

Legacy Performing Arts Company

Policies 2016-2017

Welcome to the new dance season! Please make sure to read all of the policies as they have been changed. Our policies and procedures are in place to ensure the most successful and positive season for our students, teachers and parents and require all team members (parents & dancers) to understand and abide by our policies/procedures to ensure we can facilitate it.

DEDICATION

There is a level of commitment required to be a part of the Dance Team. You must have a desired level of commitment not just for yourself, but for your ENTIRE team. Being on this team you depend on all of your other team mates to be at practice consistently and do their part in having the knowledge of their routine. If at any time you are not doing your part as a productive member of this team you will be suspended from the Dance Team.

MANDATORY CLASSES FOR COMPETITIVE DANCERS *(these classes are what is mandatory to be a competitive dancer at LPAC, hip hop only is not an option for Diamond, Pearl & Ruby Dancers)*

Diamond Group Competitive Dancers: 2 Hours of ballet per week (1 hour choreography, 1 hour technique), 1 hour of jazz per week, 1 hour of Tumble Conditioning per week (Acro choreography optional but is highly recommended).

Pearl Group Competitive Dancers: 2 Hours of ballet per week (1 hour choreography, 1 hour technique), 1.5 hours of jazz per week, 1 hour of Tumble Conditioning per week (Acro choreography optional but is highly recommended).

Ruby Group Competitive Dancers: 2 Hours of ballet per week (1 hour choreography, 1 hour technique), 1.5 hours of jazz per week, 1 hour of Tumble Conditioning per week (Acro choreography optional but is highly recommended).

Emerald Group Competitive Dancers: 2.5 Hours of ballet per week, 2 hours of jazz per week, 1 hour of Tumble Conditioning per week (Acro choreography optional but is highly recommended) or Dance Conditioning. Emerald dancers must take jazz to do lyrical and must take dance or tumble conditioning to take hip hop only

Sapphire Group Competitive Dancers: 2.5 Hours of ballet per week, 2 hours of jazz per week, 1 hour of Tumble Conditioning per week or Dance Conditioning. 2.5 hours of ballet is required to take Jazz or Lyrical. Sapphire dancers must take any style as a group in order to do that type of solo and must take dance or tumble conditioning to take hip hop only.

OPTIONAL CLASSES FOR COMPETITIVE DANCERS

Diamond Group Competitive Dancers: 1 Hour of Hip Hop per week, 1 Hour of Musical Theatre per week, 1 Hour of Acro Per week (highly recommended), 1 Hour of Tap per Week (highly recommended), 1 Hour of Lyrical per week.

Pearl Group Competitive Dancers: 1 Hour of Hip Hop per week, 1 Hour of Musical Theatre per week, 1 Hour of Acro Per week (highly recommended), 1 Hour of Tap per Week (highly recommended), 1 Hour of Lyrical per week, 1 Hour of Pre-Pointe per week.

Ruby Group Competitive Dancers: 1 Hour of Hip Hop per week, 1 Hour of Musical Theatre per week, 1 Hour of Acro Per week (highly recommended), 1 Hour of Tap per Week (highly recommended), 1 Hour of Lyrical per week, Hour of Pre-Pointe/Pointe per week.

Emerald Group Competitive Dancers: 1 Hour of Hip Hop per week, 1 Hour of Musical Theatre per week, 1 Hour of Acro Per week (highly recommended), 1 Hour of Tap per Week (highly recommended), 1 Hour of Lyrical per week, Hour of Pre-Pointe/Pointe per week.

Sapphire Group Competitive Dancers: 1 Hour of Hip Hop per week, 1 Hour of Musical Theatre per week, 1 Hour of Acro Per week (highly recommended), 1 Hour of Tap per Week (highly recommended), 1 Hour of Lyrical per week, Hour of Pointe per week.

ARRIVAL TIME FOR CLASS

Students should plan on arriving at the studio 15 minutes prior to their first lesson, dressed in appropriate attire. This will give students ample time to change into their dance shoes and warm up allowing classes to begin promptly at the allotted time. If the student arrives after the start time of class they will not be allowed into the classroom, if this happens more than three times a meeting will be requested to re-evaluate commitment to the competitive class and removal from the class is a possibility. ***Please note that the studio opens one half hour before the start of the first class for that day.***

DRESS CODE

For students in multiple classes, ensure that ballet clothing is worn prior to ballet class. For example: This may mean having to wear your ballet tights and bodysuit with your hair in a bun for a jazz, lyrical, tap or hip-hop class. Ballet requires discipline, so it is important that the ballet dress code is strictly followed.

