



## Lake Arrowhead School of Dance

Post Office Box 2471 • 28200 Highway 189 S-140

Lake Arrowhead, California 92352

(909) 336-1359 • [www.lakearrowheadschoolofdance.com](http://www.lakearrowheadschoolofdance.com)

### REGISTRATION - PLEASE PRINT

Session \_\_\_\_\_

Registration fee \$25.00

Date Paid: \_\_\_\_\_

Payment type: \_\_\_\_\_

Amount: \_\_\_\_\_

Student # \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL : \_\_\_\_\_

ADDRESS (P.O. BOX): \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

Parent/Guardian #1 Information	Parent/Guardian #2 Information
Name: _____	Name: _____
Relationship: _____ Home Phone: _____	Relationship: _____ Home Phone: _____
Address: _____	Address: _____
Cell Phone: _____ Work Phone: _____	Cell Phone: _____ Work Phone: _____
E-mail address: _____	E-mail address: _____

EMERGENCY CONTACT if parents can not be reached (Name & Phone): \_\_\_\_\_

#### DESIRED CLASSES

Class #1	Day & Time: _____	Class #4	Day & Time: _____
Class #2	Day & Time: _____	Class #5	Day & Time: _____
Class #3	Day & Time: _____	Class #6	Day & Time: _____

#### NO-FAULT RELEASE and TUITION POLICIES

- It is understood that upon signing this agreement, I assume full responsibility for myself/child for injury or damage from any cause whatsoever resulting directly or indirectly from participation in the exercise or dance program, and waive any claim against Sharon McCormick - Lake Arrowhead School of Dance and/or its employees, hereby making this a full release of all liability for personal injury.
- Lake Arrowhead School of Dance assumes no responsibility for loss or theft of personal belongings or holdings.
- Tuition is due on the first of the month, all payments received after the 10<sup>th</sup> will be charged a \$10 late fee.
- Some months have 5 dance classes, some 4 and some 3 (due to holidays). Tuition is calculated based on the entire school year and you will be charged the same amount each month.
- Tuition is non-refundable. All classes must be made-up or forfeited. No credit for classes dropped after tuition is paid except in certain cases of severe and prolonged injury substantiated by medical documentation. You have one month to make up an excused absence, one month for an un-excused class. Students must provide the date and time of missed class to the desk when checking-in BEFORE entering a make-up class.
- Lake Arrowhead School of Dance must be informed in writing, before the 10<sup>th</sup> of the month, if a class is being dropped. Any student, who has not dropped a class in writing, will be considered an active student and billed for the month. Accounts remain active until the student has been officially dropped from the program. Add/Drop forms are available at the front desk for this purpose.

I acknowledge that I have read and fully understood the above.

PARENT/LEGAL GUARDIAN/STUDENT (over 18) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



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### **Media Release Form**

Student Name: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

I give authorization and consent for Lake Arrowhead School of Dance to use my child's name, photograph(s), video camera recordings, and interview comments for education and promotion purposes. I understand that articles, photographs, video and information may be distributed to individuals, groups and the news media through, but not limited to, publication in news releases and newsletters, slideshows, and presentations.

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Parent/Guardian Signature (if child is under 18) \_\_\_\_\_ Date \_\_\_\_\_

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Student Signature (if over 18) \_\_\_\_\_ Date \_\_\_\_\_



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### **Automatic Credit Card Payment Consent Form**

Student Name: \_\_\_\_\_

Name as it appears on the card: \_\_\_\_\_

Card Type: \_\_\_\_\_

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

Expiration Date: \_\_\_\_\_ CVS: \_\_\_\_\_

Zip code the statement is mailed to: \_\_\_\_\_

I hereby authorize Lake Arrowhead School of Dance to charge my account the amount of \$ \_\_\_\_\_  
on the first of the month starting \_\_\_\_\_ and ending \_\_\_\_\_.  
Any classes added or dropped with the add/drop form during this school year will authorize changing the  
above amount.

I will give the school one month's written notice from the first of the month to discontinue these charges.

---

Signature

Date



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Dear Dance Families:

In an effort to implement an efficient billing system and ensure payments are received in a timely manner, automatic payments forms are required to be completed and on file for **ALL** enrolled students. Payment is due on the 1<sup>st</sup> of each month and invoice reminders are sent via email.

Charter students, it is your responsibility that you contact your charter school to ensure that purchase orders (PO) are sent to the studio with the correct information and in a timely manner. Any costs that are not covered by your charter school (such as registration fee and June tuition) will be charged to your credit card on file.

Payments can be made via online, in person at the dance studio or via phone at (909) 336-1359.

Logging on to your account online to make payment:

- Go to: [www.lakearrowheadschooofdance.com](http://www.lakearrowheadschooofdance.com)
- Click on **Parent Portal**, then **Online Registration** (regardless if you have already registered)
- Click on **LOGIN** in the top right corner
  - **Returning Customers:** enter email and password
  - **New Customers:** click on create account and follow the instructions on creating a new account
- Once logged in, you should see your account summary page and will have a notification on the top in red if you have an outstanding balance. Click on **CLICK HERE TO PAY**. Follow the on screen instructions for payment.
- Click on **BILLING INFO** for a breakdown of classes and individual invoices. Saved cards are also shown on this page and you have the option to add/edit your credit card information. Please contact the studio if you update your credit card information online to ensure that your classes are properly linked to your card.

