



FRED ASTAIRE  
FRANCHISED DANCE STUDIOS

# The Fred Astaire North Canton Ballroom

## Youth Ballroom Academy

Winter Semester 2012

### Parent Information & Authorization Packet

*Contains:*

Student and Parent/Guardian Contact Information  
Requirements of Participation  
Youth Ballroom Academy Policies and Guidelines  
Studio Policies

Winter 2012 Schedule:

Tuesday, January 17<sup>th</sup> - Class Begins  
Tuesday, May 29<sup>th</sup> - Last Day of Class

4:15pm to 4:55pm  
7yrs – 12yrs    13yrs – 17yrs

**Please ensure that this packet is filled out completely with your current information.**

**For your child's registration to be complete, Parent/Guardian Authorizations are required on pages 1 and 5.**

**Deadline for Registration is Tuesday, January 24<sup>th</sup>.**



**Youth Ballroom Academy- Winter Semester 2012  
The Fred Astaire North Canton Ballroom**

**Please provide the following information:**

Date: \_\_\_/\_\_\_/20\_\_

Student's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Birthdate: \_\_\_/\_\_\_/\_\_\_\_\_ Grade Entering: \_\_\_\_\_ Age as of January 17<sup>th</sup>, 2012: \_\_\_

Parent's (or Guardian's) Name(s): \_\_\_\_\_

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

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

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

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

**Parent's Email Address** (please do not provide student's email address):

**By providing your email address, you agree to receive emails regarding your Youth Ballroom Academy account; additional Fred Astaire North Canton Ballroom and G & J Productions, Inc. information.**

**Requirements of Participation**

**I understand and agree to the following:**

- 1.) My child is registering for the Winter 2012 Youth Ballroom Academy, which will be held from January 17<sup>th</sup>, 2012 through May 29<sup>th</sup>, 2012.
- 2.) I am responsible for the tuition for each of these months. I understand that there is no cancelation or refund for any tuition paid or owed.
- 3.) Classes will begin the week of January 17<sup>th</sup>, 2012 and will continue through May 29<sup>th</sup>, 2012. Tuition for the entire Spring Semester is \$250.00 per child; if making payments by monthly installment, please see the attached sheet for a monthly breakdown for automatic payments, and multi-sibling discount. In addition, there is an annual Registration Fee of \$25.00 per child.
- 4.) Tuition credit will not be awarded for missed classes.
- 5.) During the month of May a class demonstration will be scheduled for Parents to attend; date & time, TBA.
- 6.) My YBA Parent/Guardian Authorization Packet must be turned in, along with the \$25 Registration Fee (for new students) and the tuition payment per child (minimum First Month's Payment), before the start of my child's first class.

**Please initial the following statements:**

\_\_\_ I do hereby give the Fred Astaire North Canton Ballroom and G&J Productions, Inc. its assigns, licensees and legal representatives the irrevocable right to use my child's name, picture, portrait or photograph in all forms and media and in all manners, including composite, for advertising, for publication or any other lawful purposes, and I waive any right to inspect or approve the finished product, including written copy, which may be created in connection therewith. I also waive any right to compensation, monetary or otherwise, for any use described above.

\_\_\_ I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release, hold harmless, the Fred Astaire North Canton Ballroom & G&J Productions, Inc., its officers, affiliated clubs, their advertisers, and if applicable, owners and lessors of premises used to conduct the event, all of which are hereinafter referred to as "releases," with respect to all and any injury, disability or loss or damage to person or property, arising from participation in the Youth Ballroom Academy and/or the Fred Astaire North Canton Ballroom and G&J Productions, Inc. Activities, to the fullest extent permitted by law.

**Parent's (or Guardian's) Name Printed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent's (or Guardian's) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The Fred Astaire North Canton Ballroom  
Youth Ballroom Academy**

**Policies and Guidelines**

**REGISTRATION**

Class availability is on a first come basis. There is a \$25 Registration Fee per child, due upon registration. Each student's Registration Fee is valid for the specified class year (2011-2012) from September through August. (If your child was enrolled during the Fall 2011 semester, they are exempt from the Registration Fee for the Spring 2012 Semester.)

For registration to be complete, the student's updated Parent/Guardian Authorization Packet, Registration Fee (for new students) and Tuition payment must be submitted to the studio on or before Friday, January 13<sup>th</sup>, 2012.

**TUITION POLICY**

Tuition is due either in full prior to the beginning of the semester, or on the 1<sup>st</sup> of each month via automatic withdrawal.

All monthly tuition payments will be made via automatic withdrawal, and may be made by Visa, MasterCard, Discover or American Express. Receipts are available upon request.

If paying in full by check, please make all tuition fees payable to G&J Productions, Inc. All shoe & costume (if applicable) fees, should be made payable to KMS Entertainment, Inc.

**Tuition for Winter Semester 2012**

Registration Fee for All New Students: \$25 per child

Tuition for Spring Semester: \$250.00  
(Monthly Installments of \$50.00)

**Multi-Sibling Tuition Discount**

(\$25 Registration Fee per New Student)

**For 2<sup>nd</sup> Child:** \$45 per Month or \$225.00 (if made in full)

**For 3<sup>rd</sup> Child:** \$40 per Month or \$200.00 (if made in full)

*Please see additional information for 'Tuition' on the following page.*

**TUITION CONTINUED:**

Tuition is not refunded for missed lessons for any reason.

