class time. We will not be responsible for students left unattended before or after class. If continuous 2 times or more, then a fee will be charged for child care.

☆ **Withdrawal**

If for any reason you are unable to continue class during the session, a written withdrawal accompanied with class cancellation fees is required and must be receipted at the front desk before the last day of the month to avoid being charged for the following month’s tuition.

☆ **Class Cancellation Fee** - \$15.00 per class

- A) A class cancellation fee will be charged if a registered dancer drops a class from their schedule after 30 days from the date that they began that particular class.
- B) A class cancellation fee will be charged for permanent withdrawals after 2 weeks from the date they began class.
- C) In the event of a cancellation, the current session registration fee would be forfeited.

February 1, 2010-August 26, 2010 CLASS SELECTION

- FOR YOUR RECORDS -

Dancer Name: _____

_____ **Day & Time** _____

_____ **Class Style** _____

Dancer Name: _____

_____ **Day & Time** _____

_____ **Class Style** _____

Dancer Name: _____

_____ **Day & Time** _____

_____ **Class Style** _____

TUTION AMOUNT: _____



**February 1-August 26, 2010 Session 20 or 28 Week
Registration Form**

Date: ____/____/____

Dancer's Name: _____ Dancer's Birthdate: ____/____/____

Phone #: (____) _____ - _____ Cell #: (____) _____ - _____

Mailing Address: _____ City: _____ Zip: _____

Email Address where you would like all information sent:

_____ I do not have e-mail _____

Parent(s) Name: (Mother) _____ (Father) _____

Place of Employment: (Mother) _____ (Father) _____

Work Phone: (Mother) (____) _____ - _____ (Father) (____) _____ - _____

Parent/Guardian in charge of account at studio

Name: _____ Phone (____) _____ - _____

Emergency Contact: _____ Phone #: (____) _____ - _____

*Do you celebrate holidays? _____ How did you hear about us? _____

*Any concerns teachers should know about? (medical, allergy) _____

* Would you like your dancer to participate in extra-curricular rehearsals & performances? YES _____ NO _____

MINOR CONSENT AND ASSUMPTION OR RISK STATEMENT

I am aware that during the lessons, or other related activities, that I am participating in under the arrangement of Michelle Gunn d/b/a MICHELLE'S STUDIO OF DANCE INC. certain dangers may occur, including but not limited to, physical injury due to or arising from the lessons or other related activities.

In consideration of and as part payment for, the right to participate in such lessons or other related activities as provided for by Michelle Gunn d/b/a MICHELLE'S STUDIO OF DANCE INC. and its owners, operators, agents, instructors and other unnamed assistants, I have and do hereby assume all the above mentioned risks and will hold all the aforementioned people harmless from any and all liability, actions, causes of action, debts, claims, demands of every kind and nature whatsoever which may arise of, or in connections with the lessons or related activities provided for by Michelle Gunn d/b/a MICHELLE'S STUDIO OF DANCE INC. and staff. The terms thereof shall serve as a release and assumption of risk for my heirs, executors and administrators and for all members of my family, including and minors accompanying me.

I further state that I am of lawful age and legally competent to sign this affirmation and release, that I understand the terms herein are contractual and not a mere recital and that I have signed this document as my own free act.

I have fully informed myself of the contents of this affirmation and release by reading it before I signed it. This release will be effective for the entire time period I am a student and on the premises of MICHELLE'S STUDIO OF DANCE INC.; for times I am a participant in off-facility locations.

Parent or legal guardian MUST sign for all persons under twenty-one (21) years old.

STUDENT NAME: _____ Does your dancer have health insurance _____

PARENT'S SIGNATURE: _____ DATE: ____/____/____
(Legal Guardian) (Student's Signature – 21 yr. & up)

CLASS SELECTION (OFFICE USE)

Class spaces for the February 1-August 26th, 2010 20 or 28 week session are secured by monthly tuition payment. I understand there will be no refunds if I change or cancel the below class. The following class time(s) is/are secured:

Day	Time	a.m/p.m.	Class Style	20 or 28 Wk Session
Day	Time	a.m/p.m.	Class Style	20 or 28 Wk Session
Day	Time	a.m/p.m.	Class Style	20 or 28 Wk Session
Day	Time	a.m/p.m.	Class Style	20 or 28 Wk Session
Day	Time	a.m/p.m.	Class Style	20 or 28 Wk Session
Day	Time	a.m/p.m.	Class Style	20 or 28 Wk Session

Dancer: _____

Hours per week: _____ Tuition: \$ _____

Pd - Cash or Charge

Parent Signature

OFFICE USE ONLY	
Reg. Fee PAID	
Y- _____	N- _____

- ENROLLMENT AGREEMENT -
Please INITIAL on each line for each policy.
Agreement is strictly to avoid confusion at a later date.

- 1.) _____ I understand that the Tuition Deduction Program will charge on the last business day of each month. If I decline this program, my account will be charged a \$5.00 monthly service charge and my payment is due on the last day of each month to avoid a \$20.00 late fee.
- 2.) _____ I understand that if my account becomes overdue by \$10.00 or more, a bill will be sent to my home. A \$5.00 handling charged will be due per bill.
- 3.) _____ I understand that if my dancer is unable to continue a class, a withdrawal form, accompanied with class cancellation fees must be receipted at the front desk before the 1st of the month to avoid paying the following month's tuition.
- 4.) _____ I have read and agree to abide by Michelle's Studio of Dance Parent Code of Ethics. I understand that if I do not follow the guidelines, my child may be asked to leave the studio program and I agree that there will be no refunds.



Michelle's

STUDIO OF DANCE

ENROLLMENT AGREEMENT – February 1-August 26, 2010 Session

PLEASE DO NOT ASK FOR ANY EXCEPTIONS. ENROLLMENT DENOTES ACCEPTANCE OF STUDIO HANDBOOK POLICIES, PARENT CODE OF ETHICS, DRESS CODE CARD, AND TUITION PROGRAM - NO REFUNDS. I HAVE RECEIVED MICHELLE’S STUDIO OF DANCE HANDBOOK.

DANCER(S) NAME - _____

PARENT SIGNATURE - _____ PRINT NAME - _____

DATE - ____ / ____ / ____

TUITION DEDUCTION PROGRAM

Fill out the form below to take advantage of this program.

**Please attach your voided check.*

Dancer’s Name

Name on Checking Account

Mailing Address

I, (the undersigned), authorize Michelle’s Studio of Dance Inc. to debit my account for the current monthly tuition for the dancer(s) listed above. This deduction will take place on the dates listed in the handbook. In the event of a “non-sufficient funds” charge back, I understand that I will be charged a \$40 NSF fee. I also understand that a 30-day written notice is required at the front desk to cancel this Tuition Deduction Program.

X _____
Signature

Date: _____

****ADDITIONAL AUTHORIZED NON-TUITION CHARGES****

By signing below, I authorize Michelle's Studio of Dance Inc. to charge the same account for miscellaneous purchases. These include, but are not limited to, costumes, retail, tickets, DVDs, registration fee, flowers or any other designated purchase.

X _____
Signature

Date: _____