



ALEDO ACADEMY OF BALLET
Key Policies and Procedures
Please initial each policy and sign below.

_____ **COMMUNICATION** The studio's primary form of communication is email. Be sure to provide the studio a primary email address for studio updates and monthly e-newsletter publications. Parents also may like our Aledo Academy of Ballet Facebook page to receive the latest studio news such as weather closings.

_____ **MONTHLY TUITION** Monthly tuition is due on the 1st of each month and is considered late after the 10th. Balances paid after the 10th will be charged a late fee of \$15.

_____ **CLASS ATTIRE** Students are required to wear their Class Leotard and Tights in class. **To prevent damage to the special dance flooring, dance shoes should not be worn outside the studio.** Street clothes or appropriate cover-ups must be worn when outside the studio.

_____ **HAIR** Hair is to be worn in a ballet bun for all dance classes. Short hair must be pinned away from the face. **No ponytails please.**

_____ **ATTENDANCE/ABSENCES** In the event of an absence, please notify the studio by phone or email as soon as possible. With advanced notice, make-up classes can be arranged with Caroline over email, by phone or in person.

_____ **TARDY POLICY** Students who are late to class should wait by the studio door for the teacher's invitation to join the class.

_____ **PERFORMANCE & COSTUME FEE** A Spring Costume/Performance Fee of \$85 will be due no later than January 11, 2020. If a student enrolls after January 11, 2020, the costume fee will be due at time of registration.

_____ **PHOTO RELEASE WAIVER** I hereby grant, Aledo Academy of Ballet, permission to use my child's likeness in a photograph, video, or other digital media in any and all of its publications, including web-based publications, without payment or other consideration.

_____ **LEGAL RELEASE** By signing this release, I acknowledge the academy policies and understand that my child(ren) is taking classes at their own risk and I agree to hold Aledo Academy of Ballet, its instructors, and/or assignees harmless for any liability, claims on demands for personal injuries, sickness or death as well as for expenses due to loss or damage to personal property while on or around the premises. By signing this form, I agree that all tuition and related fees are not refundable and not transferable.

_____ **2019 - 2020 ALEDO ACADEMY OF BALLET STUDENT HANDBOOK** I have received the student handbook and our family will adhere to all policies and procedures contained in the handbook.

Parent/Guardian Signature: _____ Date _____

Student Name(s): _____