If you need to set up an alternative payment arrangement schedule due to special circumstances, please contact Sharon McCormick to discuss further.

Thank you for your understanding in our attempt to receive payments in a timely manner and ensuring that students who are attending class are current and up to date.



# **Lake Arrowhead School of Dance Lake Arrowhead Classical Ballet Company**

## **Code of Conduct Agreement**

We intend for students and parents of the Lake Arrowhead School of Dance and the Lake Arrowhead Classical Ballet Company to strive to behave in a positive and constructive manner at all times and to utilize truth, fairness and integrity in the development of personal decisions and relationships both inside and out of the classroom.

LASD/LACBC strives to offer the highest level of dance instruction in a positive, respectful and caring environment. In order to develop and ensure this environment, we ask all of our students and our parents/caregivers/families to abide by the following rules and code of conduct. These guidelines are intended to provide all dance parents and students guidance in daily settings from the dressing room, the dance studio, to one-on-one instruction.

### **Dancer Code of Conduct**

- Honesty and integrity are expected.
- Dancers must participate within Lake Arrowhead School of Dance and Lake Arrowhead Classical Ballet Company rules and respect all the teachers/staff/volunteers and their decisions.
- Dancers must respect their fellow dancers.
- Dancers must not distract, bully or harass other dancers.
- Dancers must be polite and display good manners at all times.
- Dancers must refrain from cursing, using offensive racial or obscene speech, gestures or written materials.
- Dancers must refrain from talking back to adults or refusing to comply with reasonable requests.
- Dancers must refrain from physical, mental, emotional or cyber bullying other dancers, staff, or instructors. This includes social media postings referencing directly or indirectly to a student, staff, studio brand, and/or affiliations to the studio.
- Dancers and company members are the face of LASD/LACBC and should conduct themselves in a manner that reflects positively on the organization.
- When representing LASD/LACBC, dancers must continue to follow the LASD/LACBC code of conduct as they are representatives of our organization.
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### **Parent/Guardian Code of Conduct**

- Honesty and integrity are expected.
- Parents are encouraged to support their child's/children's involvement and help them enjoy the art of dance.
- Parents must demonstrate respect for faculty and staff at all times.
- Parents must not raise issues of disagreement publicly.
- Parents will not engage in inappropriate conduct towards instructors, staff, other dancers and families.
- Parents must discourage challenging and inappropriate conduct towards instructors, staff, other dancers and families.

## Code of Conduct Agreement (continued)

- Parents will refrain from physical, mental, emotional or cyber-bullying other dancers, staff, instructors or families. This includes social media postings referencing directly or indirectly to a student, staff, families, studio brand, and/or affiliations to the studio.
- Parents must remember that children participate in dance for their own enjoyment.
- Parents will teach their children respect for other students, teachers and adults and lead by example.
- Parents will encourage and guide their child to accept responsibility for his/her own performance and behavior.

On the occasion that repeated failure to comply with the Code of Conduct occurs, Lake Arrowhead School of Dance and Lake Arrowhead Classical Ballet Company reserves the right, at its discretion, to dismiss or take disciplinary action on any students or parent/guardian/family member who breach LASD/LACBC's code of conduct.

Please remember – it is a privilege to participate in dance classes and performances. One's behavior must emulate that privilege.

### *Non-Discrimination Policy*

Lake Arrowhead School of Dance and Lake Arrowhead Classical Ballet Company admits students of any race, color, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. It does not discriminate on the basis of race, color, religion, sexual orientation, national and ethnic origin in administration of its education policies, admissions policies, or any other programs.

Note: These statements are also found on our registration form and must be agreed to before a dancer may enroll for classes

I have read, understand, and will abide by this agreement.

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Printed Name of Student

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Signature

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Date

To the Parent/Guardian of Student: I have read, understand, and have discussed this agreement with my child and we will abide by this agreement.

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Printed Name of Parent/Guardian

---

Signature

---

Date



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### **Policies and Regulations**

**ATTENDANCE** – Attendance at all the student's scheduled classes is mandatory. Absence due to illness, injury or special circumstances may be excused upon receipt of a doctor's report or parent/guardian's telephone call. Appointments made with doctors, dentists, etc. are excusable. There will be **no adjustments made to your bill for absences**. Excused absences can be made up in a lower level class (unless given permission by the instructor to go to an upper level class). **An excused absence must be made up within two months and an absence not excused must be made up the same month of the class missed or the class/classes will be forfeited.** Scholarship students with three absences not excused may have their scholarships revoked.

The studio **does not close for school snow days**. Any observed holidays will be posted and your bill will reflect any days closed.

