



# living lines DANCE CENTER

9720 Jones Rd. Suite 120 • Houston, TX 77065 • (281) 955-6867  
LivingLinesDance.com • contact@LivingLinesDance.com

## 2017-2018 Enrollment Form

Today's date: \_\_\_\_\_ Student Number: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Age: \_\_\_\_\_

Birth date: \_\_\_\_\_ Grade(as of Aug.): \_\_\_\_\_ School: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Mother's Name: \_\_\_\_\_

Father's Work #: \_\_\_\_\_ Mother's Work #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

Registration fee: \$ \_\_\_\_\_ Monthly tuition: \$ \_\_\_\_\_ Paid: \$ \_\_\_\_\_

CLASS	DAY	TIME
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Our enrollment agreement is on the back of this form. Please read & complete each area.

## ENROLLMENT AGREEMENT

I, the undersigned parent or legal guardian of the above listed student, understand that my signature on this document constitutes acceptance of the following conditions of my child's enrollment at Living Lines Dance Center LLC, and I acknowledge that I have read and received a copy of the Policies and Procedures Guide. **Parent Initials** \_\_\_\_\_

### TUITION

The above listed student's regular monthly tuition rate is \$ \_\_\_\_\_ per month. If tuition is paid on or before the 1<sup>st</sup> day of the month, there will be a \$5.00 discount. **After the 15<sup>th</sup> a \$10 late fee is added.**

### TERMINATION OF ENROLLMENT

I understand that if I wish to terminate the above listed student's enrollment at Living Lines Dance Center LLC, I must SIGN a "Termination of Enrollment" form available in the Dance Center office, which will relieve me of my tuition liability for subsequent months AFTER I sign the form. TUITION IS BASED ON ENROLLMENT, NOT ATTENDANCE. MY TUITION LIABILITY CEASES EFFECTIVE THE FIRST OF THE MONTH FOLLOWING MY SIGNATURE OF A "TERMINATION OF ENROLLMENT" FORM, OR OTHER FORM OF WRITTEN NOTIFICATION.

**Parent initials:** \_\_\_\_\_

### PHOTO RELEASE

Please initial yes or no to give us permission to use any images of your child for advertising purposes. Yes \_\_\_\_\_ No \_\_\_\_\_

### WAIVER/MEDICAL RELEASE

I, \_\_\_\_\_, give my consent for my child, \_\_\_\_\_, to participate in the Living Lines Dance Center dance program. I am aware that, as with any physical activity, there may be present a risk of injury. Being aware of this fact, I, on my own behalf and that of my child, and our heirs, administrators and executors, do hereby release, indemnify and agree to hold harmless Living Lines Dance Center LLC and all persons or entities associated with Living Lines Dance Center LLC from any responsibility or liability for any and all claims, demands, damages, costs, causes of action, and expenses (including without limitation, reasonable attorney fees) arising out of or resulting from my child's participation in or involvement with the dance programs, including without limitation any personal injury, disability or property damages incurred or sustained by me or my child during or as a result of the dance programs. In the event of a serious medical emergency, I hereby consent and authorize treatment for my child by medical personnel until I can be contacted. Pertinent medical conditions my child has are:

\_\_\_\_\_  
\_\_\_\_\_

**Signature of Parent or Legal Guardian** \_\_\_\_\_



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## POLICES AND PROCEDURES

Welcome to Living Lines Dance Center LLC. In order to serve you more efficiently, we are providing you with this Policies and Procedures Guide to use as a reference regarding your family's enrollment here. Your adherence to our policies and procedures will make our studio run smoothly. Thank you for enrolling at Living Lines.

### REGISTRATION

Registration requires the completion of an information form, payment of registration fee, and your signature on our enrollment agreement. By signing this form, you are acknowledging that you understand your monthly tuition payment and procedure for payment. Your registration fee is nonrefundable. It insures you a place in class, assures us that you intend to be there, and covers the business clerical costs associated with your enrollment at Living Lines Dance Center. The registration fee is annual – from August of this year through July of next year.

