

# Sonoma Conservatory of Dance Registration Form

## STUDENT & BILLING CONTACT INFORMATION

Date Completed: \_\_\_\_\_

Student's Full Name: \_\_\_\_\_

Student's Date of Birth (mm/dd/yyyy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Mother's/Guardian's Full Name: \_\_\_\_\_

Father's/Guardian's Full Name: \_\_\_\_\_

Primary Address: \_\_\_\_\_

Street

City

State

Zip

Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

SCD is deliberately careful about its paper use. May we contact you by email (circle)? YES NO

Email Address: \_\_\_\_\_ @ \_\_\_\_\_

Please indicate if you have a language need other than English: \_\_\_\_\_

How did you hear of Sonoma Conservatory of Dance? \_\_\_\_\_

Person Responsible for Tuition: \_\_\_\_\_

Mailing Address (if different from Student):

Street

City

State

Zip

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Cellphone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email address: \_\_\_\_\_ @ \_\_\_\_\_

I would like to contribute to the Conservatory's Tuition Assistance Program. Please contact me to discuss.

## WAIVER OF LIABILITY

As a participant in any program or class of Sonoma Conservatory of Dance, I recognize and acknowledge there are certain risks of physical injury, and I agree to assume the full risk of injuries, including death, damages, or loss that I or my minor child may sustain as a result of participating in any activities connected or associated with such program or class.

I agree to waive and relinquish all claims I or my minor child may have against Sonoma Conservatory of Dance and its officers, agents, servants, employees, and independent contractors as a result of participating in any program or class.

I further agree to indemnify and hold harmless and defend Sonoma Conservatory of Dance and its officers, agents, servants, employees, and independent contractors from my claims resulting from injuries including death, damages, and losses sustained by me or my minor child that arise out of, in connection or in any way associated with the activities of this program.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE WAIVER AND RELEASE OF ALL CLAIMS:

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

# Sonoma Conservatory of Dance Registration Form

## EMERGENCY MEDICAL INFORMATION

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

2nd Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_ Phone: \_\_\_\_\_

ID No.: \_\_\_\_\_ Group No.: \_\_\_\_\_

Student's Primary Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list any special needs or abilities: \_\_\_\_\_

Is the student presently taking medication?                      YES                      NO

If yes, please list medication(s) and dosage details: \_\_\_\_\_

List any drug sensitivities or other allergies: \_\_\_\_\_

Date of the student's last physical examination by a medical doctor: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### Please read the alternative statements below and sign only one:

1. If my child needs medical attention, it is my wish that I am contacted before any medical procedures are initiated, unless immediate treatment is necessary to save my child's life or to prevent permanent injury.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. If my child needs medical treatment while participating, it is my wish that the treatment is started while efforts are being made to contact me. So that treatment is not delayed, I consent to any medical procedures that the physician believes are needed, on the understanding that efforts to contact me will continue. I accept responsibility for all costs related to such treatment.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Sonoma Conservatory of Dance Registration Form

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					9:00-9:30 Dancing Ducklings P. O'Reilly
					9:30-10:00 Friendly Finches P. O'Reilly
					10:10-10:55 Dazzling Firebirds P. O'Reilly
					11:00-11:45 Beautiful Bluebirds P. O'Reilly
					11:45-12:45 Graceful Swans E. Curiel
3:30-4:30 Graceful Swans P. O'Reilly	3:30-4:15 Firebirds & Bluebirds P. O'Reilly	3:45-5:15 Intermediate I P. O'Reilly	3:30-4:45 Elementary I P. O'Reilly	3:45-5:15 Elementary II P. O'Reilly	12:45-2:30 Int II – Advanced P. O'Reilly
4:30-5:45 Elementary I I. Sjahsam	4:15-5:45 Elementary II P. O'Reilly	5:15-6:45 Intermediate II P. O'Reilly	4:45-6:15 Intermediate II P. O'Reilly	5:15-6:45 Intermediate I P. O'Reilly	
5:45-7:15 Intermediate I I. Sjahsam	5:45-6:30 Boys Class E. Johnston	6:45-7:15 Pointe Technique Inter II – Adv P. O'Reilly	6:15-7:30 Hip Hop I J. Dominguez	6:45-7:15 Pointe Technique Inter I – Adv P. O'Reilly	
7:15-9:00 Intermediate II I. Sjahsam	6:30-7:30 Conditioning E. Johnston	7:15-9:00 Advanced P. O'Reilly	7:30-9:00 Hip Hop II J. Dominguez	7:15-9:00 Advanced P. O'Reilly	
9:00-9:30 Comp. Coaching Int II – Advanced I. Sjahsam	7:30-9:00 Advanced E. Johnston				

**Please circle the class(es) you/your dancer will enroll in**

.....

