

## 2021-2022 Allegro Dance Company Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4:30pm-5:25pm Jr Ballet Tech	5:00pm-5:55pm Jazz 1	4:30pm-5:25pm L1 Hip Hop	4:30pm-5:55pm Sr Ballet & Pointe		12:00pm-3:00pm Company
4:30pm-5:25pm Liturgical & Improv	5:00pm-6:10pm Kinder Dance	4:30pm-5:25pm Flexibility	5:00pm-5:55pm L2 Hip Hop		
5:30pm-6:55pm Sr Ballet & Pointe	6:00pm-6:55pm Strength & Conditioning	5:30pm-6:40pm Primary 1	5:00pm-6:25pm Primary 2		
7:00pm-7:55pm Lyrical 2	6:15pm-6:55pm Tap 1	5:30pm-6:55pm Sr Ballet Tech	6:00pm-6:55pm Contemporary 1		
7:00pm-7:55pm Lyrical 1	7:00pm-7:55pm Jazz 2	7:00pm-7:55pm Junior Ballet	6:00pm-6:55pm L3 Hip Hop		
8:00pm-8:55pm Company	7:00-7:55pm Tap 2	7:00pm-7:55pm Tap 3/4	7:00pm-7:55pm Sr Leaps/Jumps/ Turns		
	8:00pm-8:55pm Contemporary 2	8:00pm-8:55pm Acro	8:00pm-8:55pm Tap 5		
	8:00pm-8:55pm Acro				

\*Classes that do not meet the 5 students minimum may be cancelled or combined.

Monthly fee schedule, based on total minutes per week for the first student. Monthly rates are based on full year tuition, divided into 10 monthly payments, due the 21st of the month, August 21 - May 21. Tuition is not prorated.

Please contact the studio for family, full year, and semi-annual discounts.

Total Class Minutes per Week up to 80	\$75/month
Total Class Minutes per Week 81 to 100	\$90/month
Total Class Minutes per Week 101 to 135	\$120/month
Total Class Minutes per Week 136 to 165	\$140/month
Total Class Minutes per Week 166 to 200	\$160/month
Total Class Minutes per Week 201 to 260	\$200/month
Total Class Minutes per Week 261 to 350	\$250/month
Total Class Minutes per Week 351 to 450	\$295/month
Total Class Minutes per Week 451 to 499	\$345/month
Total Class Minutes per Week 500+	\$395/month

**Allegro Required Apparel:** All registered students **MUST** purchase and use Allegro's required apparel in accordance with the color and styles on the required apparel list. Please **do not** wear dancewear uncovered outside of the studio.

**Dance Etiquette:** Students are expected to arrive on time, hair in bun with dance shoes! Students arriving more than five (5) minutes late, missing warm-ups, will not be permitted to dance but will observe class. Safety is always first!

# 2021-2022 Classes

**Kinder Dance**, Tuesdays: 5:00pm-6:10pm (70)

**P1 Dance**, Wednesdays: 5:30pm-6:40pm (70)

**P2 Dance**, Thursdays: 5:00pm-6:25pm (85)

**L1 Hip Hop (P1-J2)**, Wednesdays: 4:30pm-5:25pm (55)

**Junior** (Lyrical, Contemporary, and Jazz classes require Ballet as a requisite)

**Ballet Tech**, Mondays: 4:30-5:25 pm (55)

**Ballet**, Wednesdays: 7-7:55pm (55)

\*Both Ballet and Ballet Tech required at this level.