Account statements will not be sent out unless your account is overdue. There is a \$10.00 processing fee for all past due accounts; after the 5<sup>th</sup> of the month, a \$15.00 late fee will be added to your account and a past due invoice will be mailed out to you. There is a \$75.00 charge on all returned checks. If your account falls behind more than 2 months, you will be asked to pay your balance and your child’s enrollment may be canceled; you will still be responsible for the entire semester’s tuition.

**ATTENDANCE**

Attendance is taken at the beginning of each class. It is important that your child attends dance class every week. Good attendance is imperative, as absences and tardiness can hold back an entire class; the studio cannot jeopardize its responsibilities to the rest of the class for one student. If a student misses too many lessons, they may fall behind the rest of the class; therefore, if a recital or performance is applicable, they may be asked not to perform.

**MAKE-UP POLICY FOR ABSENCES**

At this time, missed classes cannot be made up at a later time in the semester and a refund will not be granted for missed classes.

Classes that are canceled by the studio will be rescheduled.

**Snow Days:**

If North Canton City Schools are closed for a ‘Snow Day,’ the Youth Ballroom Academy will then be canceled for that day.

Should threatening weather develop later in the afternoon, a decision will be made by 2:00pm of that day whether to cancel the class. If canceled, an email alert will be sent out to the Parents/Guardians notifying them of the change.

**PARENT OBSERVATION**

To avoid distraction, Parents/Guardians are not permitted to remain in the studio during class time. During the last week of the Semester, Parents/Guardians may have the opportunity to observe their son or daughter during a specified class or recital-style production.

## DRESS CODE POLICY

### Gentlemen:

- \*Black or Kaki Dress Pants.
- \*Collared Shirt (either Polo or Button-up).
- \*Dress Shoes in good repair. (We ask that shoes are clean, with smooth soles.)
- \*Hair must be combed; all facial hair must be properly/neatly kept.

### Ladies:

- \*Dress Shoes that are secure to the feet. Must be in good repair: clean, with heel tips in good shape.
- \* Skirts or Dresses.
  - May be no higher than 2 inches above the knee.
  - Sweatshirt or transparent material is not permitted.
  - Sweater Dresses (one piece dress with leggings underneath) are not permitted.

### Hair:

- \*All short hair must be secured back, and off of the face.
- \*All long hair is encouraged to be secured in a ponytail or braid.

### Shoes:

- \*Street Shoes are not permitted on the Ballroom Floor; please bring a second pair to change into before class. Students are encouraged to wear Ballroom Shoes. For information on Ballroom Shoes, including how to order, please contact the studio at your earliest convenience.

## STUDIO POLICIES

- 1.) **Students must wait inside until their transportation has arrived.**
- 2.) All Students must use the Restroom before they enter class.
- 3.) Please try to keep the lobby as quiet and clean as possible.
- 4.) Gum is not permitted within the studio.
- 5.) Students must use the shelves under the bench and the coat hooks for their belongings- please do not set belongings on the benches or chairs.
- 6.) Running is not permitted in the lobby or Ballroom.
- 7.) Food or drinks of any kind are not permitted in the Ballroom or Restrooms. Please keep all food and drinks in the lobby, including water.
- 8.) Parents are asked to remain in the lobby when dropping off and picking up their children; this is to ensure the ballroom floor remains as clean as possible from outside dirt, stones and water. The Instructor will release the Students to the lobby when the class is over- please do not go into the class to pick up your child.
- 9.) Please ensure that you arrive 5 to 10 minutes early to class.

**DISRUPTIVE BEHAVIOR POLICY**

We will make every effort to work with the children to encourage personal responsibility for their actions. We do take into account their age, but do expect the rules to be followed. In the event that their behavior is disrupting the class, it may result in the following:

**Initial Consultation-** The director may require the Parents/Guardians of the child to meet for a conference. The problem will be defined on paper & then a set of goals will be established; the Parent/Guardian will be involved in creating approaches towards solving the problem.

**Discard Policy-** G&J Productions, Inc. reserves the right to refuse business to anyone. The studio reserves the right to cancel the enrollment of a child for the following reasons:

- 1) Non-payment or excessive late payment of tuition and fees.
- 2) Neglecting to observe the rules and/or policies of the studio.
- 3) Child has special needs which we cannot adequately meet with our current program.
- 4) Physical and/or verbal abuse of Staff or children, by a Parent/Guardian or child.

**INSURANCE**

G&J Productions, Inc. does not carry medical insurance for its students. It is required that all dance students be covered by their own family insurance policies and if injury occurs it is understood that the students' own policy is your only source of reimbursement.

**STUDIO FUNDRAISING**

All studio fundraisers are voluntary. If you decide to participate, you will receive an Information and Registration packet that will list the terms and conditions of selected fundraising sale. Should you choose to participate in a future fundraiser by the studio, you agree by your signature below to the terms, conditions and regulations of that event.

**YOUTH BALLROOM ACADEMY POLICIES AND REGULATIONS**

**THE FRED ASTIARE NORTH CANTON BALLROOM**

I have read and agree to comply with the policies set forth by G&J Productions, Inc. d.b.a. Fred Astaire Dance Studio.

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Student's Name

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Parent/Guardian's Signature

Date