Enrollment Form
Tacoma City Ballet
508 6th Ave. Tacoma, WA 98402
P: 253.272.4219 F: 253.572.5624

Please **completely** fill out one form per dancer.

Dancer Name _____ Returning Dancer _____ New Dancer _____

Dancer Birthdate _____/_____/_____

Parent(s)/Guardian(s) _____

Address_____ City/Zip _____

Parent Phone _____ Alternate Phone _____

Email *(For Announcements, Tuition Reminders, etc.)* _____

Assigned Class _____
*If offered multiple days, please specify which day of the week.

Electives (if applicable) _____

Monthly Tuition Total $_____

First & Last Month's Tuition
(Due Upon Enrollment) $_____

Total Due Upon Enrollment(1st and Last Month + $10 Reg. Fee) **$**_____

Tacoma City Ballet
School Policies

Dress Code/Hair:

- Each dancer must adhere to the Dress Code for his/her class level, which includes tights, shoes and leotard only. There are no skirts, shorts, warm-ups, sweaters, shrugs, etc. permitted in class.
- No underwear is to be worn under tights and leotard.
- Pre-ballet dancers are to wear their hair in a ponytail, or with as much hair pulled back as possible. Bangs are acceptable.
- Pre-Elementary level and up must have a neat bun with bangs pulled back.
- No hair or bun accessories allowed for any level.
- It is the custom and culture of classical ballet that no jewelry or nail polish be worn in class or rehearsal. Small, post earrings are acceptable, but no hoop or dangling earrings. No bracelets, watches, necklaces, anklets, etc. Only assigned costume jewelry will be allowed in any performance.
- All dancers must wear clothing over their tights and leotard when entering or exiting the building. Ballet slippers must not be worn outside of the building.
- For Elementary 1, 2, 3, Apprentice and Company levels, if a dancer is not prepared for class with the appropriate hair and//or attire, they will be excused from class to complete their preparation. If they are unable to return with the appropriate hair/attire, they will be admitted to sit and watch the remainder of the class.

Food & Drink:

- There is no food or drink allowed on the Tacoma City Ballet premises. Bottled water is allowed in the dressing room only.

Photo Release:

- Throughout the year, in class and performances, photos/video footage may be taken of the dancers for promotional or archive purposes.
- I hereby give permission for photo/video images of my child to be used for promotional or archive purposes by Tacoma City Ballet. (Initial HERE _____, if you do NOT want photo/video images taken/used of your child for Tacoma City Ballet.)

Attendance:

- Class attendance is fundamental to the growth and development of each dancer's technique, therefore it is expected that dancers and parents commit to the dancer(s) attending all scheduled classes. Excused absences may be made up in accordance with the Missed Classes and Make-Up Classes Policies on the TCB website, www.tacomacityballet.com.
- Excessive absences, whether excused or unexcused, will result in appropriate consequences including but not limited to exclusion from auditions and/or upcoming performance opportunities, repeating the same class level or a delay in moving to the next class level.
- PB- 6 classes for the whole year- Spring Demonstration. PE, E1, E2- 6 classes for the whole year. E3/Intermediate- 9 classes for the whole year. Apprentice/Company- determined by the Artistic Director.
- Classes missed due to weather cancellations may be made-up only if the dancer has no more than 1 excused absence and 0 unexcused absences that same month.
- Classes missed due to holiday observances may be made-up only by dancers who have class just once per week.
- Other absences must be reported **on or before the day of the missed class** to the Administrator to be determined as excused or unexcused. Unexcused absences may not be made-up. Only excused absences, determined by the Administrator, reported on the day of the missed class may be made up.
- Classes may be made-up only if the available make-up class is not full.
- Classes must be made-up within 1 month of the excused absence.

Drop-off/Pick Up:

- Parents may wait with their dancer in the landing area until the instructor takes the class back into the studio.
- After the dancers have been escorted into class, the parents must leave the building, unless they receive permission from Miss Erin or Miss Leah to wait in either dressing room.
- For pick-up, parents may arrive in the building no earlier than 15 minutes prior to their dancer's class letting out.
- Dancers being dropped off may arrive no earlier than 15 minutes prior to their class start time. Dressing rooms will be unlocked 15 minutes before classes begin.

Tuition Policy: All Tuition and Fees are Non-Refundable. Classes are not on a drop-in basis unless otherwise noted, therefore tuition is based on enrollment and will need to be paid regardless of attendance. Tuition is initially collected for first and last months' payments. The last month includes the final month your dancer attends class OR the final month that your dancer is enrolled. If you do not notify us to un-enroll your dancer, the last month's tuition will go toward the final month of enrollment and will be forfeited. If your dancer is absent for one entire month (September through June), a $35 re-enrollment fee will be charged upon their return with the next month's tuition. You will receive a reminder when tuition is due. Tuition is due and payable on the class nearest the 15th of each month. A one week grace period will be given. Dancers with outstanding tuition payments will not be admitted into class until paid. Late tuition accounts will be assessed a $15.00 Late Fee, and the Student will not be admitted into class until payment is made. Tuition not forfeited will be turned over for collection. Any collection or attorney fees incurred are the responsibility of the parent or guardian.

I understand and hereby agree to abide by the policies of Tacoma City Ballet as stated above.

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Parent / Guardian Signature **Date Signed**