

Jill Hoggard Academy of Dance

255 22nd St. SE * (507) 451-0074 * www.danceowatonna.com

2022-23 Registration Form & Policy Information

Dear Parents,

Thank you for inquiring about our dance classes! You have the option of registering with this paper form or at www.danceowatonna.com. Please read the complete policy information on the website before registering. **Our policies are made for the students' best interest and learning experience. With your registration, it is understood that all parents and students comply with the policies stated.** You will receive your first handout "Year at a Glance" at a scheduled shoe fitting. You will receive additional detailed informational handouts/emails throughout the year.

No class is perfect. There are usually a few combinations too easy or too difficult; this is perfectly normal. Hopefully, both will occur so there is a comfort and a challenge. We will evaluate your child during the first month of class and if the class recommended is not the best learning experience, we will recommend a different class. If you experience your child not wanting to come to class or any problem with dance class at any time during the year, please call and we can talk about resolving it promptly. Let's not let a little problem stop your child from learning the art of dance. We encourage students to complete all nine months of class in order to get the full benefit of technique, learning a routine and performing. Dancing also promotes poise and coordination. Your child will gain feelings of accomplishment of his/her dances and the joy of performance and friendship.

Choose a Class Day & Time from the Recommended Classes Below: (Days & Tuition subject to change)				Cost for 2 months (4 payments) due	
Type of Class	Class Day/Time	Studio	Cost for September	October, December, February, April	
U & Me 20 months & Up	Monday 6:15-6:45	B	\$40.00	\$80.00	
Creative Dance 3 & Up	Mon 5-5:30 or Thurs 5-5:30	A	\$35.00	\$70.00	
Ballet/Tap 4 & Up	Mon 5:30-6:15 or Wed 6-6:45	B	\$42.00	\$84.00	
Ballet/Tap Kind-1 st	Tues 3:30-4:30 or Wed 5-6:00	B	\$45.00	\$90.00	
Ballet/Tap/Jazz 2 nd -3 rd	Tuesday 4:30-6	B	\$63.00	\$126.00	
Lyrical/Tap/Jazz 4 th -5 th	Thursday 4:15-6:15	B	\$85.00	\$170.00	
Lyrical/Tap/Jazz 6 th -8 th	Tues 5:30-7:30 or Thurs 5:30-7:30	A	\$85.00	\$170.00	
Lyrical/Tap/Jazz 9 th -12 th	Tues 6:45-8:45 or Thurs 6:45-8:45	B	\$85.00	\$170.00	
Mini Hip Hop K-1 st	Wednesday 4:30-5	B	\$35.00	\$70.00	
Petite Hip Hop 2 nd -3 rd	Tuesday 6-6:30	B	\$35.00	\$70.00	
Junior Hip Hop 4 th -5 th	Thursday 6:15-6:45	B	\$35.00	\$70.00	
Street Jazz 6 th -8 th	Wednesday 4:15-5	A	\$42.00	\$84.00	
Street Jazz 9 th -12 th	Monday 7:15-8	A	\$42.00	\$84.00	
Musical Theatre 6 th -12 th	Tuesday 4:15-5	A	\$42.00	\$84.00	
Adult Combo Class	Monday 8:00-9	A	\$52.00	\$104.00	
Additional Classes Available as Add-ons to a Regular Combination Technique Class:					
Pre-Pointe 6 th -12 th	Monday 4-5:00	B	\$50 + \$35 (Pre-Pointe Bag & Supplies)	\$100.00	
Pointe 7 th -12 th	Wednesday 5-6:30	A	\$66.00	\$132.00	
Petite Competition 2 nd -3 rd	Thursday 4:15-5	A	\$40 + \$85 (non-refundable deposit)	\$80.00	
Junior Competition 4 th -5 th	Monday 4:15-5:15	A	\$50 + \$85 (non-refundable deposit)	\$100.00	
Teen Competition 6 th -8 th	Monday 5:15-6:15	A	\$50 + \$85 (non-refundable deposit)	\$100.00	
Senior Competition 9 th -12 th	Monday 6:15-7:15	B	\$50 + \$85 (non-refundable deposit)	\$100.00	

----- (PLEASE DETACH AND RETURN THE 2022-23 REGISTRATION FORM) -----

To Enroll Please Fill Out & Return: This Registration Form * \$30 Registration Fee * Cost for September

When we have received those three items, your child is enrolled. No verbal registration is accepted. If the class is full, we will call you to discuss alternative times. Registered students who want to change their class day once assigned will be charged \$10.00, so choose carefully.

