

# Dance Development Academy

124 S. Bill St., Francesville, In 47946

219-863-6874 www.ddadance.com [dancedevelopment@outlook.com](mailto:dancedevelopment@outlook.com)

**Mailing Address: 4635 S. 1450 W., Francesville, In 47946**

**Classes Start Aug. 9, 2021**

Today's Date \_\_\_\_\_ Birthday \_\_\_\_\_ Age \_\_\_\_\_

Student's Name \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_ School Attending this fall \_\_\_\_\_

Mother/Guardian Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Father/Guardian Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

DDA requires that you read studio guidelines and fill out the emergency form, with this registration form. Return completed form with registration fee to DDA.

I, \_\_\_\_\_ Parent/Guardian of aforesaid child, have read and understand all policies & procedures, tuition policy, fees and calendar dates.

1. Class \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ Cost \_\_\_\_\_
2. Class \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ Cost \_\_\_\_\_
3. Class \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ Cost \_\_\_\_\_
4. Class \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ Cost \_\_\_\_\_
5. Class \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ Cost \_\_\_\_\_
6. Class \_\_\_\_\_ Day \_\_\_\_\_ Time \_\_\_\_\_ Cost \_\_\_\_\_

**\*\*Please use the back of this paper to add additional classes and/or Company Classes**

**Registration Fee \$25 per individual or \$30 per family**

**Reg Fee \_\_\_\_\_**

**Total Due:**

**Total \_\_\_\_\_**

Paid by Cash \_\_\_\_\_ Check# \_\_\_\_\_ Credit Card \_\_\_\_\_

Tuition is based on the number of hours of classes you take per week, and is rounded up if falling on the quarter hour. Tuition pricing is per month/per student and will be charged on the 1<sup>st</sup> week of the month. Failure to pay during that week will result in a \$10 late fee.

30 min – 1 Hour \$55	1.5 HR – 2 HR \$75	2.5 HR – 3 HR \$100	3.5 HR – 4 HR \$125	4.5 HR – 5 HR \$150	UNLIMITED \$175
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# Emergency Information

Please give the names of two individuals (other than yourself) who will assume the responsibility of your child in case of an illness or accident until you can be reached. Please notify these individuals of these arrangements. In case of any changes in the information, please notify the dance studio in writing.

## Emergency Contact #1

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home \_\_\_\_\_ Cell \_\_\_\_\_

## Emergency Contact #2

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home \_\_\_\_\_ Cell \_\_\_\_\_

Child's Medical Conditions (as it applies to dance) \_\_\_\_\_

\_\_\_\_\_

Although health and safety are of the utmost importance to the instructors and staff at DDA, the studio is not responsible for injury on the premises or at any DDA sponsored event or function.

I, the undersigned parent or guardian of the aforesaid child, do hereby authorize officials of DDA to contact the emergency contacts on this form, to render any treatment advise that may be deemed necessary in an emergency, for the health of the said child.

I have read completely the DDA information, Policies & Procedures regarding dance fees, absences, holidays, observances, class procedures, studio conduct rules, recital info, illness, injury and dance attire information. Classes are charged on a monthly basis. No refunds or credits.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Photographic release & waiver: By signing below, I give permission for photographs of my child in dance class or performances to be used in a promotional material for DDA in both print and web publications.

Yes (Signature) \_\_\_\_\_ Decline \_\_\_\_\_

## Credit/Debit Card Policy

### All students MUST keep a valid card on file.

I, \_\_\_\_\_

Have read and understand all the Policies & Procedures made by DDA.

I am authorizing DDA to charge my credit or debit card for any payments that may incur as specified in the Policies & Procedures manual. I am allowing this charge to be made without any signature other than what is on this form. I understand when I pay by credit card there is a 3.5% process fee per transaction, or \$3.00 fee for E-Checks. If your tuition is not paid by the 1<sup>ST</sup> WEEK of the month, we will automatically charge your card. Any tuition paid for after the 1<sup>st</sup> week will be charged a \$10 late fee.

Signature \_\_\_\_\_

Credit/Debit Card # \_\_\_\_\_

Exp Date \_\_\_\_\_ CVC Code \_\_\_\_\_

Zip code \_\_\_\_\_

### **OR**

Electronic Checking

Bank Account # \_\_\_\_\_

Routing # \_\_\_\_\_

I would like monthly tuition taken out of this Credit Card Account \_\_\_\_\_ Checking Account \_\_\_\_\_

I will pay by cash/check for tuition \_\_\_\_\_

**\*If more than one parent is paying for classes, the parent whose credit card is on file is responsible for both party's payments if payment is overdue. It will be that parent's responsibility to then collect the tuition charged by DDA from the other parent. Unless, the other responsible parent has their banking/credit info to the studio.**

# POLICIES AND PROCEDURES

## **Class Procedure**

Please have your child arrive five minutes prior to class start time dressed in the proper dance attire, shoes and hair. Please do not be late for classes. Proper technical warm ups are done at the beginning of class and are vital to preventing injuries. Warm-up is critical to proper dance execution and the safety of your child.

