



Emerald Lion @ STUDIO234

Welcome Dancers and Dance Parents!

I am very excited to welcome you back, or to some, for the first time! I hope this email finds you well and as excited for class as I am! As we get ready to attend class there are several items to communicate including class attire, hair guidelines and drop off, pick-up and parking.

Email will be the primary mode of communication so best to add andria@emeraldionalchemy.com to your contacts.

At the bottom of this letter are some intake and liability forms that will need to be filled out and submitted; If you have previously submitted these forms, no need to re-submit unless your contact information has changed. Also, I do have hard copies on hand so no worries if you're not able to return these digitally and in that case, you can just fill out when you drop off or pick up.

*Please bring a full **water bottle** labeled with your child's name.

* **Hair** must be up, off the neck and face, preferably in a bun, if possible. If your child needs help with hair, I am more than happy to assist BUT ONLY if the following items are sent along in a labeled ziplock baggy: brush, comb, ponytail holders and bobbie pins.

*** Required Class attire for Ballet, Tap and/or Jazz Hip Hop:**

Girls: **Ballet** *leotard (black) *tights (pink) & *pink leather ballet shoes

Tap *leotard (black), *tights (black) & *black tap shoes

Jazz Hip Hop *leggings or dance shorts (black), *tank top or camisole (any color) & black jazz shoes

Boys: **Ballet** *black leggings or shorts, *fitted t-shirt or tank (black or white) & *black ballet shoes

Tap *black leggings or shorts, *fitted t-shirt or tank (black or white) & *black tap shoes

Jazz Hip Hop *dance pants or shorts (black), *tank or t-shirt (any color) & *black jazz shoes

I do have some of these required items in stock in select sizes. Please feel free to give me a call if you'd like to make arrangements to try something on or if you have any apparel questions, 920-246-9334.

We now have an online store open where you will find an outline of the different classes offered and within, you will see the recommended attire for each class.

<https://www.shopnimbly.com/emeraldion>

*** Drop-off & Parking and Entrance:**

The studio is located at 234 N 3rd Avenue, Sturgeon Bay, WI. All movement classes are held at STUDIO234 unless posted differently. Students will enter through the back door accessible from the alleyway. There is limited parking in the back courtyard, additional parking is available on Third Avenue or in the corner lots of Kentucky and 4th and Jefferson and 3rd. The old bank (Epicenter) is not a parking option.

*** Pick-up:**

To assure that each student is reunited safely with their parent or guardian, please greet your child/ren at the door, students will be asked to wait in the lobby for their ride.

* There are no refunds or class credits for missed classes or dropping during the term.

* If a student is sick, PLEASE, DO NOT COME TO CLASS! Appreciated by all 😊



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Student's Name _____ Date of Birth ___/___/___
Mother's Name _____ Father's Name _____
Street Address _____ City/State _____ Zip code _____
Mother's Cell _____ Mother's Work _____
Father's Cell _____ Father's Work _____
Parent main email address _____

What school does your child attend? _____ What grade is your child in? _____
Dance Experience _____
How did you hear about us? _____

MEDICAL AUTHORIZATION, RISK NOTIFICATION, LIABILITY WAIVER AND PHOTOGRAPH POLICY

Emergency Contact (Other than Parents): _____
Home#: _____ Mobile #: _____ Work #: _____
Family Physician/Clinic _____
Allergy to Medication? _____
Any health problems that may interfere with dance?

In case of illness or injury and a parent cannot be reached, Andria of Emerald Lion LLC may authorize medical treatment for the above named student. I understand that because dance involves motion, there is a risk of injury. I and my heirs thereby release Emerald Lion LLC and owners from any liability for damages and/or injury or medical expenses which might occur as a result of my child's participation. My child has no problems that might compromise his/her safe involvement. There are no refunds for missed classes. Emerald Lion LLC may use photos and other media of participants for promotional purposes. By registering for one of our programs, you have granted permission to use your child's photograph for promotional purposes unless otherwise noted. I have read the welcome letter.

Parental Signature _____ Date: _____



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Carpooling is a wonderful and helpful aspect of getting to and from dance class! Ensuring your child's safety is the main priority and having a record of whom you give permission for your child/children to leave with is necessary to this process.

Pickup from the studio - parental pickup information on hand is necessary. Please fill out this Pick-Up Release Form. If the person coming in to pick up your child is unknown, a picture ID will need to be presented.

Parent Pick-Up Release Form

Please email andria@emeraldionalchemy.com or call or text 920-246-9334 if your child will miss class and when someone other than yourself will be picking up your child; please do not use Facebook Messenger for this communication. Please list ALL people, including yourself, who are allowed to pick up your child. If at any time, you need to make changes or add someone, please contact us.

Child's Name	
Your Name & Phone #	

Name	Relationship	Telephone Number

We want to be sure a safe and welcoming environment is maintained and appreciate your help in this manner.

Warm Regards, Miss Andria