- Please leave all jewelry at home. Not only is it a distraction when worn but it can be lost or forgotten about.
- Hair must be worn in a bun for ballet and a ponytail for all other classes. Ensure that all bangs are back and secured.
- No loose objects or clothing that may distract the student or teacher.

Dancewear (body suits, bootie shorts, leggings, tights or yoga tops) and dance shoes (tap, jazz, ballet, pointe, lyrical foot undies or Hip Hop runners) must be worn to all classes. Dancers are not permitted to wear jeans, sweat pants, yoga pants, sweat shirts, hoodies or outdoor shoes to any dance class. Students not dressed appropriately will participate at instructors' discretion. **AFTER OCTOBER 1st, STUDENTS WITHOUT PROPER CLOTHES OR SHOES WILL NOT PARTICIPATE IN CLASS THIS IS TO ENSURE THE SAFETY OF BOTH DANCERS AND TEACHERS.**

DANCE BAG SUPPLY LIST

All dancers should have a dance bag that they bring to every class. Suggested items include: Hair ties, Bobby pins, Hair nets, Water bottle, Dance shoes & Extra Tights. Dancers **MUST** have the appropriate clothing and footwear when arriving for class. Dancers are encouraged to **label everything** they bring to class. Legacy Performing Arts Company cannot be held responsible for lost or stolen items. Please refrain from packing unhealthy snacks, foods or drinks. Only water is permitted in dance class.

OBSERVATION

All classes are closed to observers. At the teacher's discretion parents may be invited in to watch for the last 5 minutes of class or at the teacher's discretion parents may view from outside or inside the room. Parents are welcome to contact the office/teacher and request to view the class at any time.

FOOD & DRINK

Due to serious allergies, Legacy Performing Arts Company is a **PEANUT-FREE FACILITY. Absolutely no nuts or nut products are allowed in the studio.**

- In the waiting room and change rooms, please keep the snacks to a minimum, and please clean up after yourself. A microwave is available if students wish to heat up food as well as a fridge to keep food cold.
- Only Water is allowed during classes and in the studios

ABSENTEEISM

REGULAR ATTENDANCE IS MANDATORY. If your child is excessively absent for any reason, they may not be allowed to participate in our performances or competitions. Excessive is defined as missing more than 4 classes in our 9 month dance season.

- Attendance in the months of January, February, March, April and May is important in order for proper preparation for our competitions, therefore every effort should be made to avoid missing any classes. Please **REFRAIN** from planning any family vacations in these months. Students should avoid missing consecutive dance classes. Teachers will not slow the pace of their class to accommodate a student who does not attend class regularly. Mandatory classes such as Strength & Conditioning and Ballet Technique are not excusable to be missed, failure to meet this requirement as a competitive dancer will result in student/group probation and or dismissal. Students who are over 10 years old are responsible for learning new choreography that was taught during an absence. Private instruction may be available at an additional cost; please speak with your child's instructor to make these arrangements if necessary. Every year, the dancer who attends class regularly performs the best and excels at a steady pace. One absent dancer not only hurts the progress of the individual, it also inhibits the progress of the entire class. If a dancer will be away for any reason, please phone the studio at least one hour before the scheduled class to let us know. If a student misses more than 4 classes without written notice, the studio reserves the right to terminate lessons. If a dancer is more than 10 minutes late they will not be able to participate and

this will be count as being absent. Extenuating circumstances i.e. bad weather and this will be taken in to consideration. The beginning of class is very important as it is when the dancers stretch and warm-up their muscles for the class to reduce the risk of injury. Failure to attend classes on a regular, consistent basis will result in student/group probation and or dismissal.

- Any dancer(s) who are absent from practices the week leading into a competition and the week of competition will be removed from the dance routine and filled in by an understudy for that competition.

EXCUSED ABSENCES

Excused absences are very limited but may include: contagious illness/doctor excuse a death in the family, CERTAIN school functions.

