2011 SUMMER REGISTRATION POLICIES AND PAYMENT

www.indydanceacademy.com

317.218.3694

How did you hear about us? Friend ___ (Name _____) Website ____
Drive By ___ Advertisement ___ Other ____

Family Last Name: _____
Contact #1: First _____ Last _____Parent? Y / N
Home Phone: _____ Mobile: _____ Work: _____
Email: _____(IMPORTANT- All emails are kept confidential)
Contact #2: First _____ Last _____Parent? Y / N
Home Phone: _____ Mobile: _____ Work: _____
Email: _____(IMPORTANT- All emails are kept confidential)
Address: _____
City: _____
Emergency Contact: _____ Home Phone:_____ Mobile:_____
Health Insurance Carrier: _____
Parent/Student Signature: _____ (if over 18 years of age)

STUDENT INFORMATION:

Student: First Name: _____ Last _____
Student: Gender: M / F Birthday: _____ Cell Phone:_____
School: _____Grade Level (Fall 2011)_____
Disabilities/Allergies: _____Medications:_____
Student: First Name: _____ Last _____
Student: Gender: M / F Birthday: _____ Cell Phone:_____
School: _____Grade Level (Fall 2011)_____
Disabilities/Allergies: _____Medications:_____
PRIMARY DOCTOR: _____ Phone number:_____

CLASS CHOICES:

Camp/Class/Workshop #1: _____ DAY/TIME:_____
Camp/Class/Workshop #2: _____ DAY/TIME:_____
Camp/Class/Workshop #3: _____ DAY/TIME:_____
Camp/Class/Workshop #4: _____ DAY/TIME:_____

POLICIES AND PROCEDURES

Signed registration and payment must be received prior to student entering class.
We reserve the right to cancel a class if we do not have 5 or more students enrolled. You will receive a credit toward another IDA class (excludes our Studio Renters) or IDA merchandise. Credit must be used by December 1, 2011. **We do not offer refunds**.
Trial classes are $15 per class and must be paid prior to class. You must sign in with front desk and complete a trial class waiver and class pass for the instructor. You may not take more than 2 trial classes of the same class.

TUITION AND FEES:
Our registration fee is due upon registration and is valid for one year.

☐ **YEARLY REGISTRATION FEE: $35.00 per individual or $50.00 per family**

Indy Dance Academy has a **no refund policy**. If you must reschedule multiple classes due to illness, injury or personal emergency, please contact our controller, Mary Ann Pahud (accounting@indydanceacademy.com) Payment for class is due prior to entering class. Tuition may be paid online or at Indy Dance Academy.

☐ **I've read the above and agree. (This box must be checked in order to process your registration).**

SUMMER LATE PICK-UP FEE:

5-10 minutes late: $5.00 LATE FEE IS DUE AT PICK-UP

15-30 minutes late: $15.00 LATE FEE IS DUE AT PICK-UP

☐ **I've read the above and agree. (This box must be checked in order to process your registration).**

ATTENDANCE:
Attendance is important in order to ensure maximum progress for the student.
No Shows/Missed Classes: If you cannot attend a class, please call The Academy in advance. ***Students are allowed to make up one class per session*** unless; you call in ADVANCE to report the illness, injury or personal/family emergency. Upon the onset of a prolonged injury or illness, please contact IDA immediately to discuss the situation with our controller, Mary Ann Pahud (accounting@indydanceacademy.com)

☐ **$5.00 SUMMER CAMP EARLY DROP OFF OPTION:**
*8:30am – 8:45am **OR** 12:30pm – 12:45pm (pay at drop-off)*
I've read the above and acknowledge receipt of information

☐ **SUMMER CAMP FRIDAY STUDENT PERFORMANCE**
*11:45am – 12:00pm **OR** 3:45pm – 4:00pm*
I've read the above and acknowledge receipt of information

ATTIRE:
Please bring a sports bag to accommodate clothing and shoes to change into appropriate dress/shoes for class**.**
No street shoes are allowed in the studios. Each student must wear appropriate dancewear.
Hair must be pulled back in neat ponytail or bun for classes. Jewelry should NOT be worn to class; make up should be neatly applied.

