



**2009 - 2010 Registration Form**  
 5400 Jaeger Road, Unit 1 • Naples, FL 34109  
 239-566-3535 • www.bdanaples.com

*(Please use separate form per student)*

**STUDENT INFORMATION (Please Print)**

Student's Name: \_\_\_\_\_ Age by Oct 1: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Name of School: \_\_\_\_\_ Grade: \_\_\_\_\_  
 Parent/Guardian's Name: \_\_\_\_\_ Best Phone: \_\_\_\_\_  
 Email address: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_  
 Is this your first time with BDA?  Y  N If yes, how did you hear about BDA? \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Physician's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Allergies/Medical Conditions: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

**BILLING INFORMATION**

Person Responsible for Tuition and Fees: \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Best Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

**ACADEMY POLICES, REGISTRATION AND TUITION INFORMATION, WAIVER OF RESPONSIBILITY & PHOTO RELEASE** *(Please initial each section to indicate that you understand and agree with it's contents.)*

\_\_\_\_\_ **ACADEMY POLICES AND PROCEDURES:** I have received, read, understand and agree to adhere to the policies and procedures of Backstage Dance Academy, L.L.C.

\_\_\_\_\_ **REGISTRATION AND TUITION INFORMATION:** I have received, read, understand and agree to adhere to the tuition policies and procedures of Backstage Dance Academy, L.L.C.

\_\_\_\_\_ **WAIVER OF PHOTOGRAPY:** I give permission to Backstage Dance Academy to photograph my child and use the photos for marketing purposes, including brochures, advertisements, Academy website and news articles.

\_\_\_\_\_ **WAIVER OF LIABILITY:** It is the parent/guardians responsibility, unless the participant is over 18 years of age, to accompany the child to the lobby. Please keep your child in the waiting area until their class is called. You must return to the waiting area prior to the end of their class to ensure the safety of your child. To accommodate parents who wish to see the progress of their dancer our observation window will be open for viewing for the first week of each month. No child may be left unattended before or after class. No child is to leave the building without an adult. No one other than registered students are permitted in the studios with the exception of parent observation days. Students must arrive to class with their hair tied back and the proper shoes. No jewelry, watches or cellular phones are allowed. All dance bags and shoes must be placed in cubbies and off of the floor.

\_\_\_\_\_ **WAIVER OF INJURY:** I, the undersigned, am responsible for myself and/or my child, do hereby voluntarily submit my signature for attendance and participation in dance programs with Backstage Dance Academy, L.L.C and do hereby assume FULL RESPONSIBILITY, waiving all claims due to injury against the owner, any promoter, employee, instructor, operator, individually or otherwise of Backstage Dance Academy, L.L.C, for any and all damages, injuries or losses that I or my child may sustain or incur in any way while on the property, attending or participating with Backstage Dance Academy, L.L.C. I fully understand that any medical treatment given to me or my child will be FIRST AID only. I, the undersigned give emergency authorization if I cannot be reached or if deemed a medical emergency. I understand I will be responsible for any charges that may result from this emergency authorization. This form may be photocopied for emergency treatment.

\_\_\_\_\_  
 Parent or Guardian Signature Date

**REGISTRATIONS WILL BE PROCESSED IN ORDER RECEIVED**

Office Use Only: Recd By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  DanceWorks  Payment  Binder

Please check the class(es) you wish to register for. All classes are limited in size and will be closed to returning and new students once they are full. Please contact the studio at (239) 566-3535 for any questions you may have.

