

## REGISTRATION & PAYMENT

Registration is on a first-come, first-served basis, and advance registration is necessary to take our classes. Students are not registered and may not attend class until the office receives at least the first monthly installment (though we encourage you to pay for the full year to receive a 10% discount) and a completed Health/Permission form.

To register, students may:

**MAIL** payment and form to The Arts Castle  
190 W. Winter St., Delaware, OH 43015.

**VISIT** The Arts Castle with payment  
(check, cash or Visa/MasterCard/American Express)

and fill out form during office hours (M-F, 9 a.m. - 5 p.m.)

### ■ PAYMENT

We strongly encourage using our automatic payment plan. This can be set up at the beginning of the year and makes it simple and easy for all.

Or cash, checks payable to The Arts Castle, Visa, MasterCard or American Express are accepted.

### ■ SCHOLARSHIPS

Scholarships are available. Forms are available at The Arts Castle or online at [www.artscastle.org](http://www.artscastle.org) in early August. Please submit scholarship application by Aug. 22.

### ■ WAIVER

By registering, you hereby grant and give this organization the right to use your photograph or your child's photograph or image with or without your name or your child's name, both singly and in conjunction with other persons or objects, for any and all purposes including, but not limited to, private or public presentation, advertising, publicity, and promotion.

Also, you hereby, for yourself, your heirs, executors, and administrators, waive and release any and all rights and claims for damages you or your child may have against this organization, representatives, successors, and assigns for any and all injuries suffered by yourself or your child during any activity sponsored by these groups.

### ■ CLASS FEES

Our dance curriculum is designed to cover 32 weeks of material and culminate in our annual Spring Recital. The class fee reflects this yearly commitment. Thus, we do not prorate on a monthly basis. We encourage students to pay for the year by Sept. 30 or to sign up for monthly automatic payment plan. Should you choose the monthly installment schedule, payments are due by the 1st of the month from Sept. through May. All students must have a credit card on file (unless arrangements are made through the office.) If the monthly payment is not made by the 7th, the card on file will be charged. Students with unpaid balances at the end of the month will be subject to disenrollment from the class. We encourage families to contact us before the 1st of the month if payment difficulties arise. We can work together to overcome financial hardships. Students paying for the year by Sept. 30 receive a 10% discount off the listed price below

**FEE CHART** \* Pay for the year by 9/30 and receive 10% off!

Class time per household member	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
60 minutes	\$59	\$57	\$35
45 minutes	\$50	\$48	\$29
30 minutes	\$42	\$40	\$23

The Dance Academy class fees are excluded from the Arts Castle membership discount. However, the Arts Castle offers discounts for multiple classes per household. A household is defined as persons who live at the same address for more than half of the year. The fee chart reflects the monthly fee per class per family member. If more than 4 classes will be taken by family members, contact us for special pricing.

To calculate the monthly total due for a household, it is easiest to circle on the chart one class per column, then add the prices. It does not matter the order in which you select the classes. For example, suppose the Smiths were taking one 30-min. class and two 60-min. classes within their household. Their chart may look like this:

### EXAMPLE

Class time per household member	1 <sup>ST</sup>	2 <sup>ND</sup>	3 <sup>RD</sup>
60 minutes	\$59	\$57	\$35
45 minutes	\$50	\$48	\$29
30 minutes	\$42	\$40	\$23

The Smiths' monthly dance fees would total \$59 + \$57 + \$23 = \$139. Their total yearly commitment, if they pay monthly, would be \$139 multiplied by 9 months. If they pay for the full year by Sept. 30, they would save 10%, which in this case, is \$125.

### ■ RECITAL FEE

A recital fee of \$75 per class is due by November 16; recital fees received before September 30 receive a \$10 discount. Recital fees received after November 16 may result in a late fee equal to increased costume shipping charges. Recital fees help to defray costume, venue, and promotion costs associated with the recital, and are not refundable after costumes are ordered (withdrawn students may arrange to pick up their costume after they arrive). Certain classes do not require recital fees. Participation in recital is dependent upon all fees being paid by May 1.

### ■ REFUNDS

If a student withdraws from classes, we request a written notice of withdrawal, including reasons, so we can consider making changes that might benefit our continuing students. Tuition will be refunded only if written notice of withdrawal is received by our office. The amount refunded will reflect classes not taken after the postmark date on the written notice. Any discounts given for full-year payments will no longer apply since the terms of the discount were not fulfilled. Recital fees are not refundable once costumes have been ordered, but withdrawn students may pick up their costume once they have arrived.

