

# Adagio School of Performing Arts

302 W Main St., Ottawa, IL 61350  
P 815-434-3920 Email: [info@ottawaadagio.com](mailto:info@ottawaadagio.com)

**Season: 2022-2023**

\*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)

2<sup>nd</sup> Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Parent's or Legal Guardian's Name: \_\_\_\_\_  
(First, Last)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ Relationship \_\_\_\_\_

Child's Allergies: \_\_\_\_\_ Restrictions or ailments: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

NEW Students: How did you hear about us? \_\_\_\_\_  
Previous dance training? YES / NO # years \_\_\_\_\_ Name of current or previous dance school \_\_\_\_\_

\*\*Please take a moment and sign up for **BAND** now: Type in your browser [band.us/@adagiosopa](http://band.us/@adagiosopa) and follow the prompts. 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 as listed on page 5.**

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

- 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 on page 2. If you do not, then tuition for the full term is due before classes begin.
- If you are continuing to use the account we have on file for monthly payments – you must sign page 2 for it to continue to be effective.

# 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 \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CUSTOMER'S 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 1<sup>st</sup> of the month will be reflected in the next month.*
- *Payment information is sent to the bank on the 1<sup>st</sup> 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.
- 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: \_\_\_\_\_

# Adagio Fall Enrollment Sheet

**\*Return as soon as possible\***

*Fall Classes begin Tuesday, September 6<sup>th</sup> 2022*

- **Please mark the circle next to each class you would like to enroll in.**
- You will be notified by mail after August 1 of your schedule for fall which will include days and times. Be sure your address is correct on the registration papers and sign up for BAND to be contacted with any scheduling questions.
- Preference choices are not guaranteed

Dancer(s): \_\_\_\_\_ Age: \_\_\_\_\_

Introduction to Dance I (Ballet, Tap, Tumbling Combo)

Prefer: Mornings \_\_\_\_ Evenings \_\_\_\_ Saturday \_\_\_\_ No Preference \_\_\_\_

Introduction to Dance II (Ballet & Tap Combo)

Prefer: Evenings \_\_\_\_ Saturday \_\_\_\_

Ballet

Tumbling

Jazz

Pointe Prep

Modern

Pointe

Hip Hop

Yoga

Tap

Any schedule restrictions we need to be aware of \_\_\_\_\_

- We cannot guarantee any accommodations for scheduling requests.
- You must enroll in Ballet to sign up for Jazz or Modern. Pointe Prep and Pointe enrollment is by instructor recommendation or prior approval.
- If you are interested in signing up for a class and have questions prior to doing so, please speak to the office.

**\*This sheet must be turned in along with the completed registration papers \***

**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. Your account will become past-due and subject to a late fee of \$10 applied to accounts if balance is carried past 30-days.

**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 & Payment Terms:** For the 2022/2023 year, the completed registration package must be completed by July 15, 2022 and turned in with registration fee which is non-refundable.

- 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. Items cannot be added to accounts if ACH is not set-up.
- 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 and you have spoken to the office.
- 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. Fees are reduced for additional classes taken by the same student and for more than one child per family (siblings only).

**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. Call or text (815) 434-3920 or notify through BAND
- 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, Pointe Prep, & Tumbling. NO exceptions. Dance sweaters & leg warmers are optional. Hip Hop students may wear a t-shirt & shorts/pants. NO street clothes will be allowed in any class. Boys should be in white shirts and black shorts/pants for all classes.
  - Names should be in all shoes. The appropriate shoes must be worn in each class (ballet, tap, jazz, hip hop shoes).
- Hair must be pulled back in a bun. No hair should be in the dancers face. If hair is 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.
- Dancers are not to be dropped off early or left unattended before class if they are not of an age to left alone. We do not have staff to babysit before or after any class, stay with your dancer until they enter class and be waiting for them when they are done. The studio closes when the last class is done for the day.
- 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.
- Please be respectful of the studio by cleaning up after yourself, throwing away garbage, walking in hallways, turning off lights & closing doors behind you.
- \*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 BAND & Facebook.