<b>5400 Jaeger Road, Unit 1</b>				
<b>Class</b>	<b>Day &amp; Time</b>		<b>Class</b>	<b>Day &amp; Time</b>
Tiny Toes (2)	Tuesday 9:30 – 10:00		Acro 1 (8+)	Wednesday 4:30 – 5:30
Tiny Toes (2)	Thursday 11:15 – 11:45		Acro 2	Tuesday 4:45 – 5:45
Tiny Toes (2)	Friday 9:30 – 10:00		Acro 3	Friday 5:00 – 6:30
Tiny Toes (2)	Friday 11:15 – 11:45		Ballet 1 (8+)	Friday 5:00 – 6:00
Tiny Toes (2)	Saturday 9:15 – 9:45		Ballet 2	Monday 5:00 – 6:15
First Steps (3)	Tuesday 10:00 – 10:30		Ballet 3	Tuesday 5:30 – 6:45
First Steps (3)	Tuesday 11:15 – 11:45		Ballet 4	Thursday 6:00 – 7:30
First Steps (3)	Thursday 9:30 – 10:00		Ballet 5/Variations	Friday 6:00 – 7:15
First Steps (3)	Thursday 2:00 – 2:30		Broadway Jazz (10+)	Tuesday 7:45 – 8:45
First Steps (3)	Friday 10:00 – 10:30		Cecchetti Level 1	Saturday 11:30 – 12:30
First Steps (3)	Saturday 9:00 – 9:30		Cecchetti Level 2	Saturday 1:30 – 2:30
Kinder Combo (4-Pre-K)	Monday 6:00 – 6:45		Cecchetti Level 3	Saturday 10:15 – 11:30
Kinder Combo (4-Pre-K)	Tuesday 10:30 – 11:15		Contemporary/Modern (12+)	Wednesday 7:45 – 8:45
Kinder Combo (4-Pre-K)	Thursday 10:30 – 11:15		Hip Hop 1 (8+)	Thursday 5:30 – 6:30
Kinder Combo (4-Pre-K)	Thursday 2:30 – 3:15		Hip Hop 2	Thursday 6:30 – 7:30
Kinder Combo (4-Pre-K)	Friday 10:30 – 11:15		Hip Hop ¾	Thursday 7:30 – 8:30
Kinder Combo (4-Pre-K)	Saturday 9:30 – 10:15		Jazz 1 (8+)	Wednesday 4:30-5:30
<del>Dance Combo 1 (Kinder)</del>	<del>Tuesday 3:45 – 4:45</del>		Jazz 2	Monday 4:15 – 5:15
Dance Combo 1 (Kinder)	Thursday 5:00 – 6:00		Jazz 3	Wednesday 6:30 – 7:45
Dance Combo 1 (Kinder)	Saturday 10:15 – 11:15		Jazz 4	Tuesday 8:00-9:00
Dance Combo 2 (1 <sup>st</sup> & 2 <sup>nd</sup> )	Thursday 3:45 – 5:00		Lyrical 1 (8+)	<i>Please see Progressive below</i>
Dance Combo 2 (1 <sup>st</sup> & 2 <sup>nd</sup> )	Saturday 12:30 – 2:00		Lyrical 2	Tuesday 5:45 – 6:45
Dance Combo Tech (Invite)	Thursday 4:00 – 5:30		Lyrical 3	Tuesday 6:45 – 7:45
Cecchetti Primary 1 (5-8)	Friday 4:00 – 5:00		Lyrical 4	Tuesday 6:45 – 8:00
Ballet/Jazz Combo (8-10)	Saturday 11:15 – 12:30		Performance Team (8+)	Wednesday 5:30 – 6:30
<del>Itty Bitty/Kinder Acro (3-4)</del>	<del>Wednesday 3:45 – 4:30</del>		Performance Team (Audition)	Wednesday 6:15 – 7:45
Itty Bitty Hip Hop (3-4)	Monday 3:45 – 4:15		Performance Team (Audition)	Friday 6:30 – 8:30
<del>Itty Bitty Hip Hop (3-4)</del>	<del>Thursday 10:00 – 10:30</del>		Pointe (Invite Only)	Thursday 7:30 – 8:15
<del>Itty Bitty Hip Hop (3-4)</del>	<del>Saturday 9:45 – 10:15</del>		Rhythm Tap 1 (8+)	Wednesday 3:45 – 4:30
Pee Wee Acro (Kinder)	Monday 5:15 – 6:00		Rhythm Tap 2 & 3	Monday 6:45 – 7:45
Pee Wee Hip Hop (Kinder)	Tuesday 4:45 – 5:30		Rhythm Tap 4	Monday 7:45 – 8:45
Jr. Acro (1 <sup>st</sup> & 2 <sup>nd</sup> )	Friday 4:00 – 5:00		Tumble & Cheer 1&2 (8+)	Monday 6:15 – 7:15
Jr. Hip Hop (1 <sup>st</sup> & 2 <sup>nd</sup> )	Tuesday 4:00 – 4:45		Tumble & Cheer 3 & 4 (12+)	Monday 7:15 – 8:30
Jr. Hip Hop (1 <sup>st</sup> & 2 <sup>nd</sup> )	Wednesday 5:30 – 6:15		AI Conditioning	Saturday 12:30 – 1:30
Boys Beat 1 (3-4)	Monday 3:45 – 4:15			
Boys Beat 2 (5-7)	Monday 4:15 – 5:00			
<b>3275 Pine Ridge Road located at Naples Progressive Gymnastics</b>				
<b>Class</b>	<b>Day &amp; Time</b>		<b>Class</b>	<b>Day &amp; Time</b>
Dance Combo 2 (1 <sup>st</sup> & 2 <sup>nd</sup> )	Tuesday 5:15 – 6:30		Ballet/Jazz Combo (8-10)	Wednesday 6:15 – 7:30
Lyrical 1 (8+)	Tuesday 6:30 – 7:30		Teen Ballet (13+)	Thursday 6:15 – 7:30
Dance Combo 1 (Kinder)	Wednesday 5:15 – 6:15		Teen Lyrical/Jazz (13+)	Thursday 7:30 – 8:45

# 2009-2010 Dance Season Registration Form

## PAYMENT AGREEMENT *(Please print, one per family)*

I am enrolling \_\_\_\_\_ . I am responsible for this student's tuition payments through the end of the dance season or until written Notification of Withdrawal is submitted to the dance studio 30 days prior to the student's withdrawal.

