

# Kauai Dance Center Registration Form 2011-2012



*Welcome to Kauai Dance Center, where we hold dance classes for all ages and abilities. There are a few rules we would ask you to follow so that everyone can benefit from an enjoyable experience in a respectful, orderly and safe environment.*

**Please contact Kauai Dance Center if you have any questions (808) 823 9588 or e-mail [info@kauaidancecenter.com](mailto:info@kauaidancecenter.com)**

## Please Print:

\_\_\_\_\_/\_\_\_\_\_  
Billing Name: Parent's Name      Second Parent's Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
City                                  State                                  Zip Code

\_\_\_\_\_  
Email Address(es)

\_\_\_\_\_  
Do you prefer regular mail or e-mail?

\_\_\_\_\_/\_\_\_\_\_  
Home Phone Number                          Emergency Contact

\_\_\_\_\_/\_\_\_\_\_  
Parent 1 Cell Phone Number                  Parent 2 Cell Phone Number

### STUDENT INFORMATION

\_\_\_\_\_  
Name of Student: First & Last Name

\_\_\_\_\_/\_\_\_\_\_  
Student's Birthday                          Student's Age

\_\_\_\_\_/\_\_\_\_\_  
Student's School                                  Student's Grade

\_\_\_\_\_  
Student's Phone Number (If Applicable)

\_\_\_\_\_  
Student's Email Address (If Applicable)

\_\_\_\_\_/\_\_\_\_\_  
Class(es) Student is Enrolling In                  Day(s) and Time(s)

\_\_\_\_\_/\_\_\_\_\_  
Date Starting Lessons                          Date Registered

\_\_\_\_\_  
Any Medical Conditions We Should Be Aware Of?

\_\_\_\_\_  
How did you hear about us?

\_\_\_\_\_  
Are you a Returning Student?

## Enrollment Form Agreement & Waiver section

Registration is on a first-come, first-served basis, as class sizes are limited. Register early to ensure that you/your child's place is held. A non-refundable fee of \$20 and all tuition checks are required at the time of registration. Please see time table of fees for individual classes. Kauai Dance Center reserves the right to terminate services to any student.

### Payment Procedures

1. KDC is a full time dance program with tuition due at the time of registration. There are 38 weeks of dance classes over the course of 10 months.
2. Tuition is due the 1st of every month regardless of holidays or missed classes.
3. Tuition Payments made past the 10<sup>th</sup> of the month automatically incur a \$5 late fee, which must be paid by the next month's dues.
4. Annual tuition paid in full at the time of registration receives a 10% Discount.
5. No discounts or reimbursements are given for students' absences during the School Year. (i.e. Planned Vacations)
6. Post-Dated Check Option: 10 checks each dated for the 1<sup>st</sup> of the month to cover the 10 month program.  
Example:  
August 1 2011, October 1 2011, etc...to May 1<sup>st</sup> 2012
7. The Insufficient Funds charge on a bounced check is \$20.
8. Payments by check/cashier's check will be received by mail only. **NO PAYMENTS WILL BE ACCEPTED BEFORE, DURING OR AFTER CLASS.** Please mail your payment to:  
Kauai Dance Center  
P.O. Box 2210  
Kapaa, HI 96746
9. Payment via Credit Card requires an additional, signed authorization agreement.
10. Monthly Credit Card payments are charged at the 1<sup>st</sup> of each month.

### Withdrawal From Classes

1. Withdrawal from classes requires one month's notice in writing.
  - Notice must be submitted in the first 7 days of the prior month to discontinue services.
  - If notice is received on the 8<sup>th</sup> of the prior month or later, the student will be billed for the upcoming month.
2. Withdrawals will not be accepted in person by the teacher, or over the phone. Please send your notice via e-mail or mail.

### Kauai Dance Center Waiver of Liability

I, the undersigned, hereby release Kauai Dance Center, its parent affiliates officers, directors, agents and employees, from any and all claims, costs, losses, expenses and/or damages, including attorney's fees, that I might now or in the future have for any injuries or damages arising out of or in any manner resulting from any activities, or use of any equipment, facilities or dance studios utilized by Kauai Dance Center, either before, during, or after class time. Such release is to be binding upon my heirs, successors and assigns. I am fully aware that anyone with heart ailments, high blood pressure, heat sensitivity, or who is pregnant, is not advised to be in dance classes.

