

# *Santa Clarita Ballet Academy/Company*

## **Rules & Guidelines**

*(Revised August 2016)*

### **Attention Parents:**

**Please make sure you have read and initialed the following rules and guidelines.**

### **Tuition Policy:**

Tuition can be paid by **check, cash or credit card (\$2.00 fee will apply)**. If paying by check, please have your bank send a check directly from your account to us (this is automatic bill pay, NOT direct deposit or wire transfer). To set this up, just add us as a personal payee under your bill pay. All tuition is due on the 1<sup>st</sup> of the month. There is a \$10 late fee if tuition is not received by the 10<sup>th</sup> of the month.

**Initial \_\_\_\_\_ Initial \_\_\_\_\_**

### **Parking Policy:**

Oak Avenue is not zoned for the loading and unloading of passengers. All double parking along the front of the building and at the corner in front of Studio A and B must **STOP!** This causes problems with our business neighbors. Double-parking this way is **ILLEGAL, DANGEROUS and RUDE** to the cars traveling down Oak Avenue. You must take the time to legally park your car and walk your child into the building. **There is no parent parking in the back parking lot, this is for staff only.** **Initial \_\_\_\_\_ Initial \_\_\_\_\_**

### **Class Attendance & Make-up Policy:**

Classes start and finish promptly each day. **Children who arrive 10 or more minutes late to class will need to make up this class up on another day.** Chronic lateness to class will result in a phone conference and possible dismissal from class. Please be on time! Allow time to park your car and walk your child to class. **Initial \_\_\_\_\_ Initial \_\_\_\_\_**

If you leave the studio during your child's class, you must return and pick-up your child on time. This includes upper level advanced students as well as younger students. **Parents with children in Creative Movement and Pre-Primary are required to stay in the studio at all times.** Teacher's time ends when classes are over for the day. Santa Clarita Ballet cannot be responsible for students who are picked up late. We do not provide babysitting service for any child. **Initial \_\_\_\_\_ Initial \_\_\_\_\_**

Make-up classes are reserved for the occasional illness or conflict. **Students may not use make-up classes as a way of moving from class to class or juggling other outside activities.** One or two make-up classes per month would be considered acceptable. If you have a prolonged illness you must speak to Ms. Maryann. **Initial \_\_\_\_\_ Initial \_\_\_\_\_**

### **Dress Code Policy:**

**Leotards:** Each grade level is required to wear a specific colored leotard. All leotards must be purchased at Skin Tite or Chorus Line. Each store will provide you with the correct color. All leotards must be the same, this way all students are uniformly dressed and each grade is represented by a different color. **Hair:** All students Primary and above must have their hair in a tidy and secure bun. This requires a brush, gel and/or spray, and hairpins. Buns will not stay in place with one bobby pin! Ms. Maryann will give you a bun lesson if you need help (this includes dads). Creative Movement and Pre-Primary students have a little flexibility. If not in a bun your hair must be combed back in a neat ponytail, buns are preferred. **Initial \_\_\_\_\_ Initial \_\_\_\_\_**

### **Parent/Teacher Respect Policy:**

**Parents please do not approach teachers before or after classes in order to discuss your child or ask questions.** You are welcome to speak to a teacher but all requests need to be made at the front desk with Ms. Maryann and Ms. Corinne. Either Ms. Corinne or your teacher will contact you at a mutually agreed time on the phone. We do not want you to think that we are not available, but you must go through the right channels. Please respect this Policy! **Initial \_\_\_\_\_ Initial \_\_\_\_\_**

### **Voice Mail/Email:**

In an effort to communicate important studio information, we must have an email address on file. In addition, we use a **"Phone Tree System"**. All messages will be sent to your cell phone unless otherwise stated. **Initial \_\_\_\_\_ Initial \_\_\_\_\_**

### **Photo Release:**

All families must sign and complete the photo release form in the registration packets. **Initial \_\_\_\_\_ Initial \_\_\_\_\_**

**I/We have read and initialed all of the above rules and policies and agree to respect these guidelines. If both parents/other were unable to sign, please initial that you will inform your spouse/other of these guidelines. Initial \_\_\_\_\_**

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Mother Signature**

\_\_\_\_\_  
**Father Signature**

**Dear Parents –**

Oak Avenue is not zoned for the loading and unloading of passengers. All double parking along the front of the building and at the corner in front of Studio A and B must **STOP!** This causes problems with our business neighbors. Double-parking this way is **ILLEGAL, DANGEROUS** and **RUDE** to the cars traveling down Oak Avenue. They must go around you and they cannot see at the corner when turning right. You must take the time to legally park your car and walk your child into the building.

We also understand that the back parking lot is for Staff **ONLY**. No parent parking in the back lot. There is plenty of parking along the street and cul-de-sac.

Thank you for your co-operation in this matter.

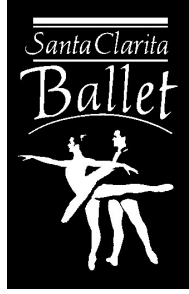
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I/We have read and agree to the above. If both parents were unable to sign, please initial that you have received a copy for your spouse. Int. \_\_\_\_\_

\_\_\_\_\_  
Mother Signature

\_\_\_\_\_  
Father Signature

26798 Oak Avenue  
Santa Clarita,  
California 91351  
661-251-6844

*Santa Clarita Ballet  
Academy, LLC  
Corinne Glover, Executive  
Director*



*Santa Clarita Ballet  
Company, Inc.  
Carol Guidry,  
Artistic Director*

*501 (c ) (3)  
Nonprofit Corporation  
Tax I.D. Number  
95-4582206*

## PHOTO RELEASE

### Revised 2016

Santa Clarita Ballet Academy/Company

I grant to **Santa Clarita Ballet Academy/Company**, its representatives and employees the right to take photographs of my child/Children, \_\_\_\_\_ during classes, rehearsals, summer programs, and/or productions/performances. **Santa Clarita Ballet Academy/Company**, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that **Santa Clarita Ballet Academy/Company** may use such photographs of my child with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content. Your childs name will not be used in print advertising or on the web.

I have read, understand, and agree to the above: **Initial** \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Printed name: \_\_\_\_\_

Date \_\_\_\_\_