**FOR STAFF ONLY:**

Monthly Tuition: \_\_\_\_\_

\_\_\_\_\_ Follow-up #1: email

Registration Fee: \_\_\_\_\_

\_\_\_\_\_ Follow-up #2: phone call

Date of First Class: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ Specific Info & Policies Sheets given

Tuition Assistance (circle)    Yes    No

\_\_\_\_\_ Entered in Constant Contact

# Sonoma Conservatory of Dance Registration Form

THIS PAGE INTENTIONALLY LEFT BLANK

# Sonoma Conservatory of Dance Registration Form

## AUTO-PAYMENT AUTHORIZATION

I hereby authorize Sonoma Conservatory of Dance to charge my account on or about the 5<sup>th</sup> of each month from September to June for tuition and any other studio-related charges, such as registration fees, performance fees, etc. To discontinue these charges, I will give studio staff two weeks' written notice. Please attach a voided check to your registration form or enter your credit card number below:

Credit Card No.: \_\_\_\_\_ Visa, MC, AmEx (Circle One)

Expires: \_\_\_\_\_ (Month/Year)

Name on Card: \_\_\_\_\_

Billing Address

\_\_\_\_\_

Street	City	State	Zip
--------	------	-------	-----

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please read and initial the following financial policies:

\_\_\_\_\_ Registration: A non-refundable registration fee of \$40 is required at the time of registration.

\_\_\_\_\_ NSF Payments: I authorize Sonoma Conservatory of Dance to electronically debit my bank account for the amount of any NSF paper check or scheduled e-payment transaction, plus a \$25 NSF fee.

\_\_\_\_\_ Late Fee: I understand that a late fee of 10% of tuition will be charged to my account if payment is not made by the 15<sup>th</sup> of the month and I have not been in communication with the Studio Manager.

\_\_\_\_\_ Withdrawals and Refunds: I will notify the Studio two weeks before the discontinuation of classes or the account will be charged as usual. The notification can be made sent via written communication to the Studio address (561 Broadway Suite B, Sonoma, CA 95476) or via email ([info@SonomaConservatoryofDance.org](mailto:info@SonomaConservatoryofDance.org)).

## Sonoma Conservatory of Dance Registration Form

Training at Sonoma Conservatory of Dance is open to all applicants regardless of ethnic origin. To assist us in best serving our community and to be able to provide needed information to funders, we are requested to keep data about the ethnic/race group of applicants. Your response to the following question is greatly appreciated. Individuals providing information remain anonymous as this form will be detached from your application and used for statistical purposes only.

Please check the ethnic group that best describes student's identification:

- Non-Hispanic White or Euro-American
- Latino or Hispanic-American
- African-American, Afro-Caribbean or Black
- Native American or Alaskan Native
- East Asian or Asian-American
- South Asian or Indian-American
- Middle Eastern or Arab-American
- Other

Please check the geographic area that most closely describes your residence (some granting organizations have been interested in knowing where our students reside):

- Sonoma (East of Verano Avenue)
- Sonoma (West of Verano Avenue)
- Glen Ellen plus North and West
- Napa plus South and East