**Tap 1**, Tuesdays: 6:15pm-6:55pm (40)

**Tap 2**, Tuesdays: 7:00pm-7:55pm (55)

**Jazz 1**, Tuesdays: 5:00pm-5:55pm (55)

**Lyrical 1**, Mondays: 7:00pm-7:55pm (55)

**Flexibility**, Tuesdays: 6:00pm-6:55pm (55)

**Strength & Conditioning**, Tuesdays: 6:00pm-6:55pm (55)

**Contemporary 1 (J2 and up)**, Thursdays: 6:00pm-6:55pm (55)

**L1 Hip Hop (P1-J2)**, Wednesdays: 4:30pm-5:25pm

**L2 Hip Hop (J3 and up)**, Thursdays: 5:00pm-5:55pm (55)

**Acro**, Tuesdays: 8:00-8:55pm (55)

**Senior** (Lyrical, Contemporary, Liturgical, and Jazz classes require Ballet as a requisite)

**Sr Ballet Tech**, Wednesdays: 5:30-6:55pm (85)

**Sr Ballet and Pointe**, Mondays: 5:30pm-6:55pm (85)

\***Sr Ballet and Pointe**, Thursdays: 6:30pm-7:55pm (85)

\*Required for Pointe work/Optional for Senior Ballet dancers

**Tap 3-4**, Wednesdays: 7:00-7:55pm (55)

**Tap 5**, Wednesdays: 8:00-8:55pm (55)

**Flexibility**, Wednesdays: 4:30-5:25pm (55)

**Strength & Conditioning**, Tuesdays: 6:00pm-6:55pm (55)

**Jazz 2**, Tuesdays: 7:00pm-7:55pm (55)

**Lyrical 2**, Wednesdays: 8:00pm-8:55pm (55)

**Contemporary 2**, Tuesdays: 8:00pm-8:55pm (55)

**Liturgical & Improv**, Mondays: 4:30-5:25pm (55)

**Leaps/Jumps/Turns**, Thursdays: 7:00-7:55pm (55)

**Acro**, Wednesdays: 8:00-8:55pm (55)

**L3 Hip Hop**, Thursdays: 6:00-6:55pm (55)

total class minutes up to 80

Total Class Minutes per Week 101 to 135

Total Class Minutes per Week 166 to 200

Total Class Minutes per Week 261 to 350

Total Class Minutes per Week 451 to 499

\$75/month

\$120/month

\$160/month

\$250/month

\$345/month

Total Class Minutes per Week 81 to 100

Total Class Minutes per Week 136 to 165

Total Class Minutes per Week 201 to 260

Total Class Minutes per Week 351 to 450

Total Class Minutes per Week 500+

\$90/month

\$140/month

\$200/month

\$295/month

\$395/month

Date: \_\_\_\_\_



Family Last Name: \_\_\_\_\_

## 2021-2022 Term Family Registration

Mother/Guardian 1 Name: \_\_\_\_\_ Cell: \_\_\_\_\_ Text: Y or N

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

Father/Guardian 2 Name: \_\_\_\_\_ Cell: \_\_\_\_\_ Text: Y or N

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

Home Phone: \_\_\_\_\_

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

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

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Authorized Person for Pick-up: \_\_\_\_\_

Initial & Date Each Item Below:

\_\_\_\_\_ I understand that tuition is based on total number of weeks during the dance year and divided between 10 monthly payments. Tuition is not prorated for late registrations, holidays, missed or unscheduled class cancellations.

\_\_\_\_\_ I have received, read, and agree to the General Policies and Attendance Contract.

\_\_\_\_\_ I have received and signed the Liability Waiver.

\_\_\_\_\_ I understand the Dance Etiquette, that my student(s) is/are expected to arrive on time, in required apparel, with hair in a bun, and with dance shoes.

\_\_\_\_\_ I understand that if my student is more than five minutes late for class that he/she may not be permitted to dance but may observe due to safety factors.

\_\_\_\_\_ I give permission for Allegro Dance Company to use my child's photo for promotional purposes.

\_\_\_\_\_ I understand that I must give 30 days notice & complete required withdrawal forms in office if I choose to disenroll my child from any or all classes at Allegro Dance Company.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Nonrefundable family registration fee of \$35 due with registration.

Costume Cost per class: Kinder Class: \$85; All other classes: \$100. Costume invoices will be sent at registration.