**I have read and understand the above policies and procedures and agree to abide by them.**

_____ Student's Name (Print)	
_____ Parent/Guardian's Name (Print)	
_____/_____	_____
Parent/Guardian's Signature	Date

# Kauai Dance Center

## General Dance Policies and Procedures

Please keep this page and the yellow Carbon Copy for your Records.  
Please mail your completed Registration page and payment to  
Kauai Dance Center, P.O. Box 2210, Kapaa, HI 96746  
Feel free to call or email: (808) 823-9588 [info@kauaidancecenter.com](mailto:info@kauaidancecenter.com)



### **Class Policy and Protocol**

- 1) Use of Cell phones by observers and students is not permitted.
- 2) Parent and guardians observing class cannot be disruptive during class time (i.e. talking on cell phones, talking loudly with other parents, distracting students, taking pictures)
- 3) Water is allowed in class
- 4) No food or other drinks are to be consumed during class time.
- 5) No photography or videotaping allowed unless previously coordinated with the instructor (too distracting).
- 6) Classes are open for viewing by appointment only and observers must be still and quiet.

### **General Dress Code**

- 1) All long hair must be tied back.
- 2) Girl's hair must be in a neat, secured bun, or French braid, for ballet.
- 3) Girl's hair can be tied back into a pony-tail for Hip Hop, Modern Dance and Flamenco.
- 4) No jewelry (i.e. Necklaces, Long earrings, Watches [Most rings and Stud Earrings are Okay])
- 5) Dance shoes must be worn during all classes.
- 6) The student may be asked to sit out of class, should they fail to meet dress code requirements.

### **Girl's Primary Ballet/Ballet I Attire**

Pink Ballet Dress or Leotard, Matching Circular Skirt, Pink Tights, Pink Ballet Shoes.

### **Girl's Ballet II/Ballet III/Ballet IV Attire**

Black Leotard, Black Skirt (Required for Recitals), Pink Tights, Pink Ballet Shoes.

### **Adult Ballet Attire**

Any Colored Dance Attire, Ballet Shoes.

### **Boy's Ballet Attire**

Black Athletic Shorts, White T-Shirt, Black or White Leather Ballet Shoes.

### **Girl's/Women's Hip-Hop/Modern Dance Attire**

Black Jazz Pants, Leotard or Fitted Camisole, Hip Hop/Jazz Shoes or Sneakers.

### **Boys'/Men's Hip-Hop/Modern Dance Attire**

Athletic Pants or Jazz Pants, Any Colored T-Shirt, Hip Hop/Jazz Shoes or Sneakers.

### **Women's Flamenco Attire**

Black Flamenco Skirt, Black Leotard or Fitted Top, Black Character Shoes.

### **Men's Flamenco Attire**

Black Pants, White Shirt, Black Character Shoes.

We recommend visiting

[www.discountdancesupply.com](http://www.discountdancesupply.com) or  
[www.dancedistributors.com](http://www.dancedistributors.com) for class attire.

### **Lost Property**

Kauai Dance Center is not responsible for any lost or stolen articles. We recommend that students label their dance equipment, shoes, bags, jazz pants, leotards, skirts etc.

### **Care of Students**

Being respectful of these very important rules will ensure your child's safety:

- 1) Kauai Dance Center is not responsible for students before or after class-time.
- 2) Parents with students under the age of 5 must remain nearby during classes.
- 3) Students may be dropped off up to ten minutes before their class.
- 4) Students are to be picked up immediately after class.
- 5) You will be fined \$10 for every 5 minutes that you are late to pick up your child after class.

### **Conduct**

Please:

- Arrive on time for classes, dressed and ready at the time class begins.
- Use the bathroom before class begins.
- Refrain from talking during class.
- No gum, candy or food allowed in the studio.

### **Class Credit Policy**

- Changes or cancellations on the part of Kauai Dance Center will be rescheduled at a later time.
- If the class is not rescheduled, a refund or class voucher will be issued to the student.