UNEXCUSED ABSENCES

1. Work - you have plenty of notice to rearrange work schedules!
2. Doctor's Appointment - please schedule these on off days.
3. Couldn't get a ride, was grounded, had homework, didn't know about it, etc.
4. Simply "not feeling well", and injuries (for the latter two, the student must attend class and take notes/watch).

These excuses all come down to one word, RESPONSIBILITY. We understand things happen and we will take individual circumstances into account, but the studio/competition team director(s) have the final say on whether the absence is excused.

SOLOS, DUETS, TRIOS & SMALL GROUP ABSENCES

Dancers who do not attend their regular classes for any unexcused absences, such as group technique and choreography and are a part of a duet, trio, small group or a solo, teachers will cancel a scheduled practice that following week. If attendance becomes an ongoing issue in regular classes and a dancer is a part of a duet, trio, and small group or has a solo, the dancer will not be allowed to continue with the extra routine. Regular attendance is reported to the office on a regular basis and communication amongst the teachers is always on going.

SPRING/MARCH & CHRISTMAS BREAK

Legacy follows the calendars of both the Public & Catholic school board when determining breaks. We do make some changes to ensure it works with the dance year. Competitive Dancers are only permitted to be absent from class during the designated time off week when the studio is closed for Spring/March Break **Monday March 13th – Sunday March 19th 2017** and Winter Break **Friday December 23rd – Friday January 6th 2016** this means that classes occurring the week prior are still considered **MANDATORY ATTENDANCE**. Please plan trips around these dates as competition season requires **FULL** attendance from our dancers.

OUT OF TOWN TRAVEL

Legacy Performing Arts Company competes out of town once per dance year; this number could change however **one out of town competition is mandatory. The competitive students of LPAC are required as per their commitment to be a LPAC Competitive Dancer to attend this competition.** There are no exceptions; regardless of the USD we will be travelling to one MANDATORY USA competition each year with the possibility of an OPTIONAL USA competition. Travel arrangements such as transportation, accommodation and group meals will be pre planned by LPAC.

It is absolutely mandatory for ALL competitive dancers to travel down to the location on the bus provided along with the instructors of LPAC. Parents, siblings and family members are welcome to take the bus or find their own means of transportation to the out of town competition however all competitive dancers are required to travel down on the bus as a team. The travel down on the bus as a team is mandatory to ensure all dancers, teachers and costumes arrive out of town at the same time to eliminate the possibility of complications of arriving to the destination on time. All competitive dancers must stay at the hotel that the group booking is made and abide by the itinerary of the buses determined prior to the trip and are not to alter the itinerary without approval from the

LPAC President or Studio Director. All competitive dancers are to travel with their full tracksuit (jacket & pant) and have all pieces to their costumes.

CASH AWARDS/DANCE SCHOLARSHIPS

All competitive dancers who attend participate and potentially win cash awards at either the local or out of town competition understand that all cash awards are issued directly to the studio and will be used at the studio discretion to benefit the studio (i.e., renovations, improvements, workshops etc). Cash awards are directly issued to the studio/director by the competition in order for the funds to be used at the studio/directors discretion. Cash awards are NOT scholarships or bursaries and recognize the success of a team effort (dancer, studio, teacher etc).

All competitive dancers who have a paid membership to an organization (i.e., Lakehead Music Festival), submit an application or receive a dance scholarship that is directly issued to the dancer may use at their discretion with a hopes that the funding is put towards their continuing dance education. Dance scholarships are issued directly to the specific dancer based on either an obtained paid membership, application to receive a scholarship or a dance directed scholarship.

PLACEMENT POLICY

Our faculty is extremely careful and concerned when choosing the correct level class for each student. It is very important to remember that all students are individuals with very different talents, skills and ability levels; they will not all progress at the same rate. In maintaining a high quality of dance education, it is therefore sometimes impossible to keep the same students together in class year after year. The most important thing is that the student should be comfortable in their learning environment, not inhibited. We are a progressive studio and *ALL OF OUR CLASSES ARE CHALLENGING*.

*Classes are given names (For example Diamond, Pearl, Ruby) for the sole purpose of identifying the class for business and scheduling. Many of our classes are divided by age and then by dancer ability. Many of our dancers are coming from different studios and will be assessed based on prior background and technique. We ask that all parents refrain from pushing their child into a level that may not be his/her level. Please trust the judgment of the Legacy Faculty and know that any decisions made are made together and with the best interest of the child in mind.

