# Dancer/Parents handbook – Rules and expectations

Welcome to the Brenna Ballet Institute. Below is an overview of important studio info and expectations to participate in our program. There is also a place to sign stating that you agree to the following. Please keep this handbook to refer back to.

Class rules and expectations:

* Parents of students age 9+ must wait outside during class time after dropping off their child to minimize distractions.
* Parents of students under the age of 9 who wish to stay and observe class are expected to be quiet and minimize distractions.
* Students under the age of 15 may not leave the building unattended. Parents must come inside to pick up their child.
* Students should be fully ready when class starts. This includes having hair up, shoes on, etc.
* No phone use in class accept when permitted by the teacher.
* All students must adhere to the dress code specified for their class.
* All students must continue to practice outside of class time, doing exercises appropriate for their class level.
* Make sure the studio is tidied up before leaving class and no items are left behind.
* Students should arrive at least 10 minutes before class begins. 5 minutes before class for children ages 5 to 10.
* Payment for class is expected before the class begins.
* Students under the age of 16 may not have direct communication with teachers or faculty. For students aged 16 to 18, communications must be monitored by a parent or guardian. (Emails and group chats must include the parent or guardian).

Other important information regarding studio policies:

* All important studio information will be sent via e-mail.
* All dancers under the age of 11 will be placed in classes according to age. Children above the age of 11 will be placed in classes according to skill level.
* All classes above beginner level require permission to attend.
* Any make up classes may only be done in a lower level class or private lesson. Students may not go to a higher level class to make up a missed class.
* Advancement to a higher level may only be approved by the studio owner.

Information for participation in performances:

The institute will have annual end of semester performances that all students are invited to participate in. We will also have multiple other small performance opportunities throughout each semester. Participation is not mandatory. Below are rules and expectations for participation in any performance opportunities.

* Participation in any performance means that you are absolutely sure you are available on the performance date and are able to attend the majority of rehearsals (these will be held mostly on weekends).
* Any dancer who wishes to participate in any performance produced by the Brenna Ballet Institute must give written confirmation.
* Any performance or costume fees must be paid up front. (accept for scholarship students)
* If a dancer must drop out of the performance for any reason after confirming their participation, they must pay a $50 drop out fee.
* Only two absences from rehearsals may be excused and all absences must be legitimate (i.e. work, illness, family emergency)
* All dancers over the age of 10 are invited to participate in our annual end of semester performances but any other performance opportunities throughout the semester will only be for select dancers that fit the nature of the performance. (Some performances will be for adults only).
* Children ages 5 – 10 will only perform in recital style for “Garden in the park” festival in May and “Winter Studio Showcase” in November.

Mandatory participation for all students/parents:

* Quarterly Fundraisers for the studio (all students must participate in selling fundraisers)
* The Opelika Christmas parade (first weekend in Dec.)
* At least 1 committee listed on the last page (for parents and dancers over 18)

# Please turn this page in to the studio with your registration form.

Please check beside the committee you wish to join (for parents and adult students only):

* Fundraising committee (organizing fundraisers).
* Costuming/sewing committee.
* Backstage helpers for performance.
* Festival/advertising (putting up booths at festivals and events).

Initial below to agree with the following:

* I/my dancer will follow all studio rules.
* I/my dancer will practice outside of class.
* I/my dancer will do our best to participate in mandatory events.
* If I/ my dancer am going to miss class, I will notify miss Brenna in advance.

Release of liability:

By signing below, I understand that participation in an exercise program of any kind and specifically a dance program has inherent risks, including the possibility of serious and permanent injury. I agree that the Brenna Ballet Institute is not responsible for any bodily harm or injury sustained during class or performances and hereby assume the risks of his/her/my participation in this program. I also understand that the teachers at the Brenna Ballet Institute use a hands on approach when teaching and all physical contact with students is nonsexual in nature and I give permission for Brenna Ballet Institute teachers to physically correct me/my dancer during class time. I also acknowledge that all payments to the Brenna Ballet Institute are non refundable. I hereby release, waive, discharge and covenant not to sue the Brenna Ballet Institute, nor any of the owners, agents, employees, volunteer assistants or others who give recommendations, directions, or instructions on behalf (hereinafter referred to “releasees”) from liability to my child or myself, and our heirs and assigns, for any and all claims, injuries, demands, losses, or damages on account of injuries to myself or my child or property arising out of or alleged to be caused by the negligence of said releasees. I further agree to indemnify and hold harmless to the releasees for any such claims.

I have read and understand this release waiver end indemnification agreement and voluntarily sign below. This signature of one parent/guardian is deemed to be given with the consent, authority, and agreement of any other parent/guardian.

Signature: Date:

Witness: