

## Student Registration Form

Student Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_

Parent Name(s) \_\_\_\_\_ Registration Date \_\_\_\_\_

Street / Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Mobile \_\_\_\_\_ May we text? YES / NO Other \_\_\_\_\_

Email\* \_\_\_\_\_

\*currently e-mail is the best form of communication for the studio, please check your e-mail and the studio's social media for the most up-to-date information

***If you are a new student, how did you hear about us?***

Another Studio 19 Student  
(PLEASE TELL US WHO SO WE CAN SAY THANK YOU)

Internet / Found your Website

Newspaper / Flyer Advertisement

### Monthly Tuition Programs:

	Age Group	Class Level	Class Day	Class Time
<b>Open Classes:</b>				
Creative Movement				
Twinkle Toes				
Ballet				
Modern/Contemporary				
Jazz				
Tap				
Acrobatics				
Hip Hop				
Voice				
<b>Formal Training Program:</b>				

### Dance Card : 10 Class Card

Date Purchased	Valid Through	Genre (if applicable)

## PARENT/GUARDIAN STUDENT MEDIA RELEASE FORM

Student name: \_\_\_\_\_ Birth date: \_\_\_\_\_

- I hereby grant permission to Studio 19 Centre for the Performing Arts for video and/or audio recordings and photographs to be taken during classroom instruction, performance and other studio-related activities. I understand that this media will be produced and used for educational and advertising purposes without disclosure of any student name, address, or other identifying information. I authorize Studio 19 to use my child's photograph and/or video on its World Wide Web site or in other official studio publications without further consideration, and I acknowledge the school's right to crop or treat the media at its discretion. I also acknowledge that the school may choose not to use my child's photo/video at this time, but may do so at its own discretion at a later date.

Studio 19 reserves the right to discontinue use of photos and videos without notice.

- You do not have my permission to take video and/or audio recordings or photographs of my child for any reason.

Parent/Guardian name (please print): \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

# STUDENT HANDBOOK

Studio 19 is committed to providing a quality dance/performing arts education to all its students, regardless of the student's purpose for taking classes, the type of classes the student is taking, or the performance level of the student. Therefore, it is our requirement that all students follow the same *Code of Conduct* and adhere to the same *Dress Codes* and *Studio Protocols*.

## **I. Classroom Protocols**

### **A. Ethics**

Please remember that although your Studio 19 classes are an after school, extra-curricular activity, and you may enjoy a comfortable, relaxed relationship to your teachers, the relationship is still a teacher/student relationship and must be revered as such. *Special events* and *Edu-Trips* (Studio 19 Centre for Performing Arts' program to give students cultural and educational travel opportunities) bring students and teachers together in unique ways, but Studio 19 expects mutual respect and professionalism at all times.

Please treat other students and families kindly; your efforts to be understanding and supportive of one another helps maintain a positive and nurturing environment for you to explore and develop technique and creativity.

### **B. Dress Code**

All students are expected to arrive on time for classes dressed in the appropriate class attire and appropriate hairstyle (Guidelines for class attire are available on the studio website [www.studio19performarts.com](http://www.studio19performarts.com) under the *Registration* link).

Please do not come to class in street clothes – even for Hip-Hop classes. Street clothes are prohibitive to movement and do not allow body lines to be seen. Please do not come to class in street shoes. Street shoes are inappropriate for studio floors.

### **C. General Attendance**

There is no monetary compensation for missed classes. Students missing a class may attend another class (same or different genre) with the instructor's or director's permission. The make-up class must be age and level commensurate. The student must come to the make-up class in approved class wear.

Students missing an extended number of classes due to hospitalization, broken bones, or illness involving a longer recuperation period, need to contact the business office to suspend tuition payments or withdraw from classes. It is the general policy of Studio 19 that a 30 day advance written notice is required to withdraw from classes. Students will be charged tuition without written notice, but in the case of hospitalization or broken bones verbal notice upon occurrence will suffice.

*\*Students who miss more than 4 consecutive classes (1 month of classes) may be asked to move to a lower level class. Students who miss 3 or more classes or rehearsals during the months of November and December, collectively, may not be permitted to perform in the winter production. Students who miss 3 or more classes or rehearsals during the months of May and June, collectively, may not be permitted to perform in the spring performance.*

### **D. Late Arrival**

If you are arriving late for ballet, please be sure that your hair is still sufficiently secured in an appropriate bun before you enter the class. Do not use a *scrunchy* or other unconventional bun-keeper for your hair because you were hurried. These substitutions do not properly secure hair. If you are arriving late for classes other than ballet, please be sure your hair is secured in a ponytail with no loose pieces covering your eyes or other facial features prior to entering the class.

Students arriving late (not more than 15 minutes) should enter the on-going class quietly, move quickly to the rear or unused area of the studio and begin to warm-up. After a brief warm-up period, please join the rest of the class wherever there is an open space. Please avoid interrupting the rest of the class when you enter.

Students arriving more than 15 minutes late should warm-up and wait for the instructor to invite you to join. Often times, arriving later than 15 minutes after class has begun is a disruption and the instructor will ask students to simply watch, since the exercise or combination may be too difficult or too intricate to just jump in on. The teacher will assist you or advise you as soon as he or she can. Students arriving late are still expected to come fully prepared for class – no dancewear or hairstyle substitutions are acceptable.

### **E. Electronic Devices**

Students may bring cell phones, i-pods or other electronic devices into the studio classrooms for security reasons, but **MUST** have all tones silenced during classes, and may not use electronic devices at any time during classes. Devices should be placed near the stereo, and left there until the class is finished. Periodically students are permitted to record for practice purposes. **NO student is permitted to record without every dancer's permission and NO video may be posted without the choreographer and dancers' permission.**

## ***II. General Protocols***

### **A. Food and Drinks**

No food or drink, except water, is permitted in the studio. This rule is to protect the studio floors and keep the studio a clean environment for everyone.

If it is necessary for a student to eat dinner or a snack during their time at the studio, food must be kept in the back on the wood flooring. No food or garbage should be left in dressing rooms or carpeted areas.

Gum Chewing is strictly forbidden upon entering Studio 19. Students caught chewing gum will be asked to discard it immediately. Gum can cause choking for students participating in dance and dance related activities. Gum is disastrous to studio floors, dance shoes and pointe shoes.

### **B. Responsibilities**

Studio 19 is responsible for making sure the *Annual School Calendar*, and *Class Schedule* changes, *Rehearsals*, *Special Events*, and *Studio Closings* are clearly posted and available for parents and students to retrieve.

Changes to the class schedule due to inclement weather, illness or otherwise will always be announced. An email will be sent to the entire student body when a change or closing has been decided. If the change is due to an emergency weather condition, the voicemail message will announce the change or closing. In this case, a notice will be posted on the studio door and to the Studio 19 Facebook page ([www.facebook.com/studio19performarts](http://www.facebook.com/studio19performarts)) and website ([www.studio19performarts.com](http://www.studio19performarts.com)). If a class is cancelled suddenly, in addition to these postings, we will attempt to contact each student by phone.

Students will be notified of non-sudden changes to the *Class Schedule*, *Annual School Calendar*, *Rehearsals*, *Guest Artist Series* and *Edu-Trips*, via email. When a change is made, the calendar on the studio website will be adjusted; new copies of the calendar can be printed directly from the website. School calendar changes will be posted inside the studio, too. (These types of changes are generally posted on the bulletin board outside of the dressing room or on the white board in the reception area).

*Rehearsal Schedules* for both the winter and the spring production will be emailed then posted to the website. Please look under *Calendars* on the website homepage to find a printable copy of *Rehearsal Schedules*, or information on our *Guest Artist Series* and *Edu-Trips*. These things will also be posted inside the studio on the bulletin and/or chalk boards.

Parents and students are responsible for making sure that email is checked on a regular basis, since that is the primary method of communication between Studio 19 and its students. Text messaging between teachers and parents/students may be arranged on an individual parent or student/teacher basis but is not a preferred or official means of communication with Studio 19.

If parents/students have no email or internet access, or temporarily lose that access, it is their responsibility to come into the studio on a weekly basis to look at the boards for information. If parents/students are unsure if the posted information applies to them, please do not hesitate to ask a staff member to explain the notice.

Studio 19 has adopted the use of the Remind app so you will have more flexibility in how you receive information.

### **C. Tuition and Account Balances**

It is the general policy of Studio 19 that the Registration and Productions Fees are due on the first day of classes (August). Each month thereafter tuition is due on the 1<sup>st</sup> of the month (September – May). Tuition received after the 10<sup>th</sup> of each month will be assessed a \$15.00 late fee.

If a student's balance is not paid in full before production costumes are disbursed, costumes will not be released to that student. Any unpaid balance a student may have must be paid by the *Final Payment Deadline* in order for the student to participate in Studio 19 productions (Notification of the final payment date will be sent directly to parents of applicable students via email). In addition, in order for any student to participate in *Studio 19 Edu-Trip* opportunities, all account balances must be up-to-date.

### **D. Productions**

All registered students, ages 3 and up, participate in Studio 19's winter event/production and spring production. Student winter event/production may be divided into two groups based on class genre and performance level.

Students are required to wear ONLY the costumes, provided by Studio 19, for any and all productions. The costumes are chosen to fit the theme of the production and may not be changed by any student or parent. A costume change by anyone other than a Studio 19 representative will result in immediate dismissal of the student. Fall costumes are on loan from the studio and must be returned after the performance. Spring costumes belong to the students are yours to keep after the show.