First Month's tuition is due with registration.

Monthly tuition payment option:

- \_\_\_\_\_ Monthly Auto Bank Draft (10 months, withdrawn the 21<sup>st</sup> of the previous month)
- \_\_\_\_\_ Monthly Auto Credit Card\* Charge (10 months, charged the 21<sup>st</sup> of previous month)
- \_\_\_\_\_ Post Dated checks on file (10 Months)

\*All credit card payments will incur a \$5 processing fee.

Email address for person responsible for payments.: \_\_\_\_\_

For Office Use:

	Students Enrolled			
	Total Minutes Per Student			
	Total Fees Per Student			
Total Family Discount				
Total Monthly Tuition				

For Office Use:

\_\_\_\_\_ Date Received First Payment Check, ck # \_\_\_\_\_, amt. \_\_\_\_\_

\_\_\_\_\_ Date Form received for autopay

Task	Completed
Checked for form completion	
Totaled Class Minutes and noted monthly rate	
Recorded Student Measurements	
Receive and Enter 1 <sup>st</sup> month Sales Receipt into QuickBooks	
Entered Total Costume Invoice, Invoice number: _____	
Enter Monthly recurring Sales Receipt or Invoice into QB	
Enter Student and parents into MY AT TRACKER & Classrooms	
Add all email addresses to all current email lists	
Put forms into correct folders	

Date: \_\_\_\_\_



Family Last Name: \_\_\_\_\_

## 2021-2022 Term Student Registration

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last: \_\_\_\_\_

Preferred name if different than first name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Previous Allegro Student:            Yes            No

Student Cell: \_\_\_\_\_ Text Messages: Y or N

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

Health Issues: \_\_\_\_\_

Student (Junior 1 Level and up) Initial & Date Each Item Below:

\_\_\_\_\_ I have received, read, and agree to the General Policies and Attendance Contract.

\_\_\_\_\_ I have received and signed the Liability Waiver.

\_\_\_\_\_ I understand the Dance Etiquette, that I am expected to arrive on time, in required apparel, with my hair in a bun, and with my dance shoes.

\_\_\_\_\_ I understand that if I am more than five minutes late for class that I may not be permitted to dance but may observe due to safety factors.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## Student Classes

Parent Complete		Office Use				
Class	Day/Time	Costume Name	Size		Date Received	Signature

## Measurements

Date: \_\_\_\_\_
   
 Bust \_\_\_\_\_ Waist \_\_\_\_\_ Hips \_\_\_\_\_ Girth \_\_\_\_\_ Inseam \_\_\_\_\_

Date: \_\_\_\_\_
   
 Bust \_\_\_\_\_ Waist \_\_\_\_\_ Hips \_\_\_\_\_ Girth \_\_\_\_\_ Inseam \_\_\_\_\_

# The Allegro Dance Company Liability Waiver and Acknowledgment of Risk:

**READ AND SIGN BELOW**

**REGISTRATION IS INCOMPLETE WITHOUT SIGNATURE AND  
MUST BE COMPLETED BEFORE CLASS**

I understand and agree that in participating in any dance class, workshop, rehearsal or performance, there is a possibility of physical injury or death. I voluntarily agree, therefore, to assume all risks and responsibility for any such injury or accident, which might occur to me or my child during any of Allegro Dance Company's classes, rehearsals, performances, or activities. I also exempt, release, and indemnify Allegro Dance Company, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students from any and all liability claims, demands, or causes of action whatsoever from any damage, loss, injury, or death to me, my children, or property which may arise out of or in connection with participation in any classes or activities conducted by Allegro Dance Company. I further hereby voluntarily agree to waive my rights and that of my heirs and assigns to hold The Allegro Dance Company, its owners, agents, volunteers, assistants, employees, guest artists, faculty members, and/or students liable for such damage, loss, injury, or death. I understand that I should be aware of my physical limitations and agree not to exceed them. If I am signing this waiver for my children, I certify that I am the parent or legal guardian and have the right to waive these rights.

