



# Napa Valley Ballet

Class Level \_\_\_\_\_

## 2009/2010 Student Registration

Please complete both sides of form and return with \$40 Registraton Fee per family plus tuition. Mail to Napa Valley Ballet P.O. Box 4256 Napa, California 94558. For questions call 707-294-8820

Date: \_\_\_\_\_ Last Name (Student): \_\_\_\_\_ First: \_\_\_\_\_

Birth Date/Age: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

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

### Mother/Guardian

Person responsible for tuition payments

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Email: \_\_\_\_\_

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

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

### Father/Guardian

Person responsible for tuition payments

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Email: \_\_\_\_\_

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

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

### Other Emergency Contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

### Medical Information

Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_ Hospital Preference: \_\_\_\_\_

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

Insurance: \_\_\_\_\_ Insurance Number: \_\_\_\_\_

Medical Issues/Allergies/Injuries \_\_\_\_\_

Other Activities \_\_\_\_\_

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

*NVB is managed and run by our families, and it is requested that each family volunteer their time when needed to one of our Volunteer Action Committees as well as additional hours for our recital should your child participate. Please check the box next to the Action Committee that aligns with your skill sets and/or interest.*

**Enrollment Committee** is responsible for building student enrollment. Tasks may include tabling at the Farmer's Market, distributing flyers to pre-schools, shepherding the NVUSD flyer approval process, etc.

**Marketing/Promotion Committee** is responsible for generating active visibility for the school. Talents we could use help with here are internet, design, PR & marketing skills.

**Fundraising & Sponsorship Committee** is responsible for building the capital we need to keep our doors open, and fund performances and scholarships. Needs may include grant/letter writing, generation of sponsor programs and sponsor aquisition.

**Community Event Committee** is responsible for seeking out performance opportunities for our Company students to generate positive exposure for NVB.

Please describe specific skills (i.e. photography, design, music, grant writing, sewing, etc.): \_\_\_\_\_

## General Policies and Information for Napa Valley Ballet School

**DRESS CODE:** (please see the *General Information Dress Code and Tuition sheet for details*). NO JEWELRY OR WATCHES are to be worn in the classroom and NO GUM is allowed. Students should be properly attired before entering the classroom. Students should wear a cover-up over ballet attire when they arrive and leave the studio. The art of ballet is a form of discipline and the required dress code should be followed and respected by each student.

**ATTENDANCE:** Students are expected to attend their classes on a regular basis. Please Notify the school by phone if a student is unable to attend a class. A make-up class will be allowed if taken within 30 days from the missed class. The school will notify you of the proper class time and level for the make-up. If students desire to perform in a recital, there will be restrictions as to the number of classes that may be missed prior to the performance. **REFUNDS ARE NOT GIVEN FOR MISSED CLASSES.**

**PUNCTUALITY** It is important that students arrive on time and are ready to dance at their scheduled class time. A student will not be allowed to participate in class if they arrive more than 15 minutes late unless they have prior approval of the instructor. Please do not make it a regular occurrence to pull a student out early from class as it is disruptive to the other participants and the student does not benefit from taking a partial class.

**DISCONTINUANCE:** It is assumed that a student is enrolled in the school and tuition payment is due one week prior to each new quarter. If a student is stopping classes a two-week notice must be given in writing. Tuition must be paid in full for each quarter in order for a student to continue classes for the new quarter; unless prior arrangements have been made with the Artistic Director.

**DROPPING OFF/PICKING UP:** Students should not be dropped off more than 15 minutes before class. Students under 12 should remain in the lobby and supervised until the instructor indicates that it is time for the students to enter the classroom. Students should not be picked up more than 15 minutes after class and should remain in the lobby until their ride arrives.

**POINTE WORK:** Students wishing to dance on pointe must be at least 11 years old, recommended by the Artistic Director, and commit to at minimum of 3 ballet classes per week.

**TUITION POLICY:** A non-refundable Annual Registration fee of \$40 per family and payment of quarterly tuition are due prior to attending the first class. Tuition is based on a 10-month calendar and due in 4 installments, and are due according to the following quarterly schedule. **August 18th, October 27th, January 19th, and March 30th.** Tuition is non-refundable once classes have begun. Exceptions due to special circumstances may be considered. Families with more than one child enrolled at the higher tuition and 90% tuition for siblings. **Tuition covers costs of classes only and does not cover costs for master classes, performance fees, costume fees, etc. Additional costs will apply if you choose to participate in these additional activities. NVB must be notified of withdrawal in writing.**

**PLEASE NOTE:** A \$20.00 late fee will be applied if tuition is not paid by the due date and there is a \$20.00 returned check fee.

**DISCIPLINE POLICY:** Should a student be tardy, not following dress code or disrespectful in any way: **Warning #1:** If a student is late, disrespectful or not in proper dress, the teacher will speak to them privately after class. **Warning #2:** A meeting will be made with student, parents, teacher and Artistic Director to discuss problem and a solution. **Warning #3:** If the negative behavior continues, without correction from the student, or support from the parents, NVB may suggest that our program is not the best fit for the student.

**NON-DISCRIMINATION POLICY:** The Napa Valley Ballet school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs

**STUDENT FILE BOX/COMMUNICATION:** Please check the file box when you are in the lobby for correspondence from the school. Each instructor has a file so please use this file box to communicate with your instructors by leaving notes or messages. We ask that you try not to talk to instructors in between classes, as they need time to prepare themselves and their lessons before each class. Every student is entitled to receive his/her full instruction time. You may also leave a message on the school phone (707-294-8820) if you would like to communicate in person. Email will also be a primary means of correspondence - please direct any new contact information to [napavalleyballet@yahoo.com](mailto:napavalleyballet@yahoo.com).

**PHOTOGRAPHY MODEL RELEASE** Occasionally photographs are taken in classes and during our spring performances or events for use on our website and in promotional materials. Below is a release form that allows us to use these images to promote our school.

I, \_\_\_\_\_ release any claims on photos or videos taken of my child/ward, \_\_\_\_\_ while participating at any Napa Valley Ballet event, performance, class, etc. and agree that Napa Valley Ballet has permission to use these photos for its own promotional purposes. \_\_\_\_\_ (initial)

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand the **General Policies of the Napa Valley Ballet School** and am aware of the dress code required by all students who are attending. I understand that any student whose work does not merit advancement or is unable to commit to the required class schedule will not be enrolled into the next level of achievement

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LIABILITY WAIVER:** I hereby waive any claim or claims against the **Napa Valley Ballet School**, its agents and/or employees, for personal injury to myself or my child while participating in this program. I further agree to indemnify and hold harmless the **Napa Valley Ballet School**, its agents and/or employees from any claim or claims for personal injury or property damage against said entity, arising from any activity by my children or myself, which causes such injury or damage. I hereby authorize qualified physicians or other health care professionals to render medical treatment, care or hospitalization that they may deem necessary for my child in case of accident or injury during participation in this program. I agree to assume any and all financial responsibility for the participant.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_