

**REGISTRATION FORM**  
**Summer 2019 / Fall 2019-Spring 2020**

Please check the studio location below:

- 40057 Mission Blvd, Fremont, CA 94539 (MV – Mission Valley Center)
- 7230 San Ramon Road, Dublin, CA 94568 (LP – Lamps Plus Plaza)

- Summer Session 1: July 8 - August 3, 2019**
- Summer Session 2: August 5 – August 31, 2019**
- Fall-Spring School Year: September 3, 2019 – June 6, 2020**

**Please check the sessions for which you are registering:**  
**Must Register for Fall Session at this time.**

*Continuing Students Only: Deadline to waive Registration Fee is May 11, 2019 (no exceptions).*

*Student's Full Name (First, MI & Last Name)		*Birthdate
Special Needs/Comments (asthma, allergies, etc.)		
*Mother's/Guardian's Name	*Cell Phone	
*Father's/Guardian's Name	*Cell Phone	
*Home Address, City, State, Zipcode	*Home Phone	
*Email Address Please provide an email address you check regularly.		
*Emergency Contact Name	*Emergency Phone	
Previous Dance Training		
How did you find out about Rachel's Ballet		

*\* Required Information. You will need to update this information in your Classbug account upon registering*

**SUMMER SESSION Registration: Tuition and all fees must be paid in FULL at registration**

Course #	Option #	Summer Session 1 Tuition	Summer Session 2 Tuition	Summer Registration Fee* \$100	Discount / Credit	Total
<b>Total Due for SUMMER SESSION Registration</b>						

**FALL-SPRING SCHOOL YEAR Registration: Tuition is ANNUAL**

**ANNUAL TUITION** (Before Dec. 31<sup>st</sup>): **Pay In Full** - or - **Pay In Installments** (2 installments at registration + 8 monthly installments (Oct-May))

**ANNUAL TUITION** (After Dec. 31<sup>st</sup>): **Pay In Full ONLY** (NO installment payment option available after Dec. 31st)

Course #	Option #	Annual Tuition	Tuition (2 installments)	Flat Fee	Nutcracker Participation Fee	Registration Fee *	Discount/ Credit	Total
<b>Total Due for FALL-SPRING SCHOOL YEAR Registration</b>								
<b>Balance amount to be paid in 8 installments of _____ each. Due 1<sup>st</sup> of the month Oct through May. BALANCE TOTAL:</b>								

*\* Continuing Students Only: DEADLINE to waive Registration Fee is May 11, 2019 (no exceptions).  
Registration Form needs to be complete with payment.*

**Please indicate the COSTUME SIZE needed for the Annual Showcase in May.**  
**Class dance costumes are rentals except for Contemporary, Hip Hop, Jazz, Lyrical, Modern and Tap.**

**CIRCLE SIZE (Female):** SMALL-Child MEDIUM-Child LARGE-Child SMALL-Adult MEDIUM-Adult LARGE-Adult EXTRA LARGE-Adult  
**CIRCLE SIZE (Male):** SMALL-Child MEDIUM-Child LARGE-Child SMALL-Adult MEDIUM-Adult LARGE-Adult EXTRA LARGE-Adult

CHILD (Girls)	SMALL	MEDIUM	LARGE
Bust	24-26	27-29	30-32
Waist	21-22	23-24	25-26
Hips	25-27	28-30	31-33
Girth	40-43	44-48	49-52
Inseam	20	25	28

CHILD (Boys)	SMALL	MEDIUM	LARGE
Chest	24-26	27-30	31-33
Waist	21-22	23-24	25-27
Inseam	21.5	25.5	28

ADULT (Women)	SMALL	MEDIUM	LARGE	X-LARGE
Bust	33-34	35-37	38-40	41-43
Waist	24-26	27-29	30-32	33-35
Hips	34-36	37-39	40-42	43-45
Girth	55-58	59-61	62-64	65-67
Inseam	31	32	33	33

ADULT (Men)	SMALL	MEDIUM	LARGE	X-LARGE
Chest	34-37	38-41	42-45	46-48
Waist	28-31	32-35	36-39	40-42
Inseam	32	34	34	34

**Measure in INCHES.** Hold measuring tape loosely.  
*(Annual Showcase is held in May so remember children will continue to grow.)*  
**BUST/CHEST:** Student's arms should be down and relaxed. Measure around the fullest part of the chest keeping the measuring tape parallel to the floor  
**WAIST:** Measure the natural waistline.  
**HIPS:** Measure the fullest part of the lower body.  
**GIRTH:** Measure from the center of one shoulder, down the front of the torso, through the crotch and up the back to the starting point.  
**INSEAM:** Measure the inside of the leg from the crotch down to the ankle bone.

