



**Enrollment and Registration Information**

Thank you for choosing Lake Shore Dance! We are excited you selected our facility to guide your dancer through the art of dance. We commit ourselves to exceptional training in a loving and creative atmosphere. If at any time you have questions or concerns, please do not hesitate to ask. Our qualified reception staff is available during most class times to serve you.

Please read the information below thoroughly, sign the form, and turn in your form to our front desk.

**Enrollment and Registration Information**

1. All dancers must wear cover-ups and street shoes to and from the studio. Dance shoes are not to be worn outside as it will ruin the shoe and track dirt onto the dance floors. Street shoes may not be worn on the dance floors.
2. Cubbies and hooks are provided for your dancer's items during class times. Items may not be stored in these cubbies or in the dressing space overnight, unless a locker is rented. Lake Shore Dance, LLC is not responsible for lost or stolen items left in the dressing room or the cubbies. Lockers must be locked at all times. A lost and found is provided at the front desk and is removed monthly.
3. Parents are responsible for non-registered children onsite. Children are not to be left unattended in the studio. Encourage your children to use quiet voices and not to run in the hallways, climb on the fixtures, or enter dance classes.
4. Minor children must be picked up within 15 minutes of the conclusion of their final class time. All dancers must wait inside Lake Shore Dance while waiting for their ride. It is recommended that you inform the front desk staff if someone other than your dancer's regular ride will be picking up your child.
5. Gossip and negative attitudes are not to be tolerated at Lake Shore Dance. Every dancer is at our facility to learn the art of dance to the best of their ability and deserve the respect and support of our dance family. We welcome every dancer to our facility and we are committed to maintaining a positive, family atmosphere. Lake Shore Dance, LLC, reserves the right to remove students from the facility at will after a review of circumstance.
6. Regular class attendance is imperative to progression. Training division students must take responsibility for their lessons by practicing and retaining lessons from session to session. Parents can help their dancers get the most from their lessons by encouraging practice.
7. Appropriate dancewear and shoes will be worn to class. Hair should be pulled back away from the face and jewelry removed.
8. Tuition is non-refundable. Withdrawals must be handled in person by signing the form below. If tuition was paid in full, the balance will be credited, remaining on your account for future use. Payment plan clients and half year clients will not be liable for payments remaining effective the next payment due date. Costume payments are not refundable. Please refer to the withdraw policy in the registration book.
9. You accept the payment structure of the plan you selected and understand the late payment, returned check, and collections policies set forth in the registration brochure. You agree to be prompt with tuition payments and understand that delinquency can result in removal from class.
10. You acknowledge that your child (or yourself) has no medical conditions that would make dance lessons against your doctor's recommendations. You release Lake Shore Dance, LLC, its faculty and staff, and guest artists from loss or injury sustained from participation in dance class, in performance, during extra activities, and rehearsals.

Please list medical conditions that we should be aware of: \_\_\_\_\_

11. You grant Lake Shore Dance, LLC and its staff to photograph/videotape your child for promotional purposes without compensation. \_\_\_\_\_

Please Initial here to decline photo release: \_\_\_\_\_

12. You grant Lake Shore Dance, LLC the right to contact emergency professionals on your child's behalf in emergencies. \_\_\_\_\_

**Estimated Payment Schedule** *Numbers may show minor variations after credits and discounts.*

Amount	Date Due	Amount	Date due
	9/1/2010		1/1/2011
	10/1/2010		2/1/2011
	11/1/2010		3/1/2011
	12/1/2010		4/1/2011

Payment Information: \_\_\_\_\_ (office use only)

Amount Paid: \_\_\_\_\_

Method: \_\_\_\_\_ Cash amt: \_\_\_\_\_ MC/Visa: \_\_\_\_\_

Payment plan selection Plan 1 \_\_\_\_\_ Plan 2 \_\_\_\_\_ Plan 3 \_\_\_\_\_

In Book: \_\_\_\_\_ Date Received: \_\_\_\_\_ Registrar Initials \_\_\_\_\_

Costume form filled out: \_\_\_\_\_

Entered on costume ledger? Ballet \_\_\_\_\_ Tap/Jazz \_\_\_\_\_ Other \_\_\_\_\_

Children's classes only: Sticker chart prepared \_\_\_\_\_

**Withdraw request**

If you wish to withdraw your child from class at Lake Shore Dance, you must come in to the studio in person and fill out the information below on or before your next payment due date. You will be credited for the remaining half of the session. If you paid in full, you will receive a credit for future dance semesters. No cash refunds. In some instances, a balance may be due for the classes taken. This balance will be billed to you and is due within one week of the billing date.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Reason for withdraw \_\_\_\_\_