

**Sonoma Conservatory of Dance
2019-20 School Year Registration Form**

STUDENT & BILLING CONTACT INFORMATION

Date Completed: _____

Student's Full Name: _____

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

Parent's/Guardian's Full Name: _____

Parent'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 2019-20 School Year Registration Form

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1:00-1:30 Guided Warm-Up P. O'Reilly	1:00-2:00 Pilates Mat TBC	1:00-1:30 Guided Warm-Up P. O'Reilly	1:00-2:15 Yoga or Conditioning K. Marchus or P. O'Reilly	9:00-9:30 Dancing Ducklings P. O'Reilly
1:30-3:00 Dance Class on Rotating Basis	1:30-3:00 Inter II – Adv P. O'Reilly	2:15-3:15 Inter II – Adv Pointe P. O'Reilly	1:30-3:00 Inter II – Adv P. O'Reilly	2:15-3:30 SBT Rehearsal P. O'Reilly	9:30-10:00 Friendly Finches P. O'Reilly
	3:00-3:30 Inter II – Adv Pointe P. O'Reilly		3:00-3:30 Inter II – Adv Pointe P. O'Reilly		10:10-10:55 Dazzling Firebirds P. O'Reilly
3:45-5:15 Intermediate I	3:30-4:15 Firebirds & Bluebirds P. O'Reilly	3:30-4:30 Graceful Swans P. O'Reilly	3:45-5:15 Elementary II P. O'Reilly	3:45-5:00 Elementary I P. O'Reilly	11:00-11:45 Beautiful Bluebirds P. O'Reilly
5:15-6:45 Intermediate II	4:15-5:45 Elementary II P. O'Reilly	4:30-5:45 Elementary I P. O'Reilly	5:15-6:45 Intermediate II P. O'Reilly	5:00-6:30 Intermediate I P. O'Reilly	11:45-12:45 Graceful Swans P. O'Reilly
6:45-7:30 Pointe Technique Inter II – Adv	5:45-7:00 Ballet Lab Inter I, 2 nd year L. Donlan	5:45-7:15 Intermediate I P. O'Reilly	6:45-7:45 Hip Hop I-II J. Dominguez	6:30-7:15 Pointe Technique Inter I – Adv P. O'Reilly	12:45-2:30 Int II – Advanced P. O'Reilly
7:15-9:00 Advanced	5:45-7:30 Ballet Lab Inter II – Adv L. Donlan	7:15-9:00 Intermediate II P. O'Reilly	7:45-9:00 Hip Hop II-III J. Dominguez	7:15-9:00 Advanced P. O'Reilly	
	7:30-9:00 Advanced L. Donlan				

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

Sonoma Conservatory of Dance
2019-20 School Year Registration Form

Tuition Assistance (circle) Yes No _____ Entered in Constant Contac

PLEASE READ AND INITIAL THE FOLLOWING FINANCIAL POLICIES

_____ 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 prior to the third day of the five-day Summer Dance Camp and I have not been in communication with the Studio Manager.

_____ Withdrawals and Refunds: In the event that summer plans change, in order to receive a full refund, please notify SCD three (3) or more weeks prior to the first day of the Summer Dance Camp for which your dancer is enrolled. If notice is received two (2) weeks prior, you will receive a 75% refund; one (1) week prior, a 50% refund. There will be no refunds if notice is given less than one week prior (exception: a medical condition accompanied by doctor's note). 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).

AUTO-PAYMENT AUTHORIZATION

I hereby authorize Sonoma Conservatory of Dance to charge my account on or about the first day of the Summer Dance Camp for which my dancer is enrolled. Please enter your credit card number below:

Credit Card No.: _____

Expires: _____ (Month/Year)

Name on Card: _____

Billing Zip Code: _____

Signature: _____ Date: _____

Sonoma Conservatory of Dance 2019-20 School Year 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(s) 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 let us know which academic school your dancer attends: _____

Sonoma Conservatory of Dance

2019-20 School Year 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. 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 and students 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 family'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 and 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 may 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). Students may do make-up classes at their level or below, as long as they are actively enrolled at the Conservatory. Classes must be made up by the last day of the current school year or end of active enrollment, whichever comes first. Classes that are not made up are forfeit.
- 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 in the same or a different dance discipline. If the Conservatory is unable arrange a substitute and the class must be cancelled, the family'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 dancers to maintain their 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.
- 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 Conservatory reserves the right to have students who arrive late sit out the class. Repeated tardiness may result in termination of lessons.

Sonoma Conservatory of Dance 2019-20 School Year Registration Form

- 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 Camps (when qualified), 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 Bullying and Harassment: Bullying and 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 Further Clarification Regarding Bullying: All members of the SCD community have the right to feel safe and protected from bullying. Bullying physically and/or emotionally harms a person; targets a person in a negative way for any actual or perceived characteristic; and/or creates a hostile environment in the dance studio. Bullying will not be tolerated in any form — direct or indirect, physical, emotional, social, verbal, written, electronic, or otherwise. Bullying threatens the very core of SCD. Even one documented bullying event will have repercussions. Immediate termination of enrollment may be imposed for serious violations. Anyone witnessed bullying or harassing another student, parent, or SCD staff member will be sanctioned. If you or your child is being bullied, please alert the Artistic Director or Studio Manager as soon as possible. You may speak directly with someone or you may anonymously report an incident in writing. Each situation of bullying is unique and will be treated with urgency, proactivity, and sensitivity by the Artistic Director and Studio Manager.
- o Alcohol and Drug Policy: Students have the right to attend dance classes in an environment conducive to learning. As alcohol (given the age of our students) and drug use are illegal and interfere with both effective learning and the healthy development of young people, SCD takes seriously its responsibility to prevent the use of these substances and to maintain an alcohol and drug free environment. Use of alcohol and/or drugs while a student of SCD is strictly forbidden. Any student found possessing, distributing, or using alcoholic beverages or illegal or controlled substances of any kind will be subjected to disciplinary action, up to and including dismissal from the Conservatory. This includes improperly using prescription or over-the-counter drugs. Any student who knowingly remains present where alcoholic beverages are being consumed by minors, or where illegal or controlled drugs are being used, is also in violation of this policy and will be held accountable. Students who are in possession of drug or alcohol paraphernalia are also subject to disciplinary action.
- o Injuries: Parents, legal guardians, of minor students and adult students waive the right to any legal action for any injury sustained on studio property resulting from normal dance activity or any other activity conducted by the students before, during, or after class time.
- o Photo Release: The Conservatory 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.

Sonoma Conservatory of Dance

2019-20 School Year 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. 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.
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Sonoma Conservatory of Dance 2019-20 School Year Registration Form

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