

Adagio School of Performing Arts

302 W Main St., Ottawa, IL 61350

P 815-434-3920 Email: info@ottawaadagio.com

Period Term: June 1, 2019 – August 31, 2020

*Registration fee: **\$30** - must be received to be placed in a class, registration is not complete and class space will not be reserved until fee is paid. Cash: _____ Check: _____ CK# _____ On Account: _____

Student Name: _____ Date of Birth: _____ Age: _____
(First, Last)

2nd Student Name: _____ Date of Birth: _____ Age: _____

Parent Name: _____
(First, Last)

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Email: _____

Emergency Contact: _____ Phone: (____) _____ Relationship _____

Child's Allergies: _____ Medical Info: _____

School: _____ Grade: _____

Please take a moment and sign up for REMIND now with your cell phone: text to # 81010, enter @adagios in the text box. This will ensure you receive all important studio notices.

By enrolling my child at Adagio School of Performing Arts, I recognize that I am obligated to follow the rules and policies of the program as outlined in the Terms of Commitment and Payment Guidelines.

Parent/Guardian Signature

Date

Updates to Studio Payment Policies & Guidelines

EFFECTIVE JUNE 1, 2019

- Registrations will not be accepted if you have any overdue balances.
- Everyone must sign up for the auto withdraw from a checking account for tuition. If you do not, then tuition for the full term is due before classes begin (*Summer 2-months due May 30th and/or Fall 9-months due August 29th*).
- ***Monthly or quarterly tuition payments are no longer accepted, even for those that previously were set up in this manner.
- We are now accepting credit cards as payment (fees are applied for all credit card transactions) when tuition is paid in full and anything purchased in the office (shoes, leotards, tights, etc.) in addition to cash and check. Items in the office can be added to an account when the auto-withdraw is set up. Credit cards cannot be used to set up monthly tuition payments.
- Items cannot be added to your account when auto withdraw is not set up.
- Any auto withdrawal bank draft that is returned without payment will be subject to \$25 non-sufficient fund fee and your account will become past-due and subject to a late fee. All returned checks will have a \$25 fee.
- A late fee of \$10 will be added to any account carrying a balance on the 15th of the month for cash accounts or auto withdraw payments that did not go through and have not been paid.
- Anyone requiring a statement to be sent for any reason will incur a \$3 fee per statement.
- These policies will apply to ALL accounts June 1, 2019 regardless of when the charges were incurred.

Adagio School of Performing Arts

Everyone must complete the form below and sign. Anyone not signing up for a debit account must pay tuition (2-months for summer and/or 9-months for fall) in full prior to classes beginning.

*For currently enrolled families –

USE BANK INFORMATION ON FILE: _____ *Must still sign at the bottom of page.* Thank you.

AUTHORIZATION AGREEMENT FOR AUTOMATIC PAYMENTS (ACH DEBITS)

Company Name: **Adagio School of Performing Arts, INC**

I (we) hereby authorize **Adagio School of Performing Arts, INC** hereinafter called Company, to initiate debit entries to my (our) **Checking Account** indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of the ACH transactions to my (our) account must comply with the provisions of U.S. law.

CUSTOMER'S NAME _____

CUSTOMER'S ADDRESS _____ PHONE _____

DEPOSITOR (BANK) NAME _____

CITY _____ STATE _____ ZIP _____

ROUTING NO. _____ ACCOUNT NO. _____

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

DRAFT DATE: 10TH OF THE MONTH

- *Any changes to the account incurred on or after the 1st of the month will be reflected in the next month.*
- *Payment information is sent to the bank on the 1st of every month and changes cannot be made after doing so.*
- *Drafts can ONLY be made from a checking account.*

****Please attach a voided check HERE to this completed form***

Your ACH information will be stored in a secure location.

NOTES:

- ACH draft is a continuous plan, which automatically renews monthly as fees are incurred. The duration of the automatic withdrawal is June 1, 2019 through August 10, 2020.
- Any fees/purchases that incur (i.e. registration fees, non-sufficient funds, clothing, etc.) will also be added to the monthly transaction.
- Should any payment not be honored by my DEPOSITORY for any reason, I realize that I am still responsible for that payment plus a \$25 service fee applied by the COMPANY.
- COMPANY reserves the right to terminate membership upon non-payment of fees.
- Your ACH payment will be deducted on the business day after if the 10th falls on a weekend or a holiday.
- Please submit any updated account information at least 2 weeks before your draft date otherwise COMPANY cannot guarantee your account information will be updated by your draft date.