**DRESS CODE** – Women: pink or white tights, leotard (any solid color), pink ballet slippers. Men: black tights, white tee shirt, black or white ballet slippers. All: character shoes and skirts, and pointe shoes as applicable. **No sweat pants or plastic pants.** Tight fitting leg warmers are permitted at the barre. Heavy jewelry is not allowed.

Jazz, Hip Hop, Musical Theater – Leotard & tights or jazz pants/shorts and a t-shirt are acceptable (no sweat pants or plastic pants, no low cut, no crop), **jazz shoes only** (ballet shoes may be worn for the first two – three classes)

Tap – Leotard & tights, t-shirt and jazz pants or leggings or loose fitting shorts are acceptable (no low cut, no crop), **tap shoes only** (solid dress may be worn for the first two classes).

Lyrical/Modern/Contemporary – Leotard & tights, t-shirt with shorts/leggings are acceptable (no low cut, no crop), contemporary shoes.

Acro-tumbling – Leotard & tights and/or dance shorts or leggings

Scholarship students are expected to set an example for the rest of the student-body by their professional adherence to the dress code.

**FOOD, DRINK** – Eating and drinking is to take place only in designated areas. Open food or drinks are **not allowed on the studio dance floor or in dressing rooms**. All litter is to be disposed of in available waste containers. Students are expected to cooperate fully with keeping the buildings clean and in good repair.

**THEFT** – To avoid the possibility of theft, students should leave money, jewelry, or their valuables at home. If theft occurs, please report it immediately to the front desk. Lake Arrowhead School of Dance **cannot assume responsibility or liability for lost or stolen items.**

**NO SMOKING** – Smoking is not permitted in the Lake Arrowhead School of Dance buildings at any time.

## **Policies and Regulations**

**(continued)**

**INJURY** – If injured the student is to submit a report from the attending physician describing a) the injury and prognosis regarding recovery time; b) the program of therapy for recovery; c) certification of completion of the therapy.

Scholarship students who are injured are expected to observe classes from which they are excused. Failure to do so may result in revocation of the scholarship.

**WITHDRAWAL** – In the event of withdrawal students, parents or guardians are to notify Lake Arrowhead School of Dance in writing or in person. Students filing for withdrawal before the first day of classes shall receive a refund on tuition paid. Once classes for that month have begun, tuition is non-refundable. Application for tuition adjustment (accompanied by a doctor's certificate) may be considered for illness or injury of more than ten days.

**COURTESY AND DEPORTMENT** – All students at Lake Arrowhead School of Dance **must be courteous to each other**; respectful of other students, faculty and staff; maintain quiet in the studio, and reserve playtime for hours and areas outside of the studio.

Students must direct their full energy to their studies; maintain self-discipline, and provide leadership and a helpful attitude to younger students at all times.

Any instructor, with the artistic directors consent, reserves the right to suspend or dismiss any student whose attitude, conduct or attendance is found unsatisfactory.





## Attention Dancers and Parents

The Lake Arrowhead School of Dance and Lake Arrowhead Classical Ballet Company will be using the Remind App to send and receive important information and updates. The Remind App is a communication platform that reaches students and families without the need to have mass group texts/emails and keeps replies private. Each group will have their own specific code so that you will only receive messages for that specific group.



If you already have the Remind App on your device, please join the class using the code (or codes) below.

- **LASD** (for ALL students enrolled at the dance studio): **@88edbk**
- **Ballet 2 and Lower** (Ballet 2, 1, B, A, Teen, Kinder, Pre-school): **@872d9d**
- **Ballet 3 and Up** (Ballet 3, 4, 5): **@e77d7a**
- **Boys Class** (boys group for Nutcracker): **@3376bh**

If you do not have the app yet, on your iPhone or Android phone, open your web browser and go to the link below based on the group you want to join. Follow the instructions on the screen to sign up.

- **LASD** (for ALL students enrolled at the dance studio): **rmd.at/88edbk**
- **Ballet 2 and Lower** (Ballet 2, 1, B, A, Teen, Kinder, Pre-school): **rmd.at/872d9d**
- **Ballet 3 and Up** (Ballet 3, 4, 5): **rmd.at/e77d7a**
- **Boys Class** (boys group for Nutcracker): **rmd.at/3376bh**

If you don't have a smartphone, get text notifications. Text the @ message below (for the group you want to join) to the number 81010. If you are having trouble, try texting to (810) 250-7858.

- **LASD** (for ALL students enrolled at the dance studio): **@88edbk**
- **Ballet 2 and Lower** (Ballet 2, 1, B, A, Teen, Kinder, Pre-school): **@872d9d**
- **Ballet 3 and Up** (Ballet 3, 4, 5): **@e77d7a**
- **Boys Class** (boys group for Nutcracker): **@3376bh**

You can set notification preferences in the account settings in the app. You can leave a class at any time if you no longer need to receive notifications.



If you are on Facebook, please join our private group **LASD ~ For Dancers & Moms** as information is also shared there between dancers, parents, and teachers.