TUITION FOR SEPTEMBER _____ + REGISTRATION FEE \$30 = TOTAL \$ _____

STUDENT'S NAME _____ BIRTHDATE _____ GRADE _____
(PLEASE PRINT AS IT IS TO APPEAR ON THE PROGRAM) (ENTERING FALL 2022)

CLASS DAY _____ TIME _____ CLASS DAY _____ TIME _____

CLASS DAY _____ TIME _____ CLASS DAY _____ TIME _____

MOTHER'S NAME & CELL # _____ FATHER'S NAME & CELL # _____

ADDRESS _____ CITY _____ ZIP CODE _____

MOTHER'S EMAIL _____ FATHER'S EMAIL _____

* IF YOUR CHILD HAS A HEALTH PROBLEM, PLEASE ATTACH ANY INFORMATION TO THIS FORM *

I agree to comply with all Jill Hoggard Academy of Dance policies and information. I understand that tuition is **not refundable and not transferable** from one class to another or from one student to another. Registration is through May 2023 unless I give a **written** parental drop notice before a tuition due date. If not, I understand I will be held responsible for the next two-month payment. No drops are allowed after January 1st. Costumes and tickets are not returnable or refundable. Jill Hoggard Academy of Dance cannot be responsible for children before or after class or for any injuries sustained during dance class, rehearsal, or performances. Jill Hoggard Academy of Dance is not responsible for lost or stolen articles. By my enrollment, Jill Hoggard Academy of Dance has my permission and full release to use ALL pictures and/or video taken in class or during performances to promote, advertise, broadcast, release, or otherwise sell to the public. I understand my account balance must be paid in full to perform.

PARENTAL SIGNATURE _____ DATE _____

OFFICE USE: Payment info / Amt. / For: _____

shoes fitted _____ YAAG given _____ in reg book _____ portal _____ on attendance _____ email add. in comp. _____

Tuition

Tuition paid on time is greatly appreciated! September tuition is to be paid with the registration fee. Thereafter, two months of tuition is due the first day (NOT your first class) of the months of October, December, February, and April. Your Tuition Payment/ Year @ a Glance form will help you remember the payment months. No statements are emailed unless your tuition is past due. All students are registered until May 2023 unless an emailed or written PARENTAL drop notice is received. Accounts must have a zero balance to perform in the shows. The returned check fee is \$30.00.

HOW TO PAY: 1. CHECK - At the studio office, on the portal, in the mail, or in the drop slot
2. CREDIT CARD - On the portal, at the studio office or over the phone
3. CASH - In person at the studio office

When writing out a check, please indicate the 2 months you are paying as well as your dancer's name in the memo area. If the office has not received your payment on or before the first day of a payment month, a \$10.00 per student late charge will be added to your tuition account. Your child will not be allowed to participate in class if your tuition is 30 days delinquent if prior arrangements have not been made in the office. The registration fee and tuition are not refundable and not transferable from one class to another or from one student to another.

Attendance and Student Arrival Policy - Regardless of your child's age, if they are going to miss a class, please email/call the office in advance. The student can take the missed class on Zoom, or if available, come to the MAKE-UP CLASS that will be on your "Year at a Glance". A Zoom link will be sent to your email in August, and it is good for the entire year. Please save it and bookmark it. You can watch your child in class with Zoom. We ask that all cameras stay on so we can see who is viewing the class. Dancers need to tell their teacher they are there to make up the class so they get credit for attending. If your child is unable to dance, but would like to observe class, please send a note with them to inform their teacher of the situation. If your child needs to leave class early, please come and get them out of class. If your child is in the room, whether dancing, sitting, or on Zoom they are considered in attendance.

Students may arrive up to 5 minutes early. No earlier, please. Pick up your child promptly after class. Classes dismiss 5 minutes prior to their ending time so each class can start on time. We are not responsible for your child before or after class. Please make arrangements **before class** so your child knows who will pick them up and what to do if you are not there on time. We do not monitor who picks up your child. You will be notified if your child arrives too early or is not picked up promptly. Please have your child come dressed in dance clothes and ready for class. Covid protocols will be emailed as they change frequently.

Dance Attire - Proper dance attire is to be worn to class. A student who does not feel confident in their look may not concentrate fully during class time. Ill-cut dancewear may be too revealing (see-through or too low/high cut) or cause constant pulling and tugging at the garment. Girls' hair needs to be away from face in a ponytail, bun, etc. PARENTS & DANCERS, NO STREET SHOES OR GUM ARE ALLOWED IN THE STUDIOS. Street clothes are dangerous to dance in as students slip and fall with just socks or pants that are too long. Dressing like a dancer makes you feel like a dancer, which helps you move like a dancer. We offer a complete selection of dancewear in our Gotta Dancewear Shoppe. Thank you in advance for your patronage! Parents must accompany children who are in the shop. We have an 'exchange only-no refund' policy. Exchanges must not be worn and need to have original tags. Tights, however, are considered intimate apparel and cannot be exchanged.