Permission is granted Allegro Dance Company to use photographs of students for publicity purposes.

**I have read, understood and agree to be bound by the above statement  
(please print your name, sign & date):**

**PRINTED:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

If under 18, parents or legal guardian must sign

**FOR:** \_\_\_\_\_

Name of Student

**DATED:** \_\_\_\_\_



# ALLEGRO DANCE COMPANY

71 Edmond Road, Suite 5, Kearneysville, WV 25430  
304-671-9813 • allegrodancecowv@gmail.com



## Attendance/General Policy Contract:

We take our roles as mentors and teachers in your child's life very seriously. It is our objective to inspire a passion for the art of dance in every child who passes through our doors. In the process, we strive to set the right example and help your child (and you) create memories that will last a lifetime. It is a fundamental necessity for the teacher/choreographer to have the time to work with the student. When students are not present for class/choreography the students' technique and dance numbers become weak. The absent student becomes disinterested and insecure with their knowledge and ability. Classmates get frustrated with the absent student as a result of repetitive instruction and restaging of steps and choreography for the absent student's benefit. As a result, students' positions become altered, replaced, or possibly removed.

Multiple absences or tardiness to class can severely hamper a student's progress and result in injury as the class progresses. Poor attendance may require a student to switch to a lower level, repeat a level, lose role in Nutcracker or Competition Troupe, or be dismissed from the studio.

**Maximum number of acceptable absences, between August-June, is 10 (ten).** Excused absences will be documented by the office and amended in the master role books.

The last two weeks of class and the Recital week are **mandatory** for all students. If a student exceeds the number of non-exception absences for the first half of the Dance term, the student will be moved down one level. If the student exceeds the number of non-exception absences in the second half of the Dance term, the students/parent/guardian must pay for the costume fee, but the student will not be allowed to perform in their dance for the recital.

**Please note that if the dancer misses rehearsals for any reason, they may be recast.**

**If a dancer misses a dress rehearsal they will not be allowed to perform.**

**Exceptions and Non-exceptions.** Exceptions are based on situations that are beyond the student's control. Non-exceptions are situations in which the student/parent/guardian makes the decision to do something instead of the student attending their dance class.

**Exceptions to policy:** (These items do not count as absences for the student)

- A doctor's note stating the student is restricted due to illness or injury. (A copy must be on file with the front office.)
- Hospitalization of the student or an immediate family member.
- Death of a family member.
- Student's graduation or immediate family member's graduation.

**Examples of Non-Exceptions to policy:**

- Non-hospitalized illness
- School Concerts (even required ones)
- School Dances
- Sports Events
- Staying the night with a friend.
- Going out for dinner
- Going to a movie
- A friends graduation
- Birthday Party

## General Policies

**Studio Closures:** The Allegro Dance Company observes the holiday breaks of Thanksgiving week, Winter Break, and Spring Break. We will send out a Studio Closure Schedule via email to all current students in September.

**Allegro's Inclement Weather Policy:** A decision will be made at 2:00 p.m. if the studio will be open or closed for class. Please check the studio voicemail for the message after 2:00 p.m. We will also send out an email at 2:00 p.m. letting you know the status as well. As a reminder, we do not run with any specific school system. If we are closed due to inclement weather, we will schedule a makeup class or if there is another class available on the schedule, the student will makeup in that class.

**Tardiness:** Dance is a physical activity that requires the body to be warmed up in order to execute movement safely. Late students miss the proper warm-up and/or barre and therefore may sustain injury. Students who arrive more than 10 minutes late may be asked to observe class for reasons of personal safety.

**Make-up Classes:** The student is required to make-up absences in an equivalent class or one class level below during the month the absences occur. Please check with the office to determine the best make-up class for you child.

