



### HOW TO REGISTER

Read Policies and Procedures thoroughly, consult the 2011-2012 schedule of classes and determine which class or program you are interested in registering for. Call our office with questions at 561-790-7758. Fully complete **Student Registration/Emergency Form** in its entirety. This form must be signed and dated by a parent or guardian. Fill out **Studio Agreement Form**, initialing in all the proper areas. Please fill out a **Payment Authorization Form**. **Registration fee** and **1<sup>st</sup> month tuition** is due upon sign up. **The first day of classes for 2011-2012 is Monday, August 29th.**

#### Registration Fees

Registration/Returning Students	<b>\$25</b>
Registration/New Students	<b>\$35</b>
Family Registration Fee	<b>\$40</b>

\*Registration fees are **non-refundable** per student, per year. No discounts on fees will apply if you start later in the season.

#### Monthly Tuition Fees

Monthly Tuition Fees are **DUE ON THE 1<sup>ST</sup> OF THE MONTH. MONTHLY FEES REMAIN THE SAME REGARDLESS OF THE NUMBER OF LESSONS TAUGHT WITHIN A MONTH DUE TO HOLIDAYS OR REGARDLESS OF CHILD'S ABSENCES. See STUDIO RATES sheet for a breakdown of prices.** \*\*PAY TUITION IN FULL, get **15% off. (10 months)\*\* Pay ½ year, get **10% off (5 months)** Tuition is the same amount each month regardless of the amount of weeks in a month. **A late fee** of \$35 will be assessed for payments received after the 10<sup>th</sup> of the month – NO EXCEPTIONS. A **\$25 return check fee** will be added onto all insufficient fund checks. There are no refunds for missed classes. (Your child may do a make-up in another class that fits both their age and skill level for any classes they miss). **Accepted Forms of Payment:** VISA, MC, DISCOVER, AMEX, Debit, Checks and Cash.**

**A CREDIT CARD IS REQUIRED ON EVERY ACCOUNT With Automatic Withdrawal,** we will run your credit card automatically on the 1<sup>st</sup> of each month. You must fill out a **Automatic Monthly Withdrawal Authorization Form** and turn it in to the front desk. Payment by check or cash **MUST** be made prior to the 1<sup>st</sup> of the month.

**Monthly Rates reflect inclusion of costume costs.**

### CLASS PROCEDURES

Please have your student arrive five minutes prior to class start time dressed in the proper attire, shoes, and hairstyle. Proper technical warm-ups are done at the beginning of class and are vital to preventing injuries. \*\*See class attire for more info.

### LOBBY/DROP OFF PICK UP PROCEDURES

Students must wait inside the building to be picked up. No student is permitted to leave the building without an adult. All students must use the restroom before they enter class. Please try to keep the lobby as quiet and clean as possible. Students must use the hooks inside the dance room for their belongings, please do not set them on the lobby chairs. Please do not interrupt the teacher while the class is in session. If you need to speak to the teacher, please do so before or after the class. We are not responsible for unsupervised children. If you should need to use the restroom in an emergency situation please do so through the back door entrance, do not cut through class. Parent's observance of classes is recommended and encouraged. Parents must view via lobby TV.

### DRESS CODE POLICIES

For females, hair must be worn in a bun for ballet classes, or off the neck and out of the eyes for all other classes. For short hair that does not reach the shoulders, students should wear a headband or use barrettes to secure the hair away from the face

For safety reasons, no jewelry or watches in class  
No sloppy dance clothing is allowed in ANY class. Instructors will always have the final approval on your attire for class. Please wear cover ups to class and street shoes. Dance shoes should not be worn outside. Leotards/tights should be covered up upon entering and exiting. All students are required to have a dance/acting bag to put his/her/their street shoes in and to keep dance/acting shoes attire in.

**Ballet:** Black leotard, pink tights. Black skirt okay, sweater or shrug ok for warm ups. Pink ballet shoes. **Jazz/Tap:** Black leotard, tan or black jazz shoes, black tap shoes, black tights. **Acting:** Solid Black bottoms, Solid Black Tee Shirt, tan jazz shoes. **Hip Hop:** Comfortable clothing, sneakers. No jeans, half tops or bra tops.

**EXPECTATIONS:** We will make every effort to work with students to encourage personal responsibility for their actions. We do take into account their age, but do expect the rules to be followed. In the event that behavior is disrupting class, the following shall occur:  
1. Verbal warning  
2. Student Must Sit Out  
3. Student will be removed from class.

### Regular attendance is imperative to a student's progress!!

Studio fees must be paid in full or your child will not be permitted to participate in the end of the year show. Tickets will go on sale in May. Tickets can be pre-ordered or purchased at the door. Seating is first come, first served.

We look forward to an awesome season full of learning and progressing in dance and drama! Please feel free to contact Niki 561.790.7758 (studio) 561.632.1326 (cell) or [niki@spotlightofwellington.com](mailto:niki@spotlightofwellington.com) if you have any questions or concerns.