\_\_\_\_ (please initial) **Agreement and Release of Liability**

- Rachel's Ballet is not responsible for any physical injuries, incurred by any student before, during or after classes. The Studio and its instructor shall not be liable for any claims, demands, injuries, or causes of action whatsoever to person or property connected with the use of any of the services or facilities of the Studio.
- Any and all risks assumed by the student while at the Studio or under the care of the instructor are hereby assumed and undertaken by the undersigned and the student.
- In the event of medical emergency, the Studio will attempt to contact the undersigned or the emergency contacts on record, but emergency medical care will not be withheld if the contacts cannot be reached. I hereby authorize the Studio to authorize and consent to the administration of any emergency medical treatment on behalf of the minor student.
- I acknowledge and understand that, by this agreement, I agree to assume all risks of participating in the Studio's programs and in the event of any illness or injury to the student, I will have no recourse against the Studio or its instructors.

\_\_\_\_ (please initial) **Use of Photographs / Video / Audio**

- I consent to the use of photographs, video or audio recordings of myself or my child taken in class, dance performances or events for advertising, promotional purposes and website content by Rachel's Ballet.
- All photographs (print or electronic), video recordings, and audio recordings of Rachel's Ballet productions and students are the artistic property of Rachel's Ballet. All photos and video/audio recordings of Rachel's Ballet performances and students, including DVD's and CD's, are copyrighted and may not be reproduced in any form.
- The usage of cameras, phones, video or audio recording devices, or any other electronic devices during dress rehearsals or performances are not permitted.
- Photography and video/audio recording of our classes is not allowed without special permission from Rachel's Ballet.

## TERMS & CONDITIONS

### 1. TUITION & FEES - SUMMER SESSION

- Enrollment in a Summer Session is a commitment to attend and pay tuition and fees for the entire session.
- Summer Session tuition and fees must be **PAID IN FULL at the time of Summer Registration**. Tuition for Summer Session is a fixed amount. There is no prorating of Summer Session tuition for late enrollment. Students who withdraw early from the Summer Session will not be entitled to a refund of tuition or fees.
- It is the student/parent's responsibility to schedule make-up classes for absences during the Summer Session. Make-up classes can be taken either BEFORE or AFTER the absences, but must be taken within the Summer Session dates. You CANNOT make-up a Summer Session absence during the Fall/Spring School Year. Please refer to the "Make-Up Classes" section below for details to schedule a make-up class.

### 2. TUITION - FALL-SPRING SCHOOL YEAR from September to June

The tuition is an ANNUAL cost, not a per class cost or a per month cost. Enrollment is a commitment to attend and pay tuition and fees for the entire school year. There are TWO payment options if registering BEFORE December 31<sup>st</sup>. AFTER December 31<sup>st</sup>, PAYMENT IN FULL is the ONLY payment option available.

- PAYMENT IN FULL - Payment of the annual tuition in full at the time of registration is accepted.
- PAYMENT IN INSTALLMENTS - The annual tuition is broken down into 10 installments. **Two (2) installments are due at the time of registration (for the first and last installments)**. The remaining 8 installments are due the 1st day of each month October through May.
  - o Each installment does not pay for any particular month, but rather contributes to the annual tuition. Therefore, holidays/shutdowns, exams/mock exams, picture day, rehearsals, etc., do not affect the installment amount.
  - o Rachel's Ballet will NOT mail or issue monthly billing statements or reminders. Please mark your calendars to avoid late fees and missing payments.

Late Enrollment - Tuition can be prorated for late enrollment or students can take make-up classes.

3. FLAT FEE, NUTCRACKER PARTICIPATION FEE & REGISTRATION FEE – All fees are due with Fall Registration. Fees will be adjusted as appropriate for late enrollment.

4. PAYMENTS - Metal Drop Boxes are available OUTSIDE and INSIDE both locations for you to deposit payments and registration forms.

- PAYMENT METHOD: Payments are to be made by checks made payable to "Rachel's Ballet" (or cash).
- NON-REFUNDABLE: All payments, including those for tuition, fees & costumes, are not refundable.
- RETURNED CHECK FEE: A \$35 fee will be assessed to the student's account for each returned check.
- LATE FEE: A \$20 late fee per month will be charged if a tuition installment is not received by the fifth (5th) day of the month. Please see "Participation & Payments" section for more details.

### 5. PARTICIPATION & PAYMENTS

- RAD ballet students are required to participate in the RAD Exams, the Nutcracker Ballet (for Primary through Vocational levels only) and the Annual Showcase. Contemporary, **Hip Hop, Jazz, Lyrical, Modern and Tap** students are also required to participate in the Annual Showcase.
- At the discretion of Rachel's Ballet, the staff may decide not to invite some students to participate in any program/event/class if they believe the students are not ready.
- PAYMENTS: Students must be current in payment of all TUITION installments and other FEES (including all Pre-Professional Dance Company costs, private lesson payments, late fees, costume fees, etc.) to participate in our school. If a tuition installment payment has not been received by the due date for a second month or other fees have not been paid, the student will NOT be allowed to participate in classes, private lessons, Pre-Professional Dance Company or any school events (Nutcracker Ballet, RAD Exams, Picture Day, Annual Showcase) until the student account is paid and current.