Shoes - Starting in July, we will call parents of all registered students to set up a time to be fitted for new shoes and dancewear and to confirm your dance class day and time. Proper shoe fit is very important in dance and we will personally fit your child for dance shoes. At the time of your fitting, please bring clean socks or tights. You can purchase our new shoes or look at the approved list of used shoes. If you already have shoes, bring them and we will check the fit and quality, as well as determine class uniformity. Please only purchase your shoes from our Gotta Dancewear Shoppe or off the used list. The used shoes listed have been purchased from us and are in good condition and up to our standards of quality. Tap shoes with nails, instead of screws, will scratch our floor and are not allowed. Do not allow your child to practice on cement or any surface that will ruin the bottom of their shoes. This is to protect our state-of-the-art sprung maple floor and your child's one-of-a-kind feet. Write your child's name in their new/used shoes. Competition dancers may need to purchase an additional pair of shoes depending on the style of their dance.

The shoes required for your recommended class are (shoe prices include tax and are subject to change):

Child White Tie Tap \$37 Girls Pink or Boys Black Ballet \$27 Child Black Tie Tap \$37
4th-8th Grade Black Jazz \$55 Black Slip-on Tap \$88 Tan Lyrical \$27 9th-12th Grade Tan Jazz \$55 Hip Hop Sneaker TBD

Handouts - Please provide us with an email address, which you check regularly, that we can use to send email handouts. Also, please provide your dancer with a dance bag to carry shoes and the occasional paper handouts they receive throughout the year. Teachers will remind students to put handouts in their dance bags. We encourage you to post these handouts on your refrigerator or a place that is readily noticeable. We post handouts on our website danceowatonna.com.

Watching Class- We ask that no one other than dancers be in our classrooms during classes. We have found it to be distracting as the children's concentration and attention are easily disrupted. You may watch the TV monitors or use the waiting area to relax, read a magazine, etc. Snacks and beverages can be purchased through the office window. We would prefer that younger siblings not stay in the lobby during classes, as their attention spans are shorter and we do not provide entertainment for them. **Unattended children, (whether family or friends), are not allowed to stay unattended in the dance studio building.** Parents, please make sure your non-dancing children are supervised at all times. That means if your child has a friend or sibling that wants to watch on the hall TV monitor you must be with them. This is a private dance studio.

Christmas Show - We will have a Christmas performance in December. Date, time & place will be on your Year at a Glance Calendar.

Costume & May Show Information - Look for costume information in early October. Costume payments are due Thursday, October 20th. If paid after this date, a late charge of \$20 per costume will be assessed. Costume prices vary, running approximately \$90 - \$120. Small child costumes are the least expensive. Extra Large Adult costumes cost more. Tights, tap ties, hair pieces, gloves, hats, skirts, tutus, and props are included in the total costume cost. The costume will be worn at the dress rehearsal, shows, and for group and individual photos. Older students who are enrolled in more than one class will need to purchase multiple costumes. **COSTUMES ARE MADE TO ORDER AND NOT REFUNDABLE OR RETURNABLE!** You may need to make alterations. When your costume(s) arrive, your tuition account must be current in order to take them home.

Your child's year end dance shows are in May. Tickets are sold on a first-come, first-served basis. There are no refunds, no holds, and no exchanges on tickets. The shows are professionally recorded. No personal recording is allowed. Your account balance must be paid in full to perform.

Snow Days - If Owatonna Schools are dismissed early or canceled due to bad weather, **NO dance classes will be held that day.** For other vacation dates from dance classes, refer to your "Year at a Glance". **WE DO NOT FOLLOW THE SAME SCHEDULE AS THE SCHOOL CALENDAR!**

Drop Policy - An email or written parental drop notice is required to quit dance classes. Non-attendance does not constitute withdrawal. No drops are allowed after January 1st as we are too far along in dances to start new students and cannot purchase a costume in time for class pictures. You will be billed, and it is assumed your child is still enrolled and taking classes unless we are notified **IN WRITING/VIA EMAIL.** There are **NO REFUNDS** on paid tuition. You will be held responsible for the next two-month payment unless the written drop notice is received **before the first day of the tuition due month.** If you are one month behind on tuition, unless arrangements are made in the office, you will be dropped from class.

Fundraiser Information - Our fall Fundraiser is available to earn money for costumes first, then extra money earned toward tuition. Our spring Butter Braid fundraiser is for your Summer Dance and/or Fall Registration. Fundraiser credit is not transferable and expires at the end of the dance year.