



RETURNING STUDENT

Napa Valley Ballet 2011-2012 Student Registration

Tuition Paid _____

Registration Paid _____

NEW INFORMATION _____

Please complete both sides of form to attend class

To enroll please return with \$40 registration fee per family plus tuition.

Napa Valley Ballet PO Box 4256 Napa, California 94558

707-294-8820 NapaValleyBallet@yahoo.com

Date: _____ Last Name (Student): _____ First: _____

Birth Date/Age: _____ School: _____ Grade: _____

Home Address: _____ City: _____ Zip: _____

Self **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 _____

We need your help! NVB is a non-profit school that relies upon volunteerism. Because we are non-profit, we are able to offer a premier dance education at a lower cost than most private ballet schools. We can only do this with the help of volunteers like you. It is requested that each family volunteer their time and talents to our operation. **Please complete the attached Volunteer Participation Form to let us know how you would like to get involved.**

Thank you for helping to make NVB such an extraordinary school!

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. They must sit quietly and observe for the remainder of the class. 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 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 quarterly installments 1 week prior to the new quarter. 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.

PHOTOGRAPHY MODEL RELEASE Occasionally photographs are taken in classes and during our 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 the 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**, it's 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**, it's 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: _____

Napa Valley Ballet Volunteer Sign-up

Thank you for getting involved in supporting our school, your dancer(s) & local performing arts!

Name: _____ Student: _____ Level: _____

ACTION TEAMS

Enrollment Help grow enrollment

Timing: Late summer/early fall/end of quarters

Flyer organization & distribution. Event tabling.

Helpful Experience: Strong people/organizational skills, and/or general marketing

Lead _____ Support _____

Relevant Experience _____

Registration Assist our registration process

Timing: Year round (heaviest in fall & at quarter changes)

Note: ust be available to meet new families for their trial classes, or share that responsibility

Greets new families & ensures completion of registration materials. Distributes NVB Welcome Package. Collects payments & organize for our Accounting. Follow up with new students & assist with tuition payment information. Ongoing tuition collection.

Helpful Experience: Strong people & organizational skills

Lead _____ Support _____

Relevant Experience _____

Data Entry/ Management Manage student info

Timing: Year round (heaviest fall & at quarter changes)

Enters & manages student information in spreadsheet & email formats. Generate reports & work with administration to generate student rosters. Work on your own time.

Helpful Experience: Microsoft Excel worksheet entry and data management

Lead _____ Support _____

Relevant Experience _____

Sponsorship/Fundraising Support funding

Timing: Year round/events (on your own schedule)

Actively seek & acquire corporate & performance sponsors. Develops fundraising ideas & materials. Aligns fundraising opportunities with other initiatives

Helpful Experience: Strong communication, interpersonal & organization skills. Sponsorship, fund raising & community connections a plus.

Lead _____ Support _____

Relevant Experience _____

Internal Communications manage communications

Timing: Year round

Directs communication from Action Teams & school schedule to our families. Generates emails, school signage, website updates. Newsletter coordination. Solicitation & thank you letters to donors. Editing.

Helpful Experience: Strong writing/communication skills.

Lead _____ Support _____

Relevant Experience _____

General Administration keep NVB operational

Timing: Year round

Day-to-day oversight. Interface with bookkeeping, Staff, Action & Resource Teams. Interfaces with & supports Parent Advisory Council/Board of Directors. Banking. Site coordination/management. Manage planning & calendar. Check, redirect & respond to school email. Update website. Supports school initiatives.

Helpful Experience: Administration, communication, organization & interpersonal skills

Lead _____ Support _____

Relevant Experience _____

If your availability is very limited you may sign up as a Task Volunteer. You will be called for shorter assignments as needs arise.

Task Volunteer _____ Times available: _____

Notable Skills: _____

Dance Performance Support performance production

Timing: January-mid June + smaller shows thru the year
Support the Artistic Director as needed. Research/schedule venue. Event promotion. Costume coordination/ordering. Coordination of sponsorship opportunities. Utilize resource teams. Manage budget.

Helpful Experience: Strong organization & communication skills. Resourcefulness.

Lead _____

Relevant Experience _____

RESOURCE GROUPS

Promotion/Marketing/PR promotional support of all NVB initiatives

Timing: Year round (events/enrollment/performances)
Supports Action Teams as needed. Generates flyers, forms, promotional materials, etc. Executes press releases. Makes calendar submissions. Eblasts.

Helpful Experience: Strong writing/communication/organization skills, design skills (web design), & social networking.

Leads: Julie Robertson/Brendan Murphy (web)

Lead _____ Support _____

Relevant Experience _____

Volunteer Coordination support to all Action Teams

Timing: Year round as needed around events/enrollment/performances

Enrolls families for volunteer needs. Manages volunteer coordination.

Helpful Experience: Strong communication & organization skills & great people skills

Lead _____ Support _____

Relevant Experience _____

Event Management event support

Timing: Year round 2-3 times per year (Open House, Fundraisers, Performances)

Coordinates events. Generates needs & integrates Action Teams & Resource Groups as needed. Manages event staff. Helps set & manage budgets.

Helpful Experience: Event/hospitality management. Strong communication and organizational skills.

Lead: Margaret Shirley Support _____

Relevant Experience _____

Bookkeeping/Accounting maintain fiscal operations

Timing: Year round (heaviest fall & at quarter changes)
Day-to-day bookkeeping, bill pay, expense tracking, tuition accounting, payroll, filing of taxes & non-profit paperwork, interaction with CPA, support financial interests & initiative of school, advisement to Board of Directors on initiatives that have fiscal impact.

Helpful Experience: Bookkeeping/accounting, strong communication skills

Current Lead: Russ Joy

Lead _____ Support _____

Relevant Experience _____

Other Skills & Assistance Needed

___ Sewing ___ Music ___ Contracting

___ Studio Cleaning ___ Other: _____

If your availability is very limited you may sign up as a Task Volunteer. You will be called for shorter assignments as needs arise.

Task Volunteer _____ Times available: _____

Notable Skills: _____