*All classes are challenging. Even a beginner class should still give every dancer the chance to improve on something. If you feel that your child would like extra work or to be pushed harder, we can suggest private lessons with the teacher, but please refrain from asking for your child to be moved to a higher level class. It is not safe or responsible for us as teachers to do this so it is our policy to place a student for the year and keep that placement for the remainder of the year.

*Always remember that dance is supposed to be fun for the students. The goal at Legacy is for all dancers to grow at their own level and to have fun learning in safe and welcoming environment. Legacy is pushing to promote a bully free zone and a positive environment. We understand that sometimes conflicts arise and we ask that these conflicts be dealt directly with the teacher and/or studio director by appointment. We ask that all conversations in change rooms and waiting areas be kept positive and upbeat for our students learning. If this is not possible, we ask parents/students to leave those areas.

*The instructor's judgment must be respected first and foremost. Please remember that the instructor is looking at your child through trained, expert eyes. If your instructor's judgment is not respected in all areas of your child's training, his /her dance education may be compromised.

*Legacy Performing Arts Company prides itself on having a friendly, family-like atmosphere with enough strong instructors to help each dancer develop into the best that he or she can and WANTS to be. From time to time, our instructors must make decisions whereby certain students are chosen for solos, competition groups or special parts or auditions. These decisions are not easily made and are thought out carefully. The parents and teachers must work together to help students understand that not all students can be chosen for all things. We want our students to be happy for each other and not to think of their teammates as competitors. It is our intention to teach the students to learn from each other and to be motivated by each other. *We encourage all of our students to work hard and become the best dancers they can be, but they must work at a level that is suitable for them. Students and parents should

understand that corrections given by a teacher are meant to help the student to grow. It is never made with the intention of hurting or discouraging the student. Teachers hope that when corrections are given to dancers that the dancer is going home and working on those corrections and coming back ready to learn more or with clarification questions. This is how progress is made and how learning is accomplished.

* Mandatory Intensive Attendance – in order for our teachers to make a well informed decision on placement for the upcoming dance season, we expect all dancers, new and old to attend the two week intensive at the end of August/beginning of September. If this is not attended the dancer may end up in a lower group than expected. Anyone unable to attend can possibly schedule a private evaluation, but this will be subject to an additional charge, as each potential instructor will have to attend.

SUITABLE BEHAVIOR

Excessive talking or other misbehaviour will not be tolerated and may result in the student being asked to observe class instead of participating. All students and parents must respect the structure and teaching style of all instructors. While instances of disruptive behavior or derogatory comments about others are extremely rare, we must point out that such behavior will not be tolerated at Legacy Performing Arts Company. Continued issues with a dancer's behaviour will result in the dancer being invited to leave the class, along with their parents, and may include permanent exclusion from the studio. We will not tolerate any forms of bullying from dancers or parents, and will take appropriate action when dealing with such behaviour. Students will be expected to take corrective action before being allowed back in to the class. Similarly, in the unlikely event that there is an issue with the parent, both the dancer and parent will be asked to leave the school until the parent's behaviour is corrected, and suitable reconciliation has been made.

REGISTRATION AND PAYMENT OF FEES

A non-refundable deposit of \$250.00 per student is required at time of pre- registration. **Term 1 (Sept 6th 2016), Term 2 (Dec 5th 2016) and Term 3 (Mar 6th 2017)** must be paid by postdated cheque or automatic credit card payment. First term is non-refundable. Any term fees not secured by cheque or credit card will be subject to an additional \$25.00 administrative fee per term.

Competition Entry Fees – Thunderstruck Due November 1st, Festival Due December 1st, Out of Town (Mandatory) #1 due February 1st ***NO exceptions to these deadlines will be allowed. If fees from your first competition are not paid in full then you will be offered to dance in our novice dance stream.***

Discounts- \$250.00 deposit by **July 7th 2016**: save 10% off the total year group tuition before HST. This discount is a \$250.00 per dancer to receive the 10% off per dancer. NOTE: the deposit is non-refundable.

NEW *Emergency Services (EMS, Fire, Police, Military) save 10% off the total year group tuition before HST when you sign up for 2 or more classes. Cannot be used with other offers, discounts. Other restrictions may apply.