All production information (ticket sales, rehearsal times, show times, etc.) will be sent to parents via email at least one month prior to the actual performance.

Parents wanting to work backstage will be given the opportunity to volunteer at least one month prior to the performance date. There are a limited number of volunteers we can have backstage; parent volunteers for our stage crew are chosen on a first come first serve basis with repeat parents having priority consideration.

Backstage volunteers will be given a pass for security. For the safety of all our students, no one will be permitted backstage unless he or she is part of our stage crew and has been issued a pass. Parents who are not part of the stage crew will not be allowed backstage unless they are summoned by a staff or crew member. If a child needs a parent, as in the case of illness, a staff or crew member will summon the parent and escort that parent backstage. Parents are given explicit instruction for drop-off / pick-up of their children at technical or dress rehearsals and for each show; these instructions are sent home via email at least one week prior to each production. We ask that you, please, follow the drop-off / pick-up instructions for security reasons.

There is absolutely NO photography or videography during performances. It is distracting to the dancers, other audience members and the hired videographer. Use the showtime to thoroughly enjoy your child's performance without distraction, there is nothing that compares to the initial experience. You will receive an amateur video of the Holiday Show and a professional video of the Spring Production.

## GENERAL POLICIES

Studio 19 Centre for Performing Arts is not staffed to monitor un-chaperoned students. If a student is under 12 years of age, parents must remain with the child until the start of class. Older students may be dropped off no earlier than 30 minutes before the start of class time. No students under the age of 18 may leave the studio for any reason without a parent or legal guardian. (This means students may not wait or congregate outside of the studio). All students must be picked-up within 15 minutes after his/her classes end. Any student left unsupervised for more than 15 minutes after his/her class will incur a \$10.00 fee per fifteen minutes. The proper authorities will be notified after the first hour a child is left without contact from a parent or legal guardian.

These and all Studio 19 policies are listed in the "Studio 19 Student Handbook." Parents/students are given a student handbook upon registration. You are required to read and comply with The Studio 19 Student Handbook. If you should lose your copy of the handbook, a printable version is available on our website ([www.studio19performarts.com](http://www.studio19performarts.com)), or you may obtain one from the studio front desk.

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I, the undersigned, understand the General Policies of Studio 19 Centre for Performing Arts, Inc. and agree to abide by these in full. I also have read and agree to follow the rules stated the Studio 19 Student Handbook.

I recognize the risks of accidents or injuries associated with any performing arts program and acknowledge that I am participating upon the express understanding that I am willing and able to accept full responsibility for my own and/or my child's safety and welfare. I agree that Studio 19 Centre for Performing Arts, Inc. and its staff shall not be liable in any way for any injuries sustained or loss of property during attendance at the school or any of its related functions.

PRINT NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

SIGNED \_\_\_\_\_ DATED \_\_\_\_\_

WITNESS \_\_\_\_\_ DATED \_\_\_\_\_

## Student's Code of Ethics

- I will arrive 10 minutes early to class.
- I will wear the proper dance attire or be prepared to sit out of class.
- I will wear my hair pulled back neatly and securely off my face.
- I will use the restroom before, between or after class (not during).
- I will serve as a proper role model to the younger dancers at all times by using appropriate language and behaviour.
- I will respect my parents and teachers at all times before, during, and after class.
- I will not talk in class while my teacher is giving instructions.
- I will be polite to all students and staff members.
- I will wear S19 clothing and logo-wear to all special performances (once available).
- I will arrive at performances with all accessories, props, and designated shoes and costumes ready.
- I will wear the hairstyle requested by my choreographer.
- I will read e-mails and be responsible for all upcoming dates and special events.
- I will bring only my dance supplies into the studio rooms (absolutely no cell phones unless teacher requested).
- At performances/special events, I will keep my dance area clean and keep track of my belongings.
- I understand that I can be dismissed from class for misbehaviour.

**Student Signature:** \_\_\_\_\_

## Parent's Code of Ethics

I recognize the importance of dance in the lives of young people; I will participate in my child's dance activities in accordance with the following:

- I will promote teamwork and sportsmanship for all dancers and spectators in a positive manner.
- I will not question the judgement of any faculty member or choreographer.
- I will always represent myself carefully at the studio and at any outside performances I may attend with my child.
- I will always be considerate of all dancers' and parents' collective emotions.
- I will direct all relevant inquiries to the S19 staff.
- I will encourage my child to the best of my ability at all times.
- I will not make a negative judgement on my child's performance and I will be there only to support.
- I will always support and applaud the efforts of all dancers.
- I will meet all financial requirements in a timely manner.

**Parent Signature:** \_\_\_\_\_