NAME(S) _____

(Please print)

SIGNATURE _____ **DATE** _____

**Adagio School of Performing Arts
WAIVER AND RELEASE**

INDIVIDUAL AGREEMENT: I intend to use or participate in some or all of the activities, facilities, equipment, programs and services offered at or by Adagio School of Performing Arts INC ("Adagio").

1. In consideration of gaining membership or being allowed such use or participation at Adagio, in addition to the payment of any fee or charge, I do hereby waive, release and forever discharge Adagio and its owners, officers, agents, employees, representatives, executors, successors and assigns from any and all responsibilities or liability for injuries or damages resulting from any participation in any aspect of any activities or programs or my use of equipment or machinery in Adagio's facilities or arising out of any activities or events occurring at Adagio.

Please Initial _____

2. I understand and am well aware that strength, flexibility, fitness, exercise and sports activities, including the use of equipment, is potentially hazardous and there is the risk of injury and even death. I also understand that everyone (including myself) has a different capacity for participating in physical activities. I am also aware that all activities, facilities, programs and services at Adagio are educational, recreational, social, or self-directed in nature. Knowing that, I agree that my participation in any and all of the activities at Adagio strictly voluntary and has not been requested or required by Adagio. I further agree that my participation in any and all of the activities at Adagio is at my own risk and that I assume any and all risk of injury, illness, damage or loss that might result. I also agree to assume all risk of damage, loss or theft to or of any of my personal property.

Please Initial _____

3. I hereby declare myself to be physically sound and suffering from no condition, impairment, disease, infirmity or other illness that would prevent my participation in any of the activities at Adagio. I acknowledge that I have either had a physical examination and have been given a physician's permission to participate in these activities, programs, facilities and services at Adagio, or that I have decided to participate without the approval of my physician. Accordingly, I do hereby assume all responsibility for my participation in such activities, programs, facilities and services, as well as for my use of any and all equipment and machinery in connection with them.

Please Initial _____

4. Finally, I understand that the activities, facilities, equipment, programs and services offered at Adagio may sometimes be conducted by persons who may not be knowledgeable, licensed, certified or registered instructors or professionals. I accept the fact that the skills and competencies of Adagio employees, agents, representatives or volunteers will vary according to their training and experience. I also understand that no claim has been or is being made by Adagio to offer assessment or treatment of any mental or physical disease or condition by those who are not duly licensed, certified or registered and employed by Adagio to provide such professional services.

Please Initial _____

PARENT/GUARDIAN-CHILD AGREEMENT: I am hereby giving my consent and permission for my child/children

(List child/children's names in the lines provided.)

to be an active member of Adagio and to participate in the activities and programs for which they are registered. I understand that under certain circumstances they will be able to work out or participate in activities without direct supervision. I acknowledge that I am responsible for their actions, and that if they are not demonstrating proper usage of machines, facilities or equipment or exhibiting proper behavior, they will face appropriate disciplinary actions. I understand that Adagio is a family atmosphere and that my child/children need my support, motivation, encouragement and supervision to succeed in a fitness or sports program, and I agree to provide it.

Participant (s) Name: _____ Date: _____
(Please Print)

Participant's Signature: _____ Date: _____
(If member is under 18 – Parent's Signature)

Parent Release Form for Media Recording

I, the undersigned, do hereby grant permission for Adagio School of Performing Arts to use the image of my child (child's name) _____ . Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the Adagio School of Performing Arts web site. I grant permission to use my child's image in the following ways:

I give unrestricted permission for my child's image to be used in print, video, and digital media. I agree that these images may be used by for a variety of purposes and that these images may be used without further notifying me.

Parent/Guardian Signature _____ Date: _____

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KEEP THIS PAGE FOR YOUR RECORDS

Terms of Commitment and Payment Guidelines

Payment Schedule: Payments will be automatically deducted from a designated bank account on a monthly basis. Any bank draft that is returned without payment will be subject to a \$25 non-sufficient fund fee and your account will become past-due and subject to a late fee.

Types of Payment: Automatic withdrawal (ACH), those not setting up ACH must pay entire year of tuition in full before beginning classes – no exceptions. Cash, check and credit cards (fees are applied for all credit card transactions) are accepted when paying tuition in full and for all items in the office not on ACH. A credit card cannot be used to set up monthly payments. Returned checks incur a \$25 fee.