### ■ CLASS CANCELLATIONS

Early registration helps insure that classes will run. Registration continues until classes are filled or the Sept. registration deadline passes. We may accept late registrations for classes that have already met our minimum registration requirements. The Arts Castle reserves the right to cancel classes or substitute teachers if the need arises; you will be notified if your class must be cancelled.

Classes that do not meet minimum enrollment by September 30 may be cancelled. Students will be notified; we will try to place students in comparable classes. If no arrangement can be made, a full refund will be issued. See Class Fees for more information.

### ■ INCLEMENT WEATHER

Class cancellations due to inclement weather will be announced on radio stations 610 WTVN (AM) and Sunny 95 WSNY (AM/FM) and on channels 4, 6 and 10. We will also leave a message on The Arts Castle's voicemail; call (740)369-2787. Schools may be closed but The Arts Castle may be open (or vice versa). Check to be sure.

### ■ MAKE-UP CLASSES

Make-up classes for classes cancelled by The Arts Castle due to inclement weather or other reasons will be scheduled the week of May 8 (if possible) or other times (if necessary). Students who would like to make up classes they missed should discuss options for attending other classes with their teacher.

## CLASS POLICIES

### ■ ATTENDANCE

Students must attend 70% of their classes in order to participate in the recital.

### ■ CLASS OBSERVATION

The Dance Academy and Pre-Academy classes are structured as teacher-child classes. We have found that having families in the Ballroom is very distracting to students. Thus, we encourage parents to wait outside the Ballroom and welcome them to observe class during scheduled observation times.

For our Pre-Academy program, we strive to support healthy parent-child separation. Parents may be temporarily invited into the classroom at the teacher's sole discretion to support this learning goal, but we take active steps to achieve a healthy separation. All families are invited to observe class in the Ballroom on the last day of the Pre-Academy class session.

For our Dance Academy program, parents are invited to observe class four times per year during observation weeks; see calendar for tentative dates.

### ■ BRING A FRIEND DAY

During the year, our dance students are invited to bring a friend to class. Friends need to have a permission form filled out by a parent or guardian; otherwise, attendance is free. See calendar for tentative dates.

### ■ CLASS ETIQUETTE

To maintain the safety and enhance the enjoyment for all of our students, we expect that dance students will behave in a respectful way at all times. In addition, we ask that students:

- Be respectful of one another
- Bring a water bottle
- Arrive on time
- Turn cell phones off
- Wear minimal jewelry
- Observe the dress code
- Not chew gum

## DRESS CODES

### ■ BOYS (ALL STYLES)

Clothing that allows easy movement; no denim. Appropriate shoes, preferably in black.

### ■ ADULTS (ALL STYLES)

Leotard with tights is suggested, but clothing that allows easy movement is acceptable. Appropriate shoes.

### ■ BALLET

Solid color leotard with tights and pink ballet shoes. Hair up, preferably in a bun.

### ■ JAZZ

Leotard with tights or jazz pants. Black jazz shoes. Hair should be pulled back.

### ■ TAP

Leotard with tights. Black patent leather tap shoes or tap oxfords with hard toes (Turquoise Tap and above). Hair should be pulled back.

### ■ HIP HOP

Clothing that allows easy movement, covered knees recommended. No denim; no skirts. Black Converse-style sneakers.

### ■ TUMBLING

Leotard with or without leggings. Hair should be pulled back. Bare feet.

### ■ COMBO CLASS

Reference both types of classes.

## T-SHIRTS

Thanks to the kindness and generosity of an anonymous donor, each student enrolled in the Dance Academy will receive a free t-shirt this year. T-shirts will be ordered in October.

## ANNUAL RECITAL

Dance Academy students have the opportunity to perform in the annual Dance Recital. Each student will receive 2 free tickets per class. Children under 10 are free. Additional tickets will be available for purchase prior to the recital as well as at the door. All proceeds of ticket sales go to the operation of The Arts Castle and its Dance Academy.

# THE ARTS CASTLE *Dance Academy*

## OPEN HOUSE

**Saturday, Aug. 10 | 9:30am – 1:30pm**

Tour The Arts Castle, talk to the Dance Academy Instructors, register for classes, and learn everything you need to know for your first day of dance class!

**We are offering FREE Trial Classes!**



**QUESTIONS?** Contact The Arts Castle  
190 West Winter Street | Delaware, OH 43015  
(740)369-2787 | [www.artscastle.org](http://www.artscastle.org)

*A special thank you for supporting  
The Arts Castle to:*



**delaware  
county**



EST. 1808  
CITY OF  
**DELAWARE**  
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