

Gustafson Dance Policies 2011-2012

		Parent Name:	
		Child Name:	
<p><i>Please initial each item in the right-hand column, detach, and sign below to indicate that you have read and understand the policies.</i> ⇒</p>			
Registration and Discontinuation	There is an annual \$40 registration fee due at the beginning of the school year or upon enrollment. It is expected that your student will be enrolled through the end of the school year. If you choose not to continue for Semester 2, you must notify the office in writing by December 19, otherwise, you will be billed for classes in that semester. Refunds will not be given for loss of interest, absences due to normal childhood illness, schedule conflicts due to other activities or extended vacations.	Registration and Discontinuation	
Tuition Dates	Tuition is due one week prior to the start of each semester. If not received on time, a \$10 late fee will apply. Tuition can be mailed or left at the front desk in the Tuition File. Do not give tuition payments to the instructor. Semester 1 Tuition Due by September 6. (Semester 1: September 13- January 28.) Semester 2 Tuition Due by January 23. (Semester 2: January 30-June 2.)	Tuition Dates	
Dress Code	Please see your confirmation letter or the dress code chart on our website. We expect students to adhere to the dress code at all times. Proper dress code is part of the overall dance training and etiquette. For safety and health reasons, students without shoes will not be allowed to participate in class.	Dress Code	
Class Placement	Please see our Class Placement Guidelines which are posted on the website. Promotions to a higher level take place each fall, and not during the school year; however, the Directors reserve the right to make placement changes in order to serve the best interest of the dancer.	Class Placement	
Performances	Dec. 3 &4 at the Lobero: “Rudolph” for all enrolled in Creative Dance, Pre-Ballet, Combo Classes, Tap, Jazz and Ballet Levels 4-6. Dec. 17&18 at the Granada: “Nutcracker” with State Street Ballet for Primary 1&2 and Ballet Levels 1-6 All May 25 &26, 2012 at the Lobero: All students will perform in our end of the year recital. Mandatory Dress Rehearsals will be held during performance week of each show.	Performances	
Casting	Casting for our performances is solely at the discretion of the Directors. Efforts will be made to rotate parts as much as possible, but because holiday shows are repeated each Fall, dancers may repeat the same part. We believe that any performance experience is valuable.	Casting	
Email	Email will be used to communicate many important things throughout the year. Please keep your email address (es) current with the office. Parent volunteers will also use email to communicate information for the performances. If you do not have an email or do not update your email with us, you will need to get information from a friend in the class.	Email	
Drop Off/ Pick-up Policy	We expect students to arrive for class on time and we expect parents to be on time to pick up students. School aged students may be dropped off or picked up in front of the studio, provided parents do not park vehicles in the driveway. If you have extenuating circumstances, please call the office ASAP 563-3262 X 1.	Drop Off/ Pick-up Policy	
Observing Class	Classes are drop-off classes. Official Observation for parents is the 1st week of the school year and the last week of Oct, Jan, and April. You may observe at other times; just let the teacher/office know in advance.	Observing Class	

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Food	If you send food with your child, please send non-messy snacks and water. Food may only be eaten in the lobby. Food may not be eaten in the restroom or in any of the studios.	Food	
Lobby Policy	The lobby is to be used for dropping off and picking up students for class. Maintaining a quiet and focused setting is necessary for proper dance instruction. The studios, especially the lobby, should not be used for socializing or talking on cell phones. Children must be well behaved at all times. Gustafson Dance and State Street Ballet will not be liable for accidents that may happen in the lobby as a result of rowdy, inappropriate or unmonitored behavior of any students, siblings or friends.	Lobby Policy	
Bathroom Behavior	Please take younger children to use the restroom before classes begin. If a child needs to use the restroom during class, they are expected to be self-sufficient. Class Assistants or Staff can offer help in redressing. If a child has an accident, the parent will be called to pick the child up from class.	Bathroom Behavior	
Make-up Policy	Make-up classes may be taken in the appropriate class level for a missed class or School Holiday (found on the back of the brochure and on the website Calendar), or when a class is cancelled due to a theatre rehearsal. The make-up should be done within the same semester. Please call ahead to inform the office of your make-up time. No refunds will be issued for missed classes for any reason. (Thanksgiving, Winter, & Spring Breaks are not counted in the tuition.)	Make-up Policy	
Lost and Found	Lost and Found items will be collected and kept in a box behind the front desk. Once a month, these items will be donated to a charity. To insure that you don't lose items, label everything with your child's name.	Lost and Found	
Concerns	Please feel free to discuss any issue concerning your child with Allison or Nicole at an appropriate time. Please do not attempt to discuss issues with any instructor in the moments before classes begin or in between classes. It is best to phone the office earlier in the day or email us so we can set up a time to talk or meet.	Concerns	
Volunteer Requirement	We expect one parent for each student to volunteer his/her time during The Nutcracker/Rudolph shows and during the end-of-the-year show at the Lobero. If you are too busy, you may choose to pay a \$30 fee to opt out of that commitment. The money collected will be used to hire help in controlling the backstage area to ensure safety for your children.	Volunteer Requirement	
Photos and Videography	Photos and Videography will be made of students during classes, rehearsals and performances. We are very proud of the accomplishments of all of our students. From time to time, still photography or videography will be used for the purpose of highlighting student achievements and the progress of our school. Those images may be used in informational newsletters, as well as school brochures, and they may also be submitted to the news media for possible publication. If, for any reason, you do not want your child's likeness to be used by Gustafson Dance or by the news media for the purpose of positive publicity about Gustafson Dance activities or student achievement, please notify the school office right away.	Photos and Videography	
<i>Please detach the far left column and return to Gustafson Dance, 2285 Las Positas, Santa Barbara, CA 93105. ⇒</i>		<i>I have read, understand and choose to adhere to all of the above policies.</i>	
	Signature:		
	Date		