Youth Classes ONLY:

- ***Creative Movement/Dance/Combo***: Pink or tan tights, leotard, pink ballet shoes & tan tap shoes. Hair should be neatly pulled off of face.
- ***Ballet***: Pink tights, pink ballet shoes, solid colored leotard, and hair pulled neatly in a bun.
- ***Jazz/Musical Theatre/Lyrical/Modern/Tap***: Tan tights, tan or black jazz shoes/tap shoes, solid colored leotard, hair must be pulled back neatly, booty shorts permitted. No shoes needed for modern classes, lyrical shoes may be worn for lyrical class if you have them.
- ***Hip Hop/Conditioning:*** Athletic shorts, capris, or pants. T-shirts, or full sports top (no belly showing) hip hop sneakers or white sole sneaker. **Street wear, cut offs or jeans are not permitted.**
- ***Boys***: Athletic shorts or pants. T-shirt and appropriate shoes for class style. No "street wear", cut-offs or jeans permitted.
- ***Adults***: Comfortable dance attire: may include athletic shorts/yoga pants/dance pants, tshirt/tanktop (no belly showing). Dance shoe (i.e. ballet, jazz, tap, hip hop sneaker and/or white-soled sneaker).

Drop off /Pick Up:

- We request that you drop off your student and wait in the lobby or you are welcome to leave The Academy during the instructional time. This allows the instructor to focus on the student as well as allows the student to focus on instruction. The instructors will reserve a time when it is appropriate for viewing.
- You are to walk your student into the lobby and pick up student in lobby if he/she is 9 years of age or younger.
- We suggest parking in the west or south parking lot of our building.
- All students and parents must enter through the front door.
- Side door (located on north side of building) is for **IDAC members and staff only**.

Lobby Etiquette:

- All children not participating in class need to be in waiting room and/or supervised while going to the restrooms and the vending area.
- **There is to be no food or drinks throughout The Academy. Please put any sports drink /bottled water in contained bottle. Gum is not allowed in the building**.
- Please help us keep IDA clean and germ free. We appreciate everyone picking up their belongings, throwing away trash, and regularly wash hands. We have hand sanitizers conveniently located throughout The Academy. Put bag and other items in cloak area
- Please no cell phone conversations in the building. Wi-Fi is available for your use in the lobby.
- The television in the lobby will always be on kid friendly stations, we will not permit talk shows, news or sitcoms to be viewed.
- **Smoking is not permitted in or around the IDA premises**.

Communication:

- Our instructors want you and your student to be happy, however, it is not possible for our instructors to have individual communication with each parent during class time. If you would like to communicate with the instructor or the Dance Director, Amy Western, please leave a note with the front desk.
- If you have a billing question, comment or problem, please contact MaryAnn Pahud (accounting@indydanceacademy.com)

RELEASE OF LIABILITY

I understand and acknowledge that there is a risk of injury inherent in dance activities and that personal injury or damage to property may result during participation in dance and related activities. I represent that my child is physically able to safely participate in dance and related activities. I agree to assume all risks associated with my child's participation in dance instruction, rehearsal, performance and all related activities. In consideration, of receiving instruction at Indy Dance Academy, I hereby waive, release and discharge all present and future claims and liabilities of any kind, whether for bodily injury, property damage, or other loss arising out of my child's participation in dance and related activities.
I acknowledge that I am responsible for delivering my child to the studio and picking him/her up and Indy Dance Academy is not responsible for any student who leaves the premises. We ask that you walk in your child if under the age of 9 and walk in to pick him/her up. No student will be allowed to wait unattended outside if under the age of 12.
I consent to photography and recording of my child for its usage in promotional and public relations, which but not limited to, brochures, print ads, and web sites.
All photographs and recordings are property of Indy Dance Academy.

☐ **I've read the above and agree. (This must be checked in order to process your enrollment).**

Credit Card Verification:

NAME ON CARD: _____ VISA___MC___ CARD NUMBER/EXP. DATE_____