Please let us know which academic school your dancer attends: \_\_\_\_\_

# Sonoma Conservatory of Dance Registration Form

## Please read and initial the following SCD Policies and Procedures

- o Parent Participation Opportunities: Parents and others wishing to participate or observe a student's lesson may do so each month during the last week of classes. You will be able to notice your child's progress easily and Observation-Participation Day can become a special occasion for your dancer. This policy is in place to ensure the progress of ALL students and to create an atmosphere of calm learning where the instructor can engage personally with each student free of outside distractions. Those visiting from out-of-town are welcome to view classes at any time during the month (please limit to 5 or less at a time). It is best for students to interact with the teacher alone. PLEASE DO NOT CO-TEACH.
- o Need for Quiet: It is imperative we keep the entire building (lobby area and dance studio) a QUIET ZONE when classes are in session. Please restrict visiting and cell phone use to outside the building. Students are easily distracted by what is happening in the lobby, and we wish the pupils to fully concentrate on their class work.
- o Parent's Responsibility to Be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, rehearsals, master classes, and school closing dates. The school may post all such notices on the studio lobby bulletin board, as well as send emails and/or place paper notices in the lobby as needed. It is the parent's responsibility to routinely check the board, email, front desk and voicemail to ensure receipt of school event information. Additionally, SCD utilizes its own website and its Facebook page to post information and updates. These online resources may be accessed at [www.SonomaConservatoryofDanceStudio.org](http://www.SonomaConservatoryofDanceStudio.org) and [www.Facebook.com/SonomaConservatoryofDance](http://www.Facebook.com/SonomaConservatoryofDance).
- o General Policies: Students should wear appropriate cover-ups when outside the studio. Dance shoes are NOT to be worn outside. Students and instructors only are allowed on the dance floor during class times unless special arrangements have been made with the instructor. Non-enrolled children may not be left unattended at the school. Only water is allowed within the school unless other arrangements have been made. Respect others and their belongings. Violence or roughhousing of any sort is prohibited on the premises, in or out of class.
- o Pick-up and Drop-off: SCD cannot take responsibility for regulating pick-ups and drop-offs. Students should be picked up within 15 minutes of the end of their class; otherwise, the account will be charged a flat fee of \$10.
- o Extreme Weather or Other Interruption to Classes: If the school must cancel classes due to extreme weather or events beyond our control, such as power outages, the missed lessons must be made up according to school policy. No refunds for lessons missed due to these reasons will be given.
- o Missed Lessons and Make-up Lessons: Students are encouraged to make up classes missed due to viruses, flu or scheduling conflicts. Refunds are given only for missed lessons related to serious medical conditions (submit doctor's note to the Studio Manager). S/he may do make-up classes at his or her level or below, as long as s/he is actively enrolled at the Conservatory. Classes must be made up by the last day of the current school year.
- o Substitutions: If the regularly scheduled teacher is ill or otherwise unable to teach class, the school reserves the right to provide a substitute teacher. If the school cannot arrange a substitute and the class must be cancelled, the student's account will be credited accordingly.
- o Dress Code: Required dance wear and shoes must be worn to all classes. Failure to wear the required dance-uniform as appropriate for the dancer's level could result in students being asked to sit out the class. Repeated failure to wear the required uniform could result in termination of lessons. Dancers are not permitted to wear jewelry. Long hair must be secured up and away from the face and neck.
- o Dance Class Attendance: Please respect the school year that SCD follows as well as the minimum number of weekly classes for your student's level. A minimum attendance is required for a dancer to maintain his or her current achieved dance level as well progressing toward their desired dance goals. Our curriculum is designed to give students progressive dance instruction in a safe, caring manner. Extended periods of absence from classes affect the student's progress and sense of self-confidence and self-mastery and can increase the possibility of injuries. If a student must miss class for any reason, the Office should be informed.

