

**WHEN COMPLETE**

**EMAIL FORM TO**

**[DANCE@ginanespoli.com](mailto:DANCE@ginanespoli.com)**

**or**

**Drop off At Studio**

### Creative Heart Dance Studio Contract

➔ Required Signature

1. **Payment Policy:** Payment of Tuition is due and payable on the first day of each month, in (2) payments: first day of enrollment and January 1, 2020 or a full year in advance. Tuition is non-refundable. We request a credit card or debit card number to be on file for each student. Your card will be processed via automatic credit/debit on the first of each month. **YOUR CHILD MAY NOT ATTEND CLASSES UNTIL PAYMENT IS RECEIVED.**
2. **Tuition Rates:** You agree that your monthly tuition prices are calculated on an annual/session basis and will stay the same as some months have more classes than others and School Breaks and Holidays occur.
3. **Illness & Missed Classes:** **There are no refunds or credits for missed classes.** Classes may be made up in cases of illness or emergencies only and must be taken within 30 days of absence in a class of the same or lower level, please schedule make-up classes at the office.
4. **Credit Card Requirements:** We request a credit card number to be on file for each student. By signing the contract you agree to have your card charged for tuition plus any outstanding balance due if any.
5. **Auto Pay:** **Credit Cards declined will be charged a \$10 late fee if other payment is not received by the 10<sup>th</sup> of the month. CASH OR CHECKS WILL NOT BE ACCEPTED AS A FORM OF PAYMENT.**
6. **Changing or Dropping Classes:** I understand that **30 day notice** is required should we decide to cancel our student(s) enrollment. **One-month notice from the FIRST DAY of the month is required to discontinue any classes. IF NOTICE TO DISCONTINUE CLASSES IS GIVEN AFTER THE FIRST DAY OF THE MONTH, YOUR CREDIT CARD WILL BE CHARGED FOR THE CLASS(ES) THE FOLLOWING MONTH AND WILL BE YOUR FINAL PAYMENT.** Withdrawal must be done in writing using an add/drop form, or by email, and will not be accepted over the phone. I understand that I/we are responsible to pay for any fees that have been assessed prior to cancellation of enrollment.
7. **Class Observation:** Due to student distraction, we request that parents do not enter the studio while class is in session.
8. **Safety:** We are always concerned about the safety of our students. Be aware that we are unable to watch the students in front of the studio/home. It works best for everyone if you will drop off and pick up on time. Students are requested to check outside for their ride when class is over. If you are late we will ask them to wait inside. This will require you to park and walk into the studio to get them.
9. **Liability Release:** By signing the Enrollment form you agree to release and forever discharge, Creative Heart Dance Studio and its staff members from any liabilities growing out of or related to any activities in which I or my child participates in. I understand that this is a full and complete release of all injuries or damages which I or my children may sustain as a result of my/his/her participation in any activities, regardless of the specific cause thereof. You also agree that Creative Heart Dance Studio may take and use photographs, videos or likenesses of myself or my child as needed for its record keeping, advertising, social media and/or public relations projects and that I have no rights to the same and will not be compensated for the same. I hereby grant permission to the rights of my image, likeness and sound of my voice as recorded on audio or video tape without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of my image or recording. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area.
10. **Registration:** A non-refundable fee of \$30 per student or \$45 per family is required yearly at the time of registration.
11. **Adult or Parent Responsibility:** It is the responsibility of the adult or parent to be aware of all school activities, such as recitals, cancellations, and studio closures. The school will post all such notices at the studio and on the website. It is the adult or parent's responsibility to regularly check these places to ensure they are informed. It is also the responsibility of the adults or parents to inform the school of any address or telephone number change.
12. **Care of Students:** The school is not responsible for providing before or after class care for students. Students are not to be left at the school for excessive time before, during or after class

I have read and understand the above policies and procedures and agree to abide by them.



\_\_\_\_\_   
Date

\_\_\_\_\_   
Student Name (please print)



\_\_\_\_\_   
Date

\_\_\_\_\_   
Parent(s) Name (please print)

\_\_\_\_\_   
Signature of Parent or Adult Student

## Creative Heart Dance Studio Dress Code

The Dress code for Creative Heart Dance Studio has been established for the teachers' and students' benefit. Proper dress code allows teachers to identify students' bodies in order to address alignment, posture, and presence. Please label all items with your students' name. **The studio is not responsible for lost items. No jewelry is permitted during class. Students will not be permitted to participate in class if dress code policy is not strictly followed.**

### Shoes:

Appropriate dance shoes must be worn for all classes. For hygiene reasons, please do not wear dance shoes outside of the studio.

Pink Ballet Slippers **\*(Canvas or leather are accepted)**

**\*FULL SOLE BALLET SHOES: Creative Movement, Pre-Ballet/Tap 3-4 and Beginning Ballet/Tap 4-5, Ballet A & B**

**\*SPLIT SOLE BALLET SHOES: Ballet 1A, Ballet 1B and Ballet II**

Tap Shoes (black or tan) **Advanced Tap must purchase Bloch Jason Samuels Smith Tap shoes. ( Shape Shop)**

Jazz Shoes (black or tan) for jazz and ballroom classes

Sneakers for Hip-hop choreography

**\*A proper fit is extremely important for correct use of the feet. Ballet slippers should be very snug, toes must "feel" the floor. Ballet slippers also stretch a great deal and often become too big. Visit the Shape Shop for your Supplies.**

### Hair:

\*Hair should be neat and **secure** in a bun for all ballet, jazz and contemporary classes. (a hair net is recommended, but not required)

### Ballet Classes:

\*Uniforms are white, pink, orchid, royal blue or black spaghetti strap leotards depending on the level, accompanied by pink convertible tights.