**Illness:** Colds, flu, and other contagious disease occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Consistent cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

If these symptoms or other conditions deemed contagious are observed in your child during a class, you will be called to pick your child up immediately. When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

**Dress Code:** Students are required to wear the required dance apparel for each class the student attends. This includes their hair to be properly pulled back or in a bun. Students that are not dressed appropriately will not be allowed to take class. If you have any questions regarding the required apparel for a particular class, please ask the front office or the instructor(s) of the student's class(s).

**Private Lesson Disclosure:** If the situation should occur in which you may want a private lesson for your child you agree to leave your child with the instructor in an isolated environment for the duration of the lesson.

**Tuition:** Tuition is always due in full by the twenty-first of the month. Tuition is not prorated and refunds are not given for cancelled classes due to Snow day or bad weather. There are no discounts when a class is instructed by a substitute. There is no discount on tuition paid in full annually.

**Code of Conduct:** It is the policy of Allegro Dance Company to maintain a positive, healthy, productive learning and working environment for all students, staff and dancers. As part of the dancers training, ADC students are expected to behave in a responsible and disciplined manner and to adhere to the School's rules and regulations, both inside the ADC facility and outside in the greater community as representatives of ADC. Students are expected to treat ADC staff with respect and maintain a positive attitude. If a dancer is unable maintain the proper etiquette in class, the teacher may excuse the student from the class. If the dancer is excused from class, parents will be notified by the office. ADC strives to ensure that all rules are clear and reasonable. Students are expected to observe the established Code of Conduct. ADC reserves the right to suspend or dismiss any student whose conduct or attitude is found to be unsatisfactory. Please respect the expertise and decisions of the ADC faculty and staff. The following are absolutely forbidden at Allegro Dance Company:

Physical intimidation or injury, verbal harassment, theft, destruction of studio property or property of others, verbal abuse, lewd, vulgar conduct, profanity, sexual harassment or coercion, firearms or weapons of any kind, self-destructive behavior, willful destruction or misuse of ADC or another person's property, inappropriate use of the internet and improper use of cell phones.

Any of the above actions will be reported immediately to the Office Manager, who will, decide the appropriate disciplinary action.

Penalties may include (but are not limited to):

- Dismissal from the School
- Suspension from classes
- Referral to counseling
- Fines
- Probation

Possession of drugs and/or alcohol: Any student found using drugs, or consuming or under the influence of alcohol (including providing drugs or alcohol to another student) will face expulsion.

Please keep this copy for your records.

**WELCOME to the Allegro Dance Company! We look forward to an exciting, rewarding season!**

You must acknowledge receipt of this attendance/general policy form on the family and student registration forms. As a condition of enrollment at Allegro Dance Company, students and their parents or guardians agree to abide by all the policies set forth by the Allegro Dance Company, its artistic director, faculty, and staff. The Allegro Dance Company reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his/her parent(s).



## Required Dance Apparel August 2020-June 2021

Class	Females			Males		
	Leotard Color	Tights	Shoes	Shirt Color	Pants/Tights	Shoes
Kinder Dance	Lilac	Ballet Pink Transitional Tights (For photos and recital, tan tights are required for tap.)	Ballet Shoes Capezio Hanami Split Sole Leather in Ballet Pink  Tap Shoes for Kinder and Primary Capezio Mary Janes in Black Matte	White T-Shirt	Black Ballet Tights or Jazz Pants	Ballet Shoes in Black Leather
Primary Dance	Light Pink					
J1 Ballet	Light Blue					
J2 Ballet	Teal					
J3 Ballet	Navy					
J4 Ballet	Royal					
Senior Ballet 1	Burgundy					
Senior Ballet 2	Emerald					
Senior Ballet 3	Plum					
Senior Adv Ballet	Black					
Senior Adv Elite Ballet						

Class	Females		Males and Females	Males	
	Leotard Color	Tights	Shoes	Shirt Color	Pants/Tights
Tap 1-3	Leotard Color for Ballet	Tights as in Ballet List Above	Bloch Chloe and Maude in Black	White T-Shirt	Black Ballet Tights or Jazz Pants
Tap 4-5			Jason Samuel Smith in Black – No Skid Pads		