NSF CHEQUES

A \$40 (non-negotiable) fee will be charged for cheques returned NSF. Late fees will be charged on all accounts if payment arrangements are not made within seven days of the NSF Cheque.

LATE FEES

A \$25 (non-negotiable) late fee will be charged for all late payments. This includes all competition fees, costume deposits and balances and term fees. If you are unable to make a payment on time please contact the office prior to the due date. Interest will be charge on all accounts 30 days or more past due. ***All dancers who have outstanding balances that have not been discussed with the office for payment retrieval will be removed from the upcoming competition or recital and not permitted to participate. Families who have had balance issues in previous dance season will be required to set up payment plans prior to the start of the following season.***

REFUND POLICY Upon receipt of written notification to withdrawal from classes, our refund policy applies as follows:

- Full refund within 7 days of Registration signing

- All refunds after First Term has started are issued at the Directors' discretion. There will be no refunds on costume deposits once costumes have been ordered.

Withdrawal from term 2 must be done in person one week prior to the start of the next term. To withdraw from classes a parent must:

- Inform Legacy Performing Arts Center administration in person
- Legacy Performing Arts Company reserves the right to terminate lessons to any student without notice. In such cases, a full refund for unused lessons will be given.

COSTUME FEES

All dancers participate in the year end recital and require a costume that is ordered from the United States. A costume deposit of **\$50.00 per class requiring a costume** will be collected from October 10th to October 17th 2016 for competitive dancers and February 6th to February 13th 2017 for novice dancers. The balance of the cost of costume will be collected in February. Costumes will not be released until balance is paid. Any dancer who does not withdrawal from classes as per the policies and costumes has been ordered for that dancer, credit cards on file will be subject to charge for the outstanding balances. Additionally, any student with an outstanding tuition balance will not receive their costume until tuition balance is zero.

EXTREME WEATHER / UNEXPECTED CLOSURE/ CLASS CANCELLATIONS

If the studio is unable to hold classes due to extreme weather or other events beyond our control, the missed lesson(s) will be rescheduled at a later date. Please call the studio for cancellation information or stay up to date with our Facebook page as it is the most immediate form of communication. At the Directors' discretion classes may be cancelled or combined with other classes due to insufficient enrollment. In all cases, we will do our best to place students in a similar class. The schedule is subject to change. Classes may be cancelled during the dance year at the discretion of the teacher & director, notice will be provided via email. All classes will be made up during the makeup period or at another date set by the teacher.

PHOTO RELEASE

The studio is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials. Permission is also granted for the studio to copyright such photographs in its name.

INJURIES

Parent/ Legal Guardians of minor students and adult student waive the right to any legal action for any injury sustained on studio property resulting from normal dance activity or any other activity conducted by the student before, during or after class time.

COMMENTS, COMPLIMENTS & CONCERNS

Legacy Performing Arts Company has an open door policy. Please contact the office manager or administrative staff at the studio with any concerns or comments. We do ask that for the sake of the students, instructors not be contacted during class time. Please refrain contacting instructors by personal cell phone, texting, emailing and by Facebook. Please call ahead to schedule a meeting time to address any concerns with the studio director and instructor.

COMMUNICATION

Please refer to the Policies & Procedures, Monthly Newsletters, Website and Facebook page before directing questions to a teacher or director. Most times answers are provided in these detailed documents. Dancers & parents are responsible for reading, calendaring & replying to as necessary all emails, newsletters and/or information given out in their classes. LPAC shall be notified of all email, phone, & address changes. Parents & dancers may not contact LPAC staff about studio matters on their personal cell phones, Facebook or other social media, unless permission is granted from the LPAC staff member. Any questions/issues about the studio, classes/teams, instructors, the director or any other aspect of LPAC shall be address at an appropriate time by calling 807-343-2623 or emailing info@legacypa.ca. Please read all emails, newsletters, notes and/or view the

website – www.legacyca.ca – before calling. Front Desk Staff, Instructors' & Director's time is very valuable. DO NOT ABUSE THE PRIVILEGE OF HAVING AN INSTRUCTOR'S PERSONAL CELL PHONE!

THEFT

Legacy Performing Arts Company is not responsible for lost or stolen items. Please refrain from bringing items of value to the studio and or leaving them in dance bags in the change room. Anyone caught stealing will be reported to the police and immediately removed from the studio. Those caught stealing will no longer be permitted to attend classes at Legacy Performing Arts Company. Any and all theft that occurs during within the studio that is not caught must be dealt with separately from the studio.