I agree to pay a non-refundable \$20 registration fee for an individual student or \$30 for a family – due at Registration.

I choose the following payment option to pay this student's tuition: **(CHECK ONE OPTION)**

\_\_\_\_\_ **Automatic Withdrawal** in the amount of \$ \_\_\_\_\_ from my bank account, on the 1st of each month, for 9 months, beginning September 1, 2009 and ending May 1, 2010. The registration fee of \$ \_\_\_\_\_ is due at the time of registration

\_\_\_\_\_ **Credit Card** charged in the amount of \$ \_\_\_\_\_, on the 1st of each month, for 9 months, beginning September 1, 2009 and ending May 1, 2010. The registration fee of \$ \_\_\_\_\_ is due at the time of registration

\_\_\_\_\_ **Cash or Money Order** in the amount of \$ \_\_\_\_\_ paid by the first of each month, for 9 months, beginning September 1, 2009 and ending May 1, 2010. September's tuition \$ \_\_\_\_\_ is due at Registration. *(This option requires the Academy Director's authorization and is only available to current students).*

\_\_\_\_\_ **Cash, Check or Money Order** for the full year's tuition, less 10%, in the amount of \$ \_\_\_\_\_. The registration fee of \$ \_\_\_\_\_ is due at the time of registration and the remaining balance of \$ \_\_\_\_\_ is due by September 1, 2009.

Tuition must be paid by the 1<sup>st</sup> of each month. If tuition is not paid by the 10<sup>th</sup> of the month an automatic \$25.00 late fee will be applied. **There will be no exceptions.** If the account is not paid in full by the 3<sup>rd</sup> week of the month, the student will be withdrawn from the class and the spot will be opened to anyone on the wait list. All financial obligations must be paid in full before a student will allowed to returned to class.

All costume deposits are due in the amount of \$40 per class by November 1st, and costume balances are due by January 15<sup>th</sup>. Costumes orders placed after January 1, 2010 will include a \$20 handling fee. There are NO REFUNDS for costume fees.

A \$30 insufficient funds fee will be charged for any check returned for insufficient funds and will require future payments be made via cash or money orders. Cash, check or Money Order tuition payments may be paid by mail (Backstage Dance Academy, 5400 Jaeger Road, Unit 1, Naples, FL 34109), at the front desk at the Jaeger Road location or in the dropped off in the black registration box at either location. Monthly statements will not be mailed out; it is the parent/guardians responsibility to know when payments are due.

I understand and agree to the terms of this agreement and those outlined by Backstage Dance Academy, L.L.C.'s current Policy & Procedures Handbook.

\_\_\_\_\_  
**Parent/Guardian of Minor Student/**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Adult Student**

\_\_\_\_\_  
**Date Signed**

## Electronic Payment Registration Form

I hereby authorize Backstage Dance Academy, L.L.C. to debit my \_\_\_\_\_ **checking** \_\_\_\_\_ **savings** account at the financial institution listed below on a monthly basis in the amount specified below:

Bank Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_  
(The 9 digits on the bottom of your check or deposit slip)

Account Number: \_\_\_\_\_

Name of Account Holder (*PRINT*): \_\_\_\_\_

Monthly Payment Amount: \$ \_\_\_\_\_ Day of Monthly Withdrawal: 1<sup>st</sup> Date of First Payment: September 1, 2009 Date of Last Payment: May 1, 2010

*I understand that Backstage Dance Academy will withdraw funds directly from my bank account as indicated above. I understand that if I wish to discontinue monthly withdrawals for any reason, I must provide Backstage Dance Academy with a 30-day written notice.*

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

**Attach a voided check to this form, and return to Backstage Dance Academy, L.L.C.**

## Credit Card Authorization Form

I hereby authorize Backstage Dance Academy, L.L.C. to charge my credit card on a monthly basis as specified below:

Card Type (*CIRCLE ONE*): **MasterCard** or **VISA** (Personal cards only, no business cards please.)

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Authorization Code (3 digit code on back of the card): \_\_\_\_\_  
(MM / DD / YY)

Card Holder Name (*PRINT*): \_\_\_\_\_  
(exactly as it appears on the credit card)

Billing Address of the Credit Card: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Card Holder Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Charge Amount: \$ \_\_\_\_\_

Months authorized to run credit card payment:  
From: September 1, 2009 To: May 1, 2010

*I understand that Backstage Dance Academy will charge my credit card account as indicated above. I understand that if I wish to discontinue monthly charges for any reason, I must provide Backstage Dance Academy with a 30-day written notice.*

Card Holder Signature: \_\_\_\_\_

Card Holder Name (*PRINT*): \_\_\_\_\_

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

# BDA POLICIES & PROCEDURES

Thank you for choosing Backstage Dance Academy! Our policies and procedures are here to ensure that all students and families are treated fairly and equally. Please read through them carefully. If after you've read through our policies you have any questions, please contact our office staff. Registering for our classes indicates a commitment to the terms of our policies and procedures as stated below. All parents must sign off that they have read, understand, are in agreement and will abide by our policies and procedures before they or their child(ren) are able to take classes.