**White:** Creative Movement, Pre-Ballet 3-4, Beg. Ballet/Tap 4-5

**Pink:** Ballet A, "Broadway Babies" (jazz/tap ages 5-6)

**Orchid:** Ballet B

**Burgundy:** Ballet 1

**Royal:** Ballet 1A, **(blue skirt required for this class – please visit the Shape Shop)**

**Black:** Ballet 1B/Pointe and Ballet II **(black skirt required for this class – please visit the Shape Shop)**

\*Men must wear white, fitted T-shirts, black tights/leggings, and black ballet slippers (Canvas or leather are accepted)

### Jazz and Contemporary, classes:

Uniform: black leotard accompanied by pink or beige convertible tights. Boys: white fitted T-shirt, black jazz pants, correct shoes.

**Tap Classes:** Uniform: black leotard accompanied by pink, beige or black footed tights. Dance shorts are allowed. Boys: white fitted T-shirt, black jazz pants.

**Hip Hop Classes:** Uniform: t-shirt or tank top and shorts or loose comfortable pants. (No jeans or skirts/skorts) **(Hair must be pulled back) (NO CONVERSE OR ADIDAS. ONLY RUNNING SNEAKERS)**

### Acro/Strengthening

**& Conditioning classes:** Uniform: t-shirt or tank top and shorts for boys. Biketard for girls **(5-6 year old class only)**

Black leotard accompanied by pink or beige convertible tights for girls **(Beg. Acro & Int/Adv acro class)**

**Hair must be pulled back**

➔ Date \_\_\_\_\_ Parent\Adult Student(s) Signature: \_\_\_\_\_

## Creative Heart Dance Studio Contract

### ADDENDUM #1

As we grow, CHDS wants to ensure the continued safe environment for your children.

- All instructors must have a background check prior to teaching with Creative Heart Dance Studio. (a copy is available per request)
- All instructors must sign a Code of Professional Practice prior to teaching with Creative Heart Dance Studio. (a copy is available per request)
- Both studios, office, and lobby area are under 24 hour audio and video surveillance.

**Concerns made about an instructor will be handled in the following manner:**

1. Video recording of said class/activity is reviewed by Miss Gina.
2. Video recording of said class/activity is reviewed with parent and Miss Gina.
3. Meeting with parent, Miss Gina, and said instructor if necessary.
4. Parent, Miss Gina, and instructor will sign a form documenting the date and outcome of the concern.

### ADDENDUM #2

Any issues that arise between parents/students outside of CHDS should remain outside of the studio. Please resolve all issues accordingly without the involvement of Miss Gina, staff members, and teachers.

#### **Acknowledgement Statement**

**I have read and understood both addendums. I understand that these policies are created to ensure the best environment and most positive and rewarding experience for all!**

➔ **Parent Printed\Adult Student Name:** \_\_\_\_\_

➔ **Parent\Adult Student Signature:** \_\_\_\_\_

➔ **Date:** \_\_\_\_\_

## Creative Heart Dance Studio

### Student Video and Recording Policies:

- Where permission has been given to record a class / routine for rehearsal purposes, use of that recording has been authorized for that purpose only and **UNDER NO CIRCUMSTANCES must it be posted or allowed to be posted by others on social networking media of any kind.**
- Choreography is owned by the teacher. No choreography is allowed to be posted on any social media **in its entirety. Choreography is allowed to be posted on any social media at a maximum of 10 seconds per choreographed work and no longer.** This includes solo and competition choreography.
- **VERY IMPORTANT NOTE:** The recording and airing / sharing / posting / distribution of teachers' class routines/choreography is a serious breach of copyright / confidentiality issue and may result in offenders 'being asked to withdraw from the Academy and in some circumstances, legal action could be considered.

➔ Date: \_\_\_\_\_

➔ Student Name(s) (please print): \_\_\_\_\_

➔ Parent\Adult Student(s)(please print): \_\_\_\_\_

➔ Parent\Adult Student(s) signature:: \_\_\_\_\_

**Creative Heart Dance Studio  
REGISTRATION FORM FOR 2019-2020 School Year**

	Student name (first, last)	Age	D.O.B.	Gender
1				
2				
3				

Email address \_\_\_\_\_ Phone # \_\_\_\_\_

Home address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mother Name (first, last)	Work Phone	Cell Phone
Father Name (first, last)	Work Phone	Cell Phone

Any medical conditions we should be aware of? \_\_\_\_\_

In case of an emergency and I cannot be reached, I authorize the staff at Creative Heart Dance Studio to obtain whatever medical treatment deemed necessary for the welfare of my child. I further understand and agree that I will be financially responsible for all charges and fees incurred in the rendering of said emergency treatment regardless of whether or not my insurance would cover such charges and fees.

➔ Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTOMATIC CREDIT CARD PAYMENT AUTHORIZATION**

CREDIT CARD PAYMENT (circle one):                      VISA            MASTERCARD    AMERICAN EXPRESS

CC#																				Exp. DATE											CVC						
-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----------	--	--	--	--	--	--	--	--	--	--	-----	--	--	--	--	--	--

➔ Card Holders Name: \_\_\_\_\_

**SELECT AN OPTION:**

➔  I hereby authorize Creative Heart Dance Studio to charge my account on the first day of each month and to keep my signature on file, charging my account on an ongoing basis for the amounts I owe.  
It is my responsibility to inform Creative Heart Dance Studio of any changes to my account.

➔  I hereby authorize Creative Heart Dance Studio to charge my account for a full year. (2019-2020)

**MY CHILD WILL BE TAKING THE FOLLOWING**

➔ CLASSES: \_\_\_\_\_

➔ Parent\Adult Student Signature \_\_\_\_\_ Date \_\_\_\_\_

All information contained on this form will be kept completely confidential and secure and will not be shared with anyone under any circumstances.