Tuition Fees: Your monthly fees include dance training for the specified number of classes per week. We will also be deducting any other fees incurred including registration fees, costume costs, shoes, etc.

Payment Terms:

- For the 2019/2020 year, the completed registration package must be completed by August 29, 2019.
- Members wishing to take personal time off when regular training is scheduled are advised that tuition fees will not be waived or pro-rated, unless authorized by Rachel Martin.
- Adagio dance training requires a commitment from each family for the entire period term in order to be successful. However, we do realize situations occur which make continuing not possible. Such circumstances, which will result in the participant withdrawing from the classes before completion of the year, must be approved by Adagio on a case by case basis. **Exiting the commitment before completion of the term requires members to speak directly with the office to terminate account activity, ACH, and balance all debts.**
- Any changes to be made to your monthly withdraw must be received in the office two weeks prior to the date of scheduled withdraw.
- Medical Issues: In the event of an injury, extended illness or other special medical circumstances lasting more than a month in length, a parent may request in writing to Adagio to waive fees for lost time.
- Tuition remains the same regardless of absences, closures for weather and whether it is a long (5-week) month or a short (3-week) month.
- Tuition is per month per class. The monthly fee for one class is \$55.00. Fees are reduced for additional classes taken by the same student and for more than one child per family (siblings only).

	Child #1	Child #2	Child #3
1 Class:	\$55/mo	\$35/mo	\$20/mo
2 Classes:	75	55	40
3 Classes:	95	75	60
4 Classes:	115	95	80
5 Classes:	135	115	100
6 Classes:	155	135	120

Class Changes: If you need to drop, add or change classes anytime during the year, you will need to speak to the office. Not showing up for classes, does not constitute a withdrawal from class. You will continue to be charged tuition until you have spoken to the office to make any changes.

Policies and Procedures: Please notify the teacher if there are special arrangements or only certain people are to pick up your child. We ask that students arrive early & on time so class can begin appropriately, a ride should be available at the end of class.

- Sick Policy: If your child has had a fever, vomited or contagious illness within the last 24-hours, please keep them home & inform the office of their absence. (815) 434-3920
- Dress Code: Having a dress code ensures the students understand they are in a structured class and clothing is not a distraction. A uniform appearance enables the teachers to see the dancer's movement, placement and lines so proper corrections can be given for the benefit of the dancer's education. ALL DANCERS must adhere to the dress code or they will sit out of their class(es) for the day. On the third no dress day, your account will be charged for the appropriate items needed. Adagio's Dance Store has all the required shoes, tights, leotards, bags & Adagio apparel.
 - Introduction to Dance I & II – Pink Leotard (a skirt or tutu with it is okay) & tights for ALL students.
 - Level I through Level V – Black leotard and tights (pink or tan) for EVERYONE in Ballet, Jazz, Tap, Modern, Stretch & Conditioning, Pointe Prep, & Tumbling. NO exceptions. Dance sweaters & leg warmers are optional. Hip Hop students may wear a t-shirt & pants. NO street clothes will be allowed in any class.
 - Names should be in all shoes. The appropriate shoes must be worn in each class (ballet, tap, jazz shoes).
- Hair must be pulled back in a bun, braid or clean ponytail, no hair should be in the dancers face. If hair is too short, it should be pinned back off the face.
- No jewelry – earrings, bracelets, necklaces, rings, fit bits, or watches on the body during class.
- Phone Policy: Student phones are to remain in their bags on silent. If staff sees a phone out, a parent will have to claim it from the office.
- Always be on time for class – this means arriving early, being dressed with shoes on & stretching so when your instructor starts class everyone can begin. Direct your attention to your teacher as a sign of respect throughout class & at the end, you may clap, curtsy or bow as a way of thanking fellow students & teachers for class.
- No food or drinks in any class. Do not chew gum. Water should be brought in a water bottle and left with your bag. Water breaks will be given during class. Water & dry snacks should be the only food items brought into the studio.
- Please be respectful of the studio by cleaning up after yourself, throwing away garbage, walking in hallways, turning off lights & closing doors behind you. Be respectful of S & S Travel, located in the front of studio by walking & keeping noise limited during business hours.
- *Our schedule often follows the schools for closings, though we are open on some holidays (ex. Columbus Day, etc). Closings for holidays/inclement weather will be announced on Remind & Facebook first, then a sign on the door as we can.