## Academy & Classroom Rules

1. No food or drinks, with the exception of water are permitted in the dance studios or waiting area.
2. Students are not permitted to chew gum while in class.
3. Absolutely no street shoes on the dance floor.
4. Dance shoes are not to be worn outside for any reason.
5. All students must be in proper dress code (including hair) while attending class.
6. All tap shoes must have elastic or buckles. No strings!!
7. Parents are not permitted to walk their child into the dance room. The instructor will greet them at the door and bring them into the classroom and return them to the lobby at the end of class.
8. Students ages 2-5 should be escorted by their parent or guardian to the restroom BEFORE the start of each class.
9. No children are allowed in the studios without an instructor.
10. Class will be conducted with the doors closed. This will avoid any distraction from the waiting area.
11. Classes that are 1 hour or longer are Drop-Off classes. We need to have the waiting area made available to students coming to and leaving from class, so we ask that you drop off your child 5 minutes prior to class and pick them up 5 minutes prior to the end of class.
12. The area outside of the restrooms is NOT a waiting area, anyone in this area other than to use the restrooms will be asked to return to the main waiting area.
13. Absolutely no running in the classroom or waiting area.
14. Place all of your belongings in the cubbies outside of the classroom unless otherwise instructed.
15. No jewelry of any kind allowed during class. Please leave all valuables at home.
16. Do not hang on ballet barres.
17. Do not touch, kiss or lick the mirrors.
18. No cellular phones are allowed in the classroom.
19. Students must remain in the building until their ride arrives, no waiting outside.
20. Be kind and courteous to your fellow classmates.
21. Always respect your instructors and the art of dance.
22. Dancing is an art meant to lift the spirit; come to class ready to be inspired.

## Attendance, Make-Ups & Tardiness

Regular attendance is expected of all BDA students as it is crucial to the development of the dancers both as individuals and as a class. Accomplishments can only be made if the student attends class regularly. Our goal at BDA is to provide an atmosphere where self-esteem is built, and we believe self-esteem is built from positive experiences. Falling behind in classes due to a lack of attendance does not help create a positive experience for the students.

We understand missing classes is inevitable, but excessive absences can become a problem. If a student must miss a class due to illness they may take a maximum of 2 make-up classes prior to December 31. Please note there are no make up classes for students who miss due to outside activities such as school events or vacations and all make up classes MUST be made by December 31. No make up classes will be given after this date. Make up class can not be made up during the summer months.

**THERE ARE NO REFUNDS OR CREDITS FOR MISSED CLASSES.**

Tardiness disrupts the entire class and will not be permitted. Habitual tardiness or any other disruptive behavior may result in temporary or permanent removal from class. Please note we DO NOT always close in conjunction with the Collier County School District. It is your responsibility to know the academy schedule, please refer to the academy calendar on our website for closure dates.

## Student's Health / Injury

BDA takes every precaution to protect the health of every student enrolled. Therefore, it's the responsibility of each parent/guardian to see that their child is well before bringing them to class. Students who are ill will not be admitted into class. If your child shows signs of illness such as rash, fever, vomiting, diarrhea, cold symptoms or any communicable disease, please keep your child home! Young children often have runny noses but may not be contagious. It is not in the best interest of any child to be in class with a runny nose as they are often too young to maintain care of their own personal hygiene and this creates an unpleasant environment for everyone. If your child shows signs of illness during class or has a constant runny nose we will ask you to take your child home immediately. If you keep your child home due to illness we ask that you contact the academy so the instructor is aware of the reason for their absence. If you do not contact the studio to inform us of their illness we will assume they have missed class for other reasons and they will not be eligible for a make-up lesson. If your child is injured we ask that they observe class.

### Enrollment & Placement

The instructors and staff of BDA are committed to the technical and artistic growth of our students. They strive to bring them to the peak of their potential and interest in an atmosphere that encourages the appreciation and enjoyment of dance at all levels. This instructional philosophy endeavors to develop the “whole” student. In keeping with this philosophy, the placement policies and procedures of the academy are geared to the individual and not to a set “standard”. There are, of course, certain minimum criteria that a student must meet in order to advance from level to level, but the decision as to when advancement is appropriate is made with the best interest of the student at heart. Because students progress differently changes in a students class may occur during the year at the instructor’s and director’s discretion. No one may join or transfer to an existing class without the instructor’s or director’s permission.

All students should attempt to study year-round. Coming to class only to meet the performance attendance requirements does not help to train the students to be better dancers, nor does it provide the discipline that is vital to success.

