



Campaneria Ballet School
1241 NW Maynard Crossing
Cary, North Carolina 27513
(919) 651-4650
campaneriballetschool@gmail.com
Campaneriballetschool.net

Train, Perform, Repeat ... BRAVO!!!

2018/2019 Policies and Guidelines

For Parents and Students

Please read carefully and initial below each section.

Student Name: _____ Parent Name: _____

Financial Policies

- Trimester payments are due upon registration, December 1st, and March 1st. Acceptable forms of payment are check, credit card, cash, automatic bank withdrawal, or money order. (A 3.5% convenience fee applies to credit card transactions.)
- Monthly tuition payments are offered for special circumstances only and are due on the 1st of the month through automatic bank withdrawal.
- Timely tuition payments are greatly appreciated and vital for a thriving dance school. Therefore, a \$15 late fee will be assessed to each student's account if payments are not received within seven (7) days of the scheduled due date.
- A \$25 charge will be assessed for each returned check, and a \$15 charge for each declined credit card transition.
- Students with delinquent accounts of one month will be admitted to class after their account balance is paid in full or arrangements are made with a senior representative of Campaneria Ballet School.
- Tuition, deposits, and registration fees are nonrefundable.

X_____

Attendance and Tardiness

- Students are expected to arrive to class on time. Kindly call the office if your dancer will be late or absent so the instructor can be informed.
- Students who are more than 15 minutes late to class will be admitted at the instructor's discretion only.
- Parents and students are responsible for knowing class times and scheduled rehearsals. Please note that there are extra mandatory rehearsals and possible schedule changes before company and school performances.
- Excellent attendance is expected as frequent absences will affect a student's progress, class placement, casting and performances. In addition, we want our students to learn the value of commitment and time management.

X_____

Professionalism

- Campaneria Ballet School promotes a professional environment. Therefore, it is the expectation of our school that students treat the teachers, staff, and fellow students with respect.
- Campaneria Ballet School upholds a zero tolerance policy for the use of profanity, disrespectful language, or bullying. Such behavior will subject a student to removal from class and/or the school.
- In order to sustain a positive environment that fosters respect and kindness, we ask that students or parents with concerns schedule an appointment with the Artistic Director, Instructor, or Office Manager.

X_____

Class Make-up Policy

- Make-up classes are offered within 45 days of the missed class and cannot be used instead of a tuition payment for the next month or trimester. Make-up classes are not permitted during Parent Observation Periods.
- Please notify the school prior to taking any make-up class. The Artistic Director will approve the request.
- Please note that tuition payments are due regardless of absences due to vacations, illness, or other circumstances that interfere with attendance.

X_____

Class Withdrawal and Re-enrollment

- Withdrawal from Campaneria Ballet School or dropping a class **MUST BE DONE IN WRITING** by submitting a withdrawal form to the school office by the 5th of the month and will be effective the following month. **One month's (30 day) notice is required.**
- If this criterion is not met, the account holder will be held financially liable for payment until the school office receives a withdrawal form.
- Withdrawal from or re-enrollment into a class due to prolonged illness or injury must be verified with a physician's written consent.
- Withdrawal and enrollment forms are available from the the school office.

X_____

Photography and Videography Release

- As the enrolled participant and/or the parent/guardian of the enrolled participant, I authorize Campaneria Ballet School and/or its representative, agent or employee to photograph and/or videotape and use any photograph/likeness of me or my minor child for any purpose, including publicity, choreographic archives, promotional materials and/or any other reason deemed appropriate by the School Director.

X_____

Release of Liability and Waiver

- As the enrolled participant and/or the parent/guardian of the participant, I agree and understand that dance/fitness/training is a potentially hazardous activity. I recognize that there are risks inherent in dance training including but not limited to serious physical injury. The participant hereby agrees to participate in activities of the Campaneria Ballet School (CBS) and hereby agrees to indemnify and hold harmless CBS, its instructors, officers, directors, agents and employees against any liability resulting from any injury that may occur to the participant while participating in activities of the CBS. The participant also agrees to indemnify CBS for any damages incurred arising from any claims, demand, action or course of action by the participant. The participant authorizes any representative of CBS to have the participant treated in any medical emergency during their participation in activities of the CBS. Further, the participant and/or parent/guardian agree to pay all costs associated with medical care and transportation for the participant.
- Any medical/health problems, of which the staff must be aware, are disclosed in the Important Health Information section of the Registration Form.

X_____

I HAVE CAREFULLY READ THE ABOVE RELEASES AND SIGN WITH FULL KNOWLEDGE OF ITS CONTENT AND SIGNIFICANCE. ADDITIONALLY, I HAVE READ AND AGREE TO ABIDE BY ALL POLICIES AND PROCEDURES.

Parent Name: _____

Parent Signature: _____

Date: ____/____/____