## Sonoma Conservatory of Dance Registration Form

- o Arrival Time and Tardiness: Please arrive at least 10 minutes early so students can prepare for class. A student who arrives late to class misses important warm-ups, which may result in serious cramping or injury. In line with our safety policies, the School reserves the right to have students who arrive late sit out the class. Repeated tardiness may result in termination of lessons.
- o Pointe: Beginning with Elementary II, students wishing to prepare for pointe work are required to attend a *minimum* of two ballet classes weekly. Students who have been placed on pointe must attend the *minimum* required ballet classes weekly in order to maintain the privilege of dancing on pointe. These minimum requirements have been established to ensure that students are safe and secure in their basic technique and muscle strength. Students who do not fulfill weekly class minimum requirements will not be allowed to work on pointe until class attendance has resumed a minimum level and the instructor deems that the student is strong enough to safely dance on pointe. Everyone can enjoy ballet, although dancing on pointe may not be recommended for each student.
- o Student Progress: Keep in mind that those students who are enrolled in more than the minimum requirement each week, who participate in as many performance opportunities as possible, who attend the Summer Dance Workshop and/or who attend Master Classes when offered will most likely progress more quickly than students who participate at the Conservatory at a minimal level only.
- o Harassment: Harassment of any kind (whether in jest or anger) is explicitly prohibited and may result in dismissal from SCD. There are many forms of harassment, some of which include gender (negative remarks about societal roles based on gender) and sexual (negative remarks with reference to sexuality, including homosexuality). Other types of harassment include verbally threatening behavior and ethnic/racial harassment. Please treat others as you would like to be treated.
- o Injuries: Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.
- o Photo Release: The School is hereby granted permission to take photographs or video of the students to use in brochures, websites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name **OR**
- o Photo Release Opt-Out: By initialing here, I withhold permission for SCD to use photographs or video of my child(ren) for promotional purposes.
- o Lost and Found: Periodically, all items in the Lost and Found will be donated to a local thrift store.

### Financial Policies

- o Registration: A non-refundable registration fee of \$40 is required at the time of registration.
- o NSF Payments: A NSF fee of \$25 will be added to Sonoma Conservatory of Dance to electronically debit my bank account for the amount of any NSF paper check or scheduled e-payment transaction, plus a \$25 NSF fee.
- o Late Fee: The Conservatory will charge accounts a Late Fee equivalent to 10% of monthly tuition when neither payment nor communication has been made by the 15<sup>th</sup> of the month.
- o Withdrawals and Refunds: The Conservatory requires two weeks notice before the discontinuation of classes or the account will be charged as usual. The notification can be made sent via written communication to the Studio address (561 Broadway Suite B) or via email ([info@SonomaConservatoryofDance.org](mailto:info@SonomaConservatoryofDance.org)).



# Sonoma Conservatory of Dance Registration Form

## SCD Policies and Procedures: Family Copy

- o Parent Participation Opportunities: Parents and others wishing to participate or observe a student's lesson may do so each month during the last week of classes. You will be able to notice your child's progress easily and Observation-Participation Day can become a special occasion for your dancer. This policy is in place to ensure the progress of ALL students and to create an atmosphere of calm learning where the instructor can engage personally with each student free of outside distractions. Those visiting from out-of-town are welcome to view classes at any time during the month (please limit to 5 or less at a time). It is best for students to interact with the teacher alone. PLEASE DO NOT CO-TEACH.
- o Need for Quiet: It is imperative we keep the entire building (lobby area and dance studio) a QUIET ZONE when classes are in session. Please restrict visiting and cell phone use to outside the building. Students are easily distracted by what is happening in the lobby, and we wish the pupils to fully concentrate on their class work.
- o Parent's Responsibility to Be Aware of Dates and Events: It is the responsibility of the parent or adult student to be aware of all school activities, such as viewing days, rehearsals, master classes, and school closing dates. The school may post all such notices on the studio lobby bulletin board, as well as send emails and/or place paper notices in the lobby as needed. It is the parent's responsibility to routinely check the board, email, front desk and voicemail to ensure receipt of school event information. Additionally, SCD utilizes its own website and its Facebook page to post information and updates. These online resources may be accessed at [www.SonomaConservatoryofDanceStudio.org](http://www.SonomaConservatoryofDanceStudio.org) and [www.Facebook.com/SonomaConservatoryofDance](http://www.Facebook.com/SonomaConservatoryofDance).
- o General Policies: Students should wear appropriate cover-ups when outside the studio. Dance shoes are NOT to be worn outside. Students and instructors only are allowed on the dance floor during class times unless special arrangements have been made with the instructor. Non-enrolled children may not be left unattended at the school. Only water is allowed within the school unless other arrangements have been made. Respect others and their belongings. Violence or roughhousing of any sort is prohibited on the premises, in or out of class.
- o Pick-up and Drop-off: SCD cannot take responsibility for regulating pick-ups and drop-offs. Students should be picked up within 15 minutes of the end of their class; otherwise, the account will be charged a flat fee of \$10.
- o Extreme Weather or Other Interruption to Classes: If the school must cancel classes due to extreme weather or events beyond our control, such as power outages, the missed lessons must be made up according to school policy. No refunds for lessons missed due to these reasons will be given.
- o Missed Lessons and Make-up Lessons: Students are encouraged to make up classes missed due to viruses, flu or scheduling conflicts. Refunds are given only for missed lessons related to serious medical conditions (submit doctor's note to the Studio Manager). S/he may do make-up classes at his or her level or below, as long as s/he is actively enrolled at the Conservatory. Classes must be made up by the last day of the current school year.
- o Substitutions: If the regularly scheduled teacher is ill or otherwise unable to teach class, the school reserves the right to provide a substitute teacher. If the school cannot arrange a substitute and the class must be cancelled, the student's account will be credited accordingly.
- o Dress Code: Required dance wear and shoes must be worn to all classes. Failure to wear the required dance-uniform as appropriate for the dancer's level could result in students being asked to sit out the class. Repeated failure to wear the required uniform could result in termination of lessons. Dancers are not permitted to wear jewelry. Long hair must be secured up and away from the face and neck.
- o Dance Class Attendance: Please respect the school year that SCD follows as well as the minimum number of weekly classes for your student's level. A minimum attendance is required for a dancer to maintain his or her current achieved dance level as well progressing toward their desired dance goals. Our curriculum is designed to give students progressive dance instruction in a safe, caring manner. Extended periods of absence from classes affect the student's progress and sense of self-confidence and self-mastery and can increase the possibility of injuries. If a student must miss class for any reason, the Office should be informed.