### Pointe Placement

Pointe work is an extension of ballet. BDA Beginning Pointe classes typically begin in connection with Ballet 3 Level class. However, students will only be able to go on pointe if they are able to do so safely, without risking injury to the growing bones and joints. To ensure our student’s safety, instructors will only grant permission to go on pointe if the student can physically demonstrate the following:

- a) Adequate flexibility of the foot and ankle to allow the student to align the bones of the foot with the tibia (“get over their arches”) when on pointe;
- b) Adequate strength of the foot, ankle, leg and torso to sustain the pull-up required;
- c) Adequate turnout and strength of the turnout muscles to sustain proper alignment;
- d) General physical maturity that indicates stability in the development of the bones and joints.

A young dancer who successfully meets all of these requirements will minimize the likelihood of injury, will progress more rapidly, and will find the work less difficult. It is our belief that this very conservative approach is in the best interest of the student’s long-term career and health.

**To be eligible for Pointe classes a student must be enrolled and attending a minimum of two ballet classes each week with BDA.**

### Class Attire Guidelines

Because dance is a discipline and requires ease of movement and a degree of decorum, students should be prepared for class with appropriate clothing and shoes. The dress code is designed so students can be taught with the greatest efficiency. Failure to wear required dancewear could result in the student being asked to sit out of class. Repeated failure to wear required dancewear could result in termination of lessons and no refund will be given. Hair must be pulled back and secured out of the dancer’s face and preferably off their neck as loose hair hinders a student’s progress in mastering turns and proper neck placement. Warm-ups may only be worn with the instructor’s permission. Students are not allowed to wear jeans, swimsuits, formal costumes, tutus or street shoes to any class as they can be distracting for some students. No shorty shorts, bra tops, or exposed stomachs are allowed. For safety reasons, dancers are not allowed to wear jewelry to class.

Class	Required Dress
<b>Tiny Toes &amp; First Steps</b>	<ul style="list-style-type: none"> <li>• Solid colored leotard</li> <li>• Pink ballet shoes</li> <li>• Solid colored tights are optional</li> <li>• Skirts that are permanently attached to the leotard are acceptable</li> </ul>
<b>Combo Classes</b>	<ul style="list-style-type: none"> <li>• Solid colored leotard</li> <li>• Solid colored tights</li> <li>• Pink ballet shoes</li> <li>• Black tap shoes (ties must be removed and replaced with elastic)</li> </ul>
<b>Dance Combo 1 &amp; 2</b>	<ul style="list-style-type: none"> <li>• Solid colored leotard</li> <li>• Solid colored tights</li> <li>• Pink ballet shoes</li> <li>• Black tap shoes (ties must be removed and replaced with elastic)</li> </ul>
<b>Hip Hop &amp; Boy’s Beat</b>	<ul style="list-style-type: none"> <li>• Due to the nature of these classes, dancers may wear loose fitting street clothes</li> <li>• Flexible sneakers or jazz sneakers that have never been worn outside.</li> <li>• Black taps are required for the Boys Beat 2 class.</li> </ul>
<b>Ballet &amp; Pointe</b>	<ul style="list-style-type: none"> <li>• Solid color leotard</li> <li>• Pink convertible tights</li> <li>• Pink leather or canvas ballet shoes</li> <li>• Ballet skirts are allowed but no shorts</li> <li>• Buns are required</li> <li>• Students must obtain the instructors recommendation before purchasing pointe shoes</li> </ul>
<b>Lyrical, Jazz, Broadway Jazz, Modern &amp; Tap</b>	<ul style="list-style-type: none"> <li>• Tight fitting jazz or ballet attire</li> <li>• Tan Dance Paws, Foot Thong or Foot Undeez for Lyrical and Modern</li> <li>• Tan or Black jazz shoes for all Jazz classes</li> <li>• Black tap for all tap classes</li> <li>• Long pants may not cover the dancers feet</li> </ul>
<b>Adult</b>	<ul style="list-style-type: none"> <li>• Appropriate dance attire is required no dress code will be enforced for adult students</li> <li>• Proper dance shoes are required to protect students from injury</li> </ul>
<b>Stretch</b>	<ul style="list-style-type: none"> <li>• Exercise wear</li> <li>• Bare feet</li> </ul>

**HAIR NEEDS TO BE TIED BACK SECURELY DURING CLASSES.**  
*Ponytail holders will be available in the office for \$0.25.*

## Performance Opportunities

### Performance Team

The performance team is geared towards students who are interested in performing throughout the academic year at local events as well as attend dance workshops and conventions. The performance team will meet twice a week to learn choreography in addition to their regular classes. An additional Policies and Procedures packet and contract will be given to those students invited to participate in the Performance Team program.

Anyone wishing to participate in the performance team must be between the ages of 10-18, be enrolled and participate in a ballet class at BDA and either be invited or successfully audition for a spot on this team.