Class	Females			Males		
	Leotard Color	Tights/Pants	Shoes	Shirt Color	Pants/Tights	Shoes
Jazz	Leotard Color for Ballet	Black Jazz Pants or	Freeform Capezio FF01 in Caramel – NO HEEL	White T-Shirt	Black Ballet Tights or Jazz Pants	Ballet Shoes in Black Leather
Contemporary/Lyrical/Liturgical		Tights as Above				

Class	Females		Males and Females	Males	
	Leotard Color	Tights	Shoes	Shirt Color	Pants/Tights
Hip Hop	Leotard Color for Ballet or White t-shirt	Black Jazz Pants	Black Dance / Hip Hop Sneakers	White T-Shirt	Black Jazz Pants

Please note that students must purchase & wear the specific required dance attire and shoes. Hair for females must be pulled back in a bun, or secured out of the face if hair is too short for a bun. Dancewear should not be worn uncovered outside the studio. Attire and shoes may be purchased from the following stores: Footlights Dance and Theatre Boutique, 306 E. Church Street, Frederick, MD 21701, 301-696-1558. DiscountDance.com, use Teacher ID 54736.

# Bank Transfer Authorization Form

I authorize Allegro Dance Company to electronically debit my bank account according to the terms outlined below. I acknowledge that electronic debits against my account must comply with United States law.

**Terms of billing:**

☐ One time on \_\_\_\_\_ for the amount of \$\_\_\_\_\_.  
mm/dd/yy

☒ Starting on                      and on the 21<sup>st</sup> of each month through 05/21/2022  
mm/dd/yy day of the month mm/dd/yy  
 for the amount of \$                     .

☐ Starting on \_\_\_\_\_ for the amount of \$\_\_\_\_\_ and accordingly thereafter per  
mm/dd/yy  
the terms in invoice(s) \_\_\_\_\_.

**Customer bank account information:**

---

Routing number

---

Account number

Account type: ☐ Checking ☐ Savings ☐ Consumer ☐ Business

This payment authorization is to remain in effect until I, \_\_\_\_\_, notify \_\_\_\_\_

Allegro Dance Company of its cancellation by giving written notice in enough time for the  
Business name

business and receiving financial institution to have a reasonable opportunity to act on it.

_____ Customer signature	_____ Customer printed name	_____ Date
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# Card authorization form

I, \_\_\_\_\_, give permission to Allegro Dance Company to charge  
Buyer name Business name

my card for the following purchases. My card details will be stored in my profile and will only be used for approved purchases.

\_\_\_\_\_  
Amount authorized Cardholder email Monthly Tuition Payments + Credit Card processing fee  
Product/service

All fields required

## Card information

### Card type

- ☐ MasterCard  
☐ Discover  
☐ VISA  
☐ AMEX

☐ Other \_\_\_\_\_

\_\_\_\_\_  
Cardholder (Name on card)

\_\_\_\_\_  
Card number

\_\_\_\_\_  
Expiration date  
(MM/YYYY)

\_\_\_\_\_  
ZIP code  
(From credit card billing address)

## Recurring payments information

### Charge every:

Week ☒ Month ☐ Quarter ☐ Other \_\_\_\_\_

Charge on this date 21st of the prior month  
(For example, the 1st of every month)

\_\_\_\_\_  
Payment amount

\_\_\_\_\_  
Classes

\_\_\_\_\_  
Product/service sold

☒ Email receipts

☐ Mail receipts to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To cancel, contact: Allegro Dance Company, allegrodancecowv@gmail.com  
(Name and email)

Cancellation must be received in writing via a completed withdrawal form 30 days prior to withdrawal.

### Terms of agreement

(For example, cancellations must be received 1 week prior to expected billing date)

\_\_\_\_\_  
Customer signature

\_\_\_\_\_  
Date