### TUITION

Tuition is due on the 1<sup>st</sup> of the month, if paid on or before the 1<sup>st</sup> day of the month, a \$5.00 discount will be given. A late fee of \$10.00 will be applied if monthly tuition has not been paid by the 15<sup>th</sup> of the month. Regular monthly statements are not sent, due to added expense. However, statements will be sent out to overdue accounts.

Tuition rates are based on the full season and divided into 9 monthly payments for simplicity. Tuition rates are not based on individual months or classes. Holidays are considered before calculating the monthly tuition rates. You do not pay for holidays. No reduction or refund will be given for lessons missed due to illness. There will be a \$35 charge for any returned checks.

### MISSED CLASSES

For each child's safety and comfort as well as those of the instructors, we cannot allow sick children to attend class. A child who becomes ill will be isolated and the parent notified to promptly pick him or her up. If you know in advance you will miss a class, please notify the office. They will be able to inform you of the availability of another class in which you may make up the missed lesson.

### DISCONTINUING CLASSES

We assume you are currently enrolled through the recital date unless you notify us otherwise. To discontinue a class, the parent must complete a termination of enrollment form in the office. Failure to do so will make you liable for the subsequent months' tuitions. Also, be aware that reenrollment will require the payment of another registration fee unless arrangements have been made in advance for special cases such as long term illness, vacations, etc.

### ATTIRE

**BALLET:** Leotard, tights, pink ballet shoes with elastic across the instep. Ballet skirts may also be worn. The instructor will specify company class attire.

**TAP, JAZZ, MODERN, HIP-HOP:** Leotard, tights, or any other dance clothes that cling to the body. Black tap shoes. More advanced students need harder soled and toed oxfords. Black jazz shoes. Modern – barefoot. Hip-Hop – Black with white soles Converse or like brand.

**ALL CLASSES:** Hair should be worn pulled back out of face in a ponytail, braid, or bun. No chewing gum or eating is allowed in classroom. All students need to be ready to dance when they enter the classroom with hair pulled back and appropriate shoes on. Students not properly attired may be asked to not participate in their class that day unless special arrangements are made with instructor.

## POLICES AND PROCEDURES CONTINUED

### CELL PHONES

No cell phones will be allowed in the classroom. They are to be turned off and checked in at the front desk. If student needs to be reached for family emergency, please call studio number, 281-955-6867, and we will pull the student from class.

### RECITAL

Living Lines Dance Center will hold an annual recital. Be aware that a recital involves a lot of hard work, time, and of course, expense. We hope that by explaining our recital procedures now, we will enable you to budget yourself for the recital at the end of the school year. As soon as the recital date is finalized, we will post a notice in the office. Performing in the recital is strictly optional. **Tuition must be paid in full in order for the student to perform in recital.** We assume that your child will perform unless you notify us otherwise, in advance. **The 2017-18 Recital date will be on Sunday, June 10<sup>th</sup>. Rehearsals will be Friday June 8<sup>th</sup>.**

### RECITAL FEES

As a reference, ask the office for the cost of last year's recital fee. This covers expenses for the rental of the theater, lighting, scenery, sound, stagehands, etc. The recital fee is nonrefundable and is due the end of February. Pre-payment plan is always available.

### COSTUMES

Prefabricated costumes are purchased from several different manufacturers. Please check the office for last year's range of prices. Each class will have one costume for each subject they take. Example: Ballet and Tap combo class will have 2 costumes. We will measure and order costumes as early as October. Full payment for your costumes is due when order is sent. More costume details including price and sizing will be sent home with your child.

### REHEARSAL

A rehearsal will be held at some point before recital at the auditorium. This rehearsal will be mandatory to find dressing rooms, placing on stage etc. Rehearsal date and times TBD.

### PICKING UP YOUR CHILD

It is the parents' responsibility to pick up their children from class on time. We cannot be responsible for your child other than the time he or she is in the classroom. Pick up and arrival time of children should be immediately before and after class, unless prior arrangements have been made. A \$10 charge will be assessed to a students' account if parents are more than 15 minutes late in picking up their child after Living Lines Dance Center's closing hours.