### Year End Concert

We feel it's extremely important to give young dancers an opportunity to perform on stage, therefore we hold an end of the year concert for the entire dance academy. Each family will be provided with a Year End Concert handbook in April which will provide you with all the information you'll need to know regarding the concert. There is no concert fee and it is not mandatory for any student to participate, however, it is greatly encouraged. Students will be responsible for, costume fees, which will range in price from \$50 – \$85 per class. Students must be enrolled and participating in classes by January 9 in order to participate in the concert. Costumes will not be ordered until the costume deposit has been received. Costume fees are non-refundable.

### Year End Concert Tickets

Tickets must be purchased in order to attend our Year End Concert. The price of the tickets will be determined at a later date. Seating is first come first serve. BDA reserves the right to limit the number of tickets each family may order based on auditorium seating capacity for the concert.

## TUITION POLICIES

### Registration Fee

All students must be registered. Students will not be able to attend class until the registration form is filled out, signed and the non-refundable registration fee of \$20 for individuals or \$30 for family is paid. This is a one-time fee for the academic year.

### Tuition

All classes and tuition payments are non-refundable except in the case of serious illness or injury. Teacher absences will be made up at another time suitable for the instructor and the majority of the class.

Tuition is based on a 33-week term. **Nine monthly payments are arranged to prorate the cost of the year into equal amounts allowing for holidays and months that have more or less than the usual four weeks.** Enrollment for class is on a first-come, first served basis. All classes are limited in size and will be closed to returning or new students as well as siblings once they have met their capacity. All classes and tuition payments are non-refundable or transferable except in the case of serious illness or injury (documented by a doctor's verification). There are no refunds given for missed classes, due to inclement weather.

Families with more than one child registering for classes will pay full tuition for the sibling taking the most classes and then will receive **50% off** the regular fee for each additional sibling. The \$30 family registration fee is not included.

## Payment Options

You may choose from one of the following payment options;

1. **Automatic Withdrawal** from your bank account, on the 1st of each month, for 9 months, beginning September 1, 2009 and ending May 1, 2010.
2. **Credit Card** charged on the 1st of each month, for 9 months, beginning September 1, 2009 and ending May 1, 2010.
3. **Cash, Check or Money Order** paid within the 1st week of classes each month, for 9 months, beginning at the time of registration and ending May 1, 2010. **(This option requires the Academy Director's authorization and is only available to current students).**
4. **Cash, Check or Money Order** for the full year's tuition, less 10%.

Please note we only accept personal MasterCard or Visa, no business accounts. There is a \$30 charge on all returned checks. Cash, check or Money Order tuition payments may be paid by mail (Backstage Dance Academy, 5400 Jaeger Road, Unit 1, Naples, FL 34109), at the front desk at the Jaeger Road location or in the dropped off in the black registration box at either location.

## Tuition Schedule

Classes are not available on a per class basis. Tuition must be paid by the 1<sup>st</sup> of each month. If tuition is not paid by the 10<sup>th</sup> of the month an automatic \$25.00 late fee will be applied. **There will be no exceptions.** If the account is not paid in full by the 3<sup>rd</sup> week of the month, the student will be withdrawn from the class and the spot will be opened to anyone on the wait list. All financial obligations must be paid in full before a student will be allowed to returned to class. Monthly statements will not be mailed out, it is the parent/guardians responsibility to know when payments are due.

Class Time per Week	Monthly Rate	Class Time per Week	Monthly Rate
30 min	\$42.00	3.5 hrs	\$154.00
45 min	\$49.00	3.75 hrs	\$161.25
1 hr	\$55.00	4 hrs	\$168.00
1.25 hrs	\$67.50	4.25 hrs	\$174.25
1.5 hrs	\$79.20	4.5 hrs	\$180.00
1.75 hrs	\$89.95	4.75 hrs	\$185.25
2 hrs	\$100.00	5 hrs	\$190.00
2.25 hrs	\$110.25	5.25 hrs	\$194.25
2.5 hrs	\$120.00	5.5 hrs	\$198.00
2.75 hrs	\$129.25	5.75 hrs	\$201.25
3 hrs	\$138.00	6 hrs	\$204.00
3.25 hrs	\$146.25		

**\*\* Please note tuition prices for 45-minute private lessons will be billed separately at \$30.00 per lesson. Payments must be paid directly to the instructor.**

### Private Lessons/Solos

Private lessons are by invitation only, however, if you're interested in a private lesson please contact the academy to let us know of your interest.

### Scholarship

Each year one BDA scholarship will be awarded to a talented and financially deserving male or female dancer that wishes to take classes with us. The amount awarded pays for a student's year of dance tuition for one class.

In order to be considered for this scholarship, the dancer (or parent) must type at least a one-page letter explaining why they deserve the scholarship, and how dance classes will benefit them. Letters are accepted by mail, email or hand-delivery from January to July with a decision made and announced in August.

Scholarships will not be given to pay for the following:

1. T-shirts, sweatshirts, dancewear, etc.
2. Performance or competition related costs: dues, costumes, special apparel or travel expenses.
3. Private lessons
4. Miscellaneous items such as concert tickets, DVD's, etc.