## **Attire**

**Ballet:** Black Leotard, Nude or Pink Tights, Pink Ballet Shoes. Dancers may wear solid black leggings over top of their leotard.

**All other Classes:** Black Leotard or Black Leggings & Bra Top, dancers can also choose to wear a fitted black tank top or t-shirt over their bra top. DDA Merchandise can also be worn to class.

\*NO cotton leggings (they won't stay up) please get leggings with spandex or lycra in them.

For Hip Hop dancers can change into baggier clothing if needed.

**Shoes:** Hip Hop: Black High Tops, Tap: Black Tap Shoes, Contemporary: Turning Shoes or Foot Thongs and/or black/tan socks. Ballet: Pink Ballet Shoes

**Hair:** Should ALWAYS be put back in a ponytail, for short hair please wear a headband to ensure hair is out of your face.

**All dancers need to bring water bottles to class.** It's important to stay hydrated.

**\*Visit our website to access a link to a dance website to look or purchase suggested items. All dance items can also be purchased at the studio.**

## **Studio Behavior**

All students/parents are expected to be respectful of their teacher, staff and other students. You will receive a warning if their behavior is not favorable and will have a chance to fix that behavior. If behavior is not changed, you will be asked to leave the class room/studio, and will not be able to reenter until the staff deems it appropriate. We take disrespect and bullying very seriously. If you hear or see any incidents, please contact a staff member immediately.

## **Before/After Class**

When one class ends, another class starts; teachers are not responsible for watching students once class has dismissed. Please instruct your child to wait inside the studio lobby for their rides and to inform front desk if their ride is late. **Students are not permitted to wait outside for rides.** You may message the studio and we will walk them out to you if necessary.

## **Class Cancellation**

DDA reserves the right to combine classes, change times, provide substitute teachers and cancel any class with low attendance. On rare occasions, a class may be cancelled due to weather or teacher illness. We follow West Central School System and closures. If your child misses their class due to weather, they may take a different class for that week. Please like our Facebook Page- We always make announcements on the page. We will also send a group text with class info. Please add [dancedevelopment@outlook.com](mailto:dancedevelopment@outlook.com) to your email contacts, so our notifications do not end up in your junk folder.

## **Tuition**

All Students of DDA must have a credit/debit card or e-check on file. Payments will be charged to your card if your tuition is past due. Payments are due the 1<sup>st</sup> week of the month.

There is a 3.5% fee for any time we have to charge your card or \$3.00 per E-check. Including tuition, costumes, etc. Our dance year runs from August until the end of our recitals, either in late May or early June. Yearly Tuition is broken down into monthly installments to make payments more affordable. Please remember that some months have 5 weeks and some only have 3 weeks. There is no pro-rated discount given. There are no refunds if you drop a class mid-month. But you are free to switch to a different style of class. There are no refunds given on recital costumes once ordered.

## **Absences**

You may make up classes in other comparable level classes within the month of the missed classes. Missed classes are not refundable, this includes if your family takes a vacation during regular class times. Tuition is still due to hold the spot for your child. If your child has a contagious illness, or is injured please keep them out of class until they are recovered and can participate fully without risk or relapse or injury.

## **Dropping/Adding Classes**

To ensure that you do not get billed after you have dropped a class at DDA please fill out a Drop/Add Form located in the studio lobby folders. That way you are removed from that class and we will adjust that info in our records. This must be done by the 1<sup>st</sup> of the month. If done after the 1<sup>st</sup>, you will be charged for that month.

Until a Drop/Add Form is completed, we are still saving your child's spot in class. This means that you are responsible for payment and will have your credit card charged.

## **Registration Fee**

Every dance year there is annual registration fee of \$25 for individuals or \$30 for families.

## **Recitals**

DDA host two dance recitals per dance year. These recitals will take place at Eastern Pulaski High School in Winamac in May 2022. Dates to be determined.

**\*To participate in our recitals, you need to attend classes weekly.** Starting in January, you will only be allowed one excused missed class per month. Especially when we get to March – May. Please be mindful of this when deciding to participate in other activities outside of dance. It is not fair to our instructors and other students to constantly miss classes when preparing for our recital. If you think you may miss classes due to other activities please inform us before signing up for the recitals. If you start classes later in the year, DDA reserves the right to determine if you can participate in the recitals. All recital participants must attend both Rehearsals and Recitals to participate. All tuition, costume fees and recital ticket orders must be paid in full for student to participate.

## **DDA Company Teams**

If you have the desire and passion to further your dance education, then our DDA Company Team may be for you. Let our staff know your dancer's goal to one day be on DDA Company and we will keep you updated on their progress. We not only go off of dance ability, but also if they have a good attitude in class and a willingness to work hard.

Our goal is to further the enthusiasm and appreciation for dance. Competitions allow dancers the chance to work on their skills at a higher level of technique and the opportunity to perform. Not to mention, learning many life lessons and building fond memories and friendships.