- *It has shown that cell phones and iPod have become useful in the class for recording routines and assisting students when practicing at home. With that in mind if a student wishes to do so they may bring a device to class, but it must be turned in to the teacher at beginning of class and can be picked up when instructed to do so. At no other times should the device be used during class.*

JUNE INTENSIVE

Competitive dancers are required to attend the June intensive that takes place during the month of June of each dance season. The June intensive is four weeks long and three days per week. Competitive dancers wishing to remain competitive the following year must attend the June Intensive for assessment and placement consideration for the following dance season. Prospective competitive students from any novice program or outside of Legacy are encouraged to attend the June Intensive as well.

MANDATORY FUNDRAISING

Every competitive student is required to purchase a mandatory fundraising package at the beginning of the year. This is NOT collected by the office but by the Parent's Association. This fundraising package may change every year but it normally costs \$75-90 per year. With that you will receive tickets to our fundraising events that you can either attend or sell and recuperate your money. The funds raised through these events benefits the entire studio. We strive to raise enough money so that our end of the year banquet is extremely affordable to all dancers. If you do not wish to purchase this package we do also offer a \$100 opt out fee that is payable at the same time. Keep in mind that if you are wishing to participate in any of the individual fundraisers that we co-ordinate, you must have purchased our mandatory package. These packages must be purchased BY OCTOBER 1st. Any questions please contact the Legacy Parent's Association.

IMPORTANT DATES / STUDIO CLOSINGS

Term One Due- **Tuesday September 6th 2016**

Dance Classes Starts- **Monday September 12th 2016**

Thanksgiving **STUDIO OPEN **regular classes- Monday October 9th 2016**

Term Two Due- **Monday December 5th 2016**

Winter Break **STUDIO CLOSED- Friday December 23rd 2016 – Friday January 6th 2017**

Family Day **STUDIO CLOSED- Monday, February 20th, 2017**

Thunderstruck TBCA- **Fri Feb 24th, Sat Feb 25th & Sun Feb 26th 2017**

Term Three Due- **Monday March 6th 2017**

Spring Break **STUDIO CLOSED- Monday March 13th – Sunday March 19th**

Good Friday **STUDIO CLOSED- Friday, April 14th 2017**

Easter Monday **STUDIO OPEN **regular classes- Monday, April 17th 2017**

Lakehead Music Festival TBCA- **Fri Mar 24th – Mon Mar 27th 2017**

Dancefest TBCA OPTIONAL – **Fri Apr 7th, Sat Apr 8th & Sun Apr 9th 2017**

Out of Town Travel OPTIONAL Celebration Talent Duluth Regional- **April 7th – April 9th 2017**

Out of Town Travel MANDATORY Chicago- **May 5th -7th 2017 (Departing May 4th Returning May 8th)**

Last Day of Classes- **Saturday May 13th 2017**

Dress Rehearsal TBCA – **Tuesday May 16th 2017**

Recital TBCA- **Wednesday May 17th 2017**

Year End Banquet- **Location TBA Date Tentative May 26th 2017**

TEAM COMMITMENT

We have read the Team Contract and agree to participate on the Team indicated above. We understand and agree to abide by all the rules, stipulations, and policies of the selected team. We are firmly committed to the Important Dates and Times indicated and will be available as required.

We understand the fees we are submitting with this contract are non-refundable. We agree that any failure on our part to abide by the contract may result in dismissal from the Team. We understand that following the rules is vital to the success of the Team.

We commit to be motivated, to work full-out in our classes and rehearsals, and to take and implement corrections from our teachers without complaint. We commit to always representing our Team and Studio in a positive manner.

Welcome to Legacy Performing Arts Company!

Artistic Director

Alex Scerba

I have read and understood Legacy Performing Arts Company's policies and procedures as listed on this page and agree to abide by them.

Parents signature: _____ Date: _____

Dancers signature: _____ Date: _____

STUDIO COPY

I, _____, have read and understood Legacy Performing Arts Company's policies and procedures as listed on this page and agree to abide by them.

Parents signature: _____ Date: _____

Dancers signature: _____ Date: _____

Office signature: _____ Received: _____