Scholarships will last until the end of the academic dance year in May. The application process will be repeated the following year. If the recipient's financial situation changes for the better they may voluntarily terminate the scholarship at any time and pay regular tuition. Scholarships may be terminated due to poor attendance in order to make space for other students who truly want to dance.

### Financial Aid

Families with a demonstrated need may be considered for financial aid assistance for BDA's dance programs. To apply, parents/guardians must complete and submit a free application. Please contact the academy for further information regarding payment plans or a financial aid application form.

## GENERAL ACADEMY POLICIES

### Drop Off and Pick Up

#### **DANCERS ARE NOT ALLOWED TO WAIT OUTSIDE FOR THEIR RIDE!**

We ask that children arrive for class a few minutes ahead of time in order to get their shoes and dancewear on so they may be ready for class on time. However, please realize we are teaching and BDA is not responsible for providing before or after class care for students. Therefore, please only drop off your child a few minutes prior to class and be prompt when picking them up. In case of an emergency, contact the studio to notify us that you are running late. Please tell your child that they **MUST WAIT INSIDE** for you to pick them up and make sure your child knows who will be picking them up. Also, please note that we ask that small children be taken to the bathroom prior to class to help minimize frequent "potty breaks".

**Please note there is absolutely NO parking or idling in front of the door.** This is for everyone's safety. We have ample parking at both facilities. When parking at our Jaeger Road location you may park on either side of the building. For the safety of you and your child please use the walk way in front of the building when parking on the side opposite of our main entrance. Please respect our policies and park in a designated parking space and not on the grass.

The academy will be considered open 10 minutes before the first class of the day. The doors will remain locked until that time. Dance rooms will remain closed until the instructor opens the door and to enter. Instructors come in early to prepare for class. **Please do not open the doors until the instructor is ready.**

Please try to have your dancer's shoes on before they enter the studio. If you are late arriving to class, please stand **outside** of the studio and put your dancer's shoes on so there are no interruptions during class.

### Class Cancellations

BDA reserves the right to cancel any classes due to insufficient enrollment at which time a refund will be given for the cancelled class. Teacher absences will be made up at another time suitable for the instructor and the majority of the class. Classes may be closed due to bad weather.

### Parental Involvement

We encourage parental involvement by sending home monthly newsletters with information about important studio news and events. We ask that you please take the time to read the information we send home as it has valuable information in it regarding activities and events happening at the academy. Please mark your calendar with important meetings, rehearsal and payment dates. All our information is sent home with dancers or emailed directly to parents. BDA works very hard to keep you informed and provide you with plenty of advance notice about important dates. As the year progresses, additional information will be posted, sent home or emailed.

#### **IT IS THE PARENT'S RESPONSIBILITY TO BE AWARE OF ALL ACADEMY DATES AND EVENTS.**

### Observation

Classes are closed to the public. Only students are permitted in the classrooms. An instructor can give a much better and more productive class when only the students are there. The instructors can teach to the children's level and the students are not distracted by the attention an "audience" can bring. If non-local grandparents, relatives, etc. are in town, or if a parent that normally cannot watch has the day off, please contact the instructor to make arrangements for them to observe part of the class. Absolutely no boyfriends or girlfriends of students are allowed in the classroom.

To accommodate parents who wish to see the progress of their dancer our observation window will be open for viewing for the first week of each month, otherwise it will remain closed. Also, the academy has formal "Parents Observation Weeks" where parents are expected observe their child's class from inside the studio.

**December 14 – 19**

**May 10 – 15**

**\*\* Please note the week of May 10 – 15 will also be used as an Academy Dress Rehearsal.**

Please mark these dates on your personal calendars and make every effort to attend regardless of your child's age. We **want every parent** to observe their child's progress, no matter their age. Parent observation days are not left to the discretion of the students; ALL parents of students in the class are welcome. Cameras and videotaping are welcome during the parent observation weeks.

### **Lost and Found:**

There is a lost and found box at the Jaeger Road location by the restrooms. Any items left in the room by our dancers at our Progressive Gymnastics location will be placed in our lost and found located inside of the studio. Items remaining in the lost and found after our year end concert will be thrown away or donated to charity. BDA is not responsible for any lost or stolen items, please leave all valuables at home and mark all dance shoes clearly.

### **Terms & Conditions**

BDA reserves the right to change days and/or times of classes as needed. If a class has less than 5 students registered, we reserve the right to move the student(s) to a comparable class or otherwise terminate the class.

### **Discipline Policy**

BDA strives to offer a place of fun and learning in a minimally restrictive environment. However, if disciplinary action is required, the following steps will be followed:

1. The instructor will talk with the student about their behavior.
2. The Parent/Guardian of the student will be called and informed of the student's behavior.
3. The director of the academy will be notified and the student will be suspended from class for one week.
4. The director will expel student from all classes for the remainder of the year.