## Sonoma Conservatory of Dance Registration Form

- o Arrival Time and Tardiness: Please arrive at least 10 minutes early so students can prepare for class. A student who arrives late to class misses important warm-ups, which may result in serious cramping or injury. In line with our safety policies, the School reserves the right to have students who arrive late sit out the class. Repeated tardiness may result in termination of lessons.
- o Pointe: Beginning with Elementary II, students wishing to prepare for pointe work are required to attend a *minimum* of two ballet classes weekly. Students who have been placed on pointe must attend the *minimum* required ballet classes weekly in order to maintain the privilege of dancing on pointe. These minimum requirements have been established to ensure that students are safe and secure in their basic technique and muscle strength. Students who do not fulfill weekly class minimum requirements will not be allowed to work on pointe until class attendance has resumed a minimum level and the instructor deems that the student is strong enough to safely dance on pointe. Everyone can enjoy ballet, although dancing on pointe may not be recommended for each student.
- o Student Progress: Keep in mind that those students who are enrolled in more than the minimum requirement each week, who participate in as many performance opportunities as possible, who attend the Summer Dance Workshop and/or who attend Master Classes when offered will most likely progress more quickly than students who participate at the Conservatory at a minimal level only.
- o Harassment: Harassment of any kind (whether in jest or anger) is explicitly prohibited and may result in dismissal from SCD. There are many forms of harassment, some of which include gender (negative remarks about societal roles based on gender) and sexual (negative remarks with reference to sexuality, including homosexuality). Other types of harassment include verbally threatening behavior and ethnic/racial harassment. Please treat others as you would like to be treated.
- o Injuries: Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by the students before, during or after class time.
- o Photo Release: The School is hereby granted permission to take photographs or video of the students to use in brochures, websites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name **OR**
- o Photo Release Opt-Out: By initialing here, I withhold permission for SCD to use photographs or video of my child(ren) for promotional purposes.
- o Lost and Found: Periodically, all items in the Lost and Found will be donated to a local thrift store.

### Financial Policies

- o Registration: A non-refundable registration fee of \$40 is required at the time of registration.
- o NSF Payments: A NSF fee of \$25 will be added to Sonoma Conservatory of Dance to electronically debit my bank account for the amount of any NSF paper check or scheduled e-payment transaction, plus a \$25 NSF fee.
- o Late Fee: The Conservatory will charge accounts a Late Fee equivalent to 10% of monthly tuition when neither payment nor communication has been made by the 15<sup>th</sup> of the month.
- o Withdrawals and Refunds: The Conservatory requires two weeks notice before the discontinuation of classes or the account will be charged as usual. The notification can be made sent via written communication to the Studio address (561 Broadway Suite B) or via email ([info@SonomaConservatoryofDance.org](mailto:info@SonomaConservatoryofDance.org)).