



# **Registration Handbook**

## **REGISTRATION OVERVIEW**

REGISTRATION - \$25 per student

– 50% off registration fee if registered by May 31 of 2020

Tuition payment is due the first class of each month. See tuition rate sheet for more information.

The tuition payment schedule is a 9 month payment schedule, September – May. We accept credit cards and online payments for an additional processing fee.

Referral – Refer any new dancer to the studio and receive \$10 off tuition each month!

Students will be placed in the proper classes based on previous experience.

Costume Deposit \$50 per costume

- \$25 per costume due in September
- \$25 per costume due in November
  - Example) 9-11 BTJ has 3 routines in recital therefore 3 costumes  
\$25 per costume = \$75 costume deposit plus tax

Recital Costume Balance is due January 31.

Recital Handbook will be emailed in March.

Recital Fee \$150 is due October 1. This includes all tickets for recital, rental of auditorium for dress rehearsal and recital. It also includes digital videos of the performance.

# **ON POINTE DANCE CENTER REGISTRATION GUIDELINES AND INFORMATION**

## **DATES TO REMEMBER 2020-2021**

- CLASSES START - SEPTEMBER 8
- HALLOWEEN – NO CLASS OCTOBER 31
- FALL BREAK – NOVEMBER 24 through NOVEMBER 29  
CLASSES RESUME NOVEMBER 30
- WINTER BREAK – DECEMBER 21 through JANUARY 3  
- CLASSES RESUME JAN 4
- SPRING BREAK – MARCH 15 through MARCH 21  
- CLASSES RESUME MARCH 22
- PICTURE DAY – SUNDAY APRIL 24
- IN STUDIO REHEARSAL WEEK – TBD
- DRESS REHEARSAL – TBD
- RECITAL – TBD

**TUITION:** On Pointe Dance Centre has 34 scheduled lessons throughout the year. Tuition is due the first week of class each month. Payments are monthly September-May. A 10% late fee will be added to tuition after the 10<sup>th</sup> of the month. Students who have not paid their tuition will not be eligible to return until their account has been updated.

**COSTUME DEPOSIT \$50 per costume:** \$25 per costume is due by September 1<sup>st</sup> and November 1<sup>st</sup>. A costume statement with the remaining balance will be handed out to each student in December. That balance is due by January 31.

**RECITAL FEE:** \$150 per family is due no later than OCTOBER 1 in order to participate in recital. This fee covers the rental of the auditorium, props, programs, and tickets. This also now includes digital downloads of RECITAL. Moran recordings has done all our past recitals but are no longer doing DVDs. This means you will be able to download any routine from any smart device from a website with a passcode. There will be no more recital DVD forms or fees at the end of year. Each student will receive 8 tickets to the show along with recital music emailed to the parent/guardian to practice with.

**\*\*ALL COSTUME AND RECITAL FEES ARE NON-REFUNDABLE. COSTUMES WILL BE ORDERED IN NOVEMBER. ONCE A COSTUME HAS BEEN ORDERED FOR YOUR STUDENT YOU ARE RESPONSIBLE FOR THE FULL AMOUNT.**

**\*\*IF YOU DROP A CLASS AFTER FEBRUARY 1<sup>st</sup> YOU ARE RESPONSIBLE FOR THE REST OF THE YEARS TUITION.**

**FINALE:** All students in COMBO BTJ classes are eligible to participate in the recital finale. A schedule for these extra complimentary practices will be in the recital handbook given out in March. These rehearsals are complimentary for participating in the years recital but are mandatory in order to be in the finale.

**SNOW/EMERGENCY DAY:** We follow the OPS school district afternoon/evening activities guideline for snow days. If OPS has decided to cancel its afternoon/evening student activities, then we follow suit. You can always call to make sure classes are cancelled. The studio will have a brief statement on the answering machine by 3:00pm during the week and 7:30 on Saturdays. On Pointe has built into its schedule 2 snow/emergency days for inclement weather. If we don't use the snow/emergency days students will still have 35 regular lessons 2 being free. If we use more than our 2 days, then we will schedule make up classes.

Student absences will not be reimbursed. If a student needs to make up a class for any reason, they will need to schedule a private at \$50 each. Please always call and let the studio know if you'll be missing a class.

### **PAYMENT INFO AND DUE DATES:**

- August
  - \$25 Registration Fee
  - \$25 deposit per Competition Costume
- September
  - Tuition
  - \$25 deposit per Recital Costume
- October
  - Tuition
  - \$25 deposit per Competition Costume
  - \$150 Recital Fee
- November
  - Tuition
  - \$25 deposit per Recital Costume
- December
  - Tuition
- January
  - Tuition
  - Costume Balance
- February
  - Tuition
  - Competition Fee Balance
- March
  - Tuition
- April
  - Tuition
  - Picture Day
- May
  - Tuition
  - Recital

# ON POINTE DANCE CENTRE REGISTRATION FORM

STUDENTS NAME: \_\_\_\_\_

PARENTS NAME: \_\_\_\_\_

ADDRESS/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ PARENTS CELL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ AGE ON SEPTEMBER 1: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

EMERGENCY CONTACT NUMBER: \_\_\_\_\_

MEDICAL CONDITIONS: \_\_\_\_\_

HISTORY OF ILLNESS: \_\_\_\_\_

PREVIOUS DANCE EXPERIENCE: \_\_\_\_\_

# OF YEARS DANCING: \_\_\_\_\_

EXPECTATIONS OF YOUR DANCE EDUCATION FOR THE UPCOMING YEAR:

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## **CLASS ENROLLMENT**

	CLASS	DAY	TIME	TUITION RATE
1.				
2.				
3.				
4.				
5.				
6.				
7.				

# On Pointe Dance Centre Permission Form and Waiver

\*I FULLY UNDERSTAND THE CONDITIONS LISTED IN THE ON POINTE DANCE CENTRE REGISTRATION HANDBOOK AND WISH TO ENROLL MY CHILD AND/OR MYSELF IN DANCE CLASSES AT ON POINTE DANCE CENTRE.

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Parents/Guardians Signature:

\*I understand that in some cases, or with certain health conditions, physical movement can lead to injury or other serious medical conditions. I recognize that participation in classes conducted at On Pointe Dance Centre is done at my own risk and the risk of my child. I therefore waive and release, discharge and hold harmless On Pointe Dance Centre, and any or all its representatives from any liabilities that may arise from or be related to the classes at On Pointe Dance Centre. I further agree to hold harmless On Pointe Dance Centre and any or all its representatives from any liabilities by my negligence or willful misconduct, or that of my child.

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Parents/Participates Signature:

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

\*I understand and acknowledge the Picture/Video policy in order to protect and respect the privacy and property of On Pointe Dance Centre's students, facility, and staff that I, myself, my spouse, or my child, may not publish any pictures or videos of On Pointe Dance Centre's students, staff, teachers and choreography on the internet. This includes but not limited too websites such as Facebook, YouTube, Instagram and Twitter. I do understand that I may publish pictures of my own children on my personal websites as I wish.

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Parents/Participates Signature:

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

\*I give On Pointe Dance Centre permission to use pictures/videos of my children for their website, Facebook and other advertising mediums only for the use of promotion for On Pointe Dance Centre.

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Parents/Participates Signature:

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

Please return the registration form and this signed portion to On Pointe Dance Centre along with your \$25 registration fee.

On Pointe Dance Centre  
1812 N. 120<sup>th</sup> Street  
Omaha, NE 68154