Depending on the severity of the infraction, BDA reserves the right to accelerate this process and expel the student without intermediary steps. Should a student be removed from class no credit or refund will be given.

### **Teacher Conferences/Questions**

If you wish to discuss your child's progress or simply wish to speak to an instructor you must first leave a note for the teacher at the front desk or schedule with the office via phone or email. Please do not delay instructor between their classes.

If for some reason you believe your child has lost interest in dance, or seems unhappy with the class, it is essential that you let us know as soon as possible. Often a recommended change in class time or subject can make dance new and exciting again.

Inquiries regarding concerns for your child's dance education, questions about the academy, your child's instructor or your account are always welcome.

### **Code of Conduct**

Students and parents will conduct themselves at all times in an appropriate manner while at BDA. We will teach each student to work hard and seek to encourage each other. Politeness and courtesy are highly valued. Proper respect for the instructors, staff and fellow students is expected of all students, parents and siblings. Every student and parent/guardian should behave in a disciplined, responsible manner both on site and at academy functions. The academy reserves the right to suspend or dismiss any student, parent/guardian or caregiver whose attitude, attendance or conduct is found to be unsatisfactory.

### **Waiting Area**

The waiting area is for your convenience. The area outside of the restrooms is NOT a waiting area and you will be asked to leave this area if you use it as a waiting area. There are plenty of chairs in our designated waiting area, please use this space and abide by the following rules.

1. Please pick up and clean up after your children and yourself.
2. All children must be supervised at all times in and outside of the building.
3. Please keep the lobby as quiet and clean as possible.
4. Please report any spills to the front desk.
5. No running or horseplay in the restrooms, waiting or observation areas.
6. The furniture is for sitting only, no climbing or jumping on or off or crawling under at anytime.
7. No food or drink, with the exception of water, is allowed in the waiting area at any time.
8. Please clean up after yourself at all times.
9. Please do not let children bang on the walls or observation windows, including the observation window.
10. Please do not allow siblings to enter the studios at any time, whether they are in use or not.
11. No foul language or yelling allowed inside or outside of the building.

We want to keep our facility safe, clean, beautiful and enjoyable. This is a second home to many people. Please respect our home. You will be asked to leave if you're unwilling to follow these rules. Thank you very much for observing our waiting area rules.

### **Withdrawal**

Student's who must withdraw from classes because of serious illness or injury that is verified by a doctor's certificate, must provide a written notification to withdraw from classes in order to receive any refund for unused classes for the month. No refund will be given until notification is received by BDA.

Any student who wishes to withdraw from classes for any other reason must provide us with written Notification of Withdrawal 30 days prior to the student's withdrawal. Student's accounts will continue to be billed and you will be responsible for payment until written notice it received by our front desk. We will not accepted notice of withdraw via email.

### **Commitment to the Year**

By registering for classes with BDA you are agreeing to the above statements of this contract in its entirety. The dance year is a year long commitment and every effort should be made to participate in full.

# Backstage Dance Academy

## 2009-2010 Calendar

August 2009					
Mon	Tues	Wed	Thur	Fri	Sat
17	18	19	20	21	22
24	25	26	27	28	29
(31)					

September 2009					
Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30			

October 2009					
Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31

November 2009					
Mon	Tues	Wed	Thur	Fri	Sat
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30					

December 2009					
Mon	Tues	Wed	Thur	Fri	Sat
	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31		

January 2010					
Mon	Tues	Wed	Thur	Fri	Sat
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22	23
25	26	27	28	29	30

February 2010					
Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27

March 2010					
Mon	Tues	Wed	Thur	Fri	Sat
1	2	3	4	5	6
8	9	10	11	12	13
15	16	17	18	19	20
22	23	24	25	26	27
29	30	31			

April 2010					
Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	

May 2010					
Mon	Tues	Wed	Thur	Fri	Sat
					1
3	4	5	6	7	8
10	11	12	13	14	15
(17)	18	19	20	21	22
24	25	26	27	28	29

Class Day & Time

Teacher

Class Day & Time

Teacher

**Classes Begin**  
Monday, August 31

**The Academy is Closed:**  
**Labor Day**  
Sept. 7

**Thanksgiving Break**  
Nov. 24-28

**Winter Break**  
Dec. 21-Jan. 4

**Spring Break**  
March 29-April 3

**Bring a Friend Weeks:**  
October 5-10, 2009  
March 1-6, 2010

**In Studio Dress Rehearsal**  
May 10-15

**Tentative Dress Rehearsal Date:**  
Saturday, May 22

**Tentative Concert Date:**  
Sunday, May 23

**Tentative Photo Dates:**  
May 1 & 2  
May 8  
May 15 & 16

**Parent Observation Dates:**  
December 14-19  
May 10-15

**Last Day of Classes**  
Monday, May 17

**Tentative Fall Pre-Registration:**  
May 29