6. **WITHDRAWAL** - A 30-day written notice (email) is required for withdrawal from the Fall-Spring School Year program **before March 1<sup>st</sup>**. The June tuition installment paid at the time of enrollment will be used to pay for the last month of classes. Students who have withdrawn will have to pay the Registration Fee if they wish to return to our school. **There will be no withdrawals after March 1<sup>st</sup> due to showcase preparation. Those who have paid in full and withdraw after March 1<sup>st</sup> will not receive a refund. Those who have paid in installments and withdraw after March 1<sup>st</sup> must pay the April and May installments as well. Those who withdraw at any time will not receive a refund for the tuition paid for either Summer Sessions or the initial 2 installments for the Fall-Spring School Year.**

7. **CLASSES** (Note: Classes are subject to change based on enrollment and the director's discretion)
- a) Class placement and advancement to the next level are at the discretion of the Director and the instructors.
  - b) Rachel's Ballet reserves the right to alter the classes and/or faculty without prior notice.
  - c) If a class is cancelled for the day, arrangements will be made for either a replacement class or students may attend another class in its place.

8. **ABSENCES**
- a) No credit or refund is given for illness, trips out of town, or other absences. Please see the "Make-Up Classes" section below for more details.
  - b) Students who are absent due to emergency, illness, family trip, etc. are still charged the same tuition installments. Students who are or will be absent for one month or more have the option to withdraw from the school and pay the \$100.00 Registration Fee when they return.
  - c) If the instructor determines that a student requires additional tutoring for work missed to keep up with the class, the student will need to take private lessons.

9. **MAKE-UP CLASSES**
- a) Students must email Rachel@rachelsballet.com at least two days in advance of attending a make-up class.
  - b) Students can make-up classes missed as available at both locations, but only for the SAME grade level or below. Students who are **9 years or older** may attend a **Contemporary, Hip Hop, Jazz, Lyrical, Modern or Tap class** as a make-up class.
  - c) Make-up classes may be taken BEFORE or AFTER an absence, but must be within the SAME school term as the absence. For example, you cannot make-up a Fall-Spring School Year absence during a Summer Session; **you cannot make-up a Summer Session absence during the Fall-Spring School Year.**
  - d) It is the student/parent's responsibility to schedule make-up classes for absences.

10. **COMMUNICATION** - We can be reached via email (Rachel@RachelsBallet.com). For urgent matters, please call 510-656-0920.
- a) Communication at our school is done primarily by email and our website. **Please check your e-mail regularly for updated information** such as schedule changes, rehearsals, performances, exams and other announcements that may affect you/your child. Our website will have the latest **general updates, but information for specific classes or groups will not necessarily be posted.**
  - b) Teachers are not available during class time for parent/teacher discussions. If you would like to talk with a teacher about your child's progress, please leave your name and contact information with the teacher, or email Rachel@RachelsBallet.com to request the teacher to contact you.

11. **DRESS CODE & RULES OF CONDUCT** - I agree and will ensure that my child complies with the required Dress Code and Rules of Conduct which can be found on the website. Failure to observe the Code or Rules may result in the student not being able to participate in classes, exams and performances.

12. **RAD EXAMINATIONS** (as applicable)
- a) The Royal Academy of Dance (RAD) examinations can occur on school days and MAY necessitate your student missing school for a partial day or full day. All exam scheduling is done by RAD (not Rachel's Ballet) and there are absolutely NO changes after RAD assigns the individual dates and times.

13. **NUTCRACKER BALLET PRODUCTION AND PARTICIPATION** (as applicable)
- a) The Nutcracker Participation Fee is required for all RAD Ballet Students from Primary through Vocational levels. These students are required to participate and perform at all Nutcracker rehearsals and performances.
  - b) The Nutcracker Participation Fee will be used to pay the instructors for choreography and to work at the multiple rehearsals and performances. The fees DO NOT cover the theater usage and backstage technical crew which are generously donated by Temple Hill (The Church of Jesus Christ of Latter Day Saints). Costumes, backdrops, props, truck rental, storage, and some other costs are paid for by Rachel Tan and other donations.
  - c) Each student performer will have an opportunity to receive up to 4 free tickets online provided by the Oakland Temple Hill Cultural Arts Committee (THCA). Other tickets will be made available to the public on a first come-first serve basis. Check our website for more information.
  - d) **PARENT VOLUNTEERS.** Only a LIMITED number of parent/adult volunteers will be CHOSEN to help behind the scenes of the production. ONLY those who are SELECTED by the staff, attend a mandatory orientation and successfully complete their assigned duties will receive a \$100 credit toward the student's January tuition installment. If you arrive LATE for your volunteer assignment, it will be deducted from the tuition credit. If you do not successfully complete your assigned duties, you will not receive the student tuition credit.
  - e) Marking your preference below with a "1" or "2" only indicates your WILLINGNESS to volunteer and does NOT guarantee that you will be chosen to volunteer. If you are NOT chosen to volunteer, you will NOT receive the \$100 student tuition credit for January. All final volunteer assignments will be made by Rachel's Ballet staff; you may not receive your preferred assignment based upon the needs of the production. Do NOT expect to watch the performance the days you are working. (See Volunteer Descriptions on the following page for more information)

\_\_\_ Usher (must have smart phone)                      \_\_\_ Security/Entrance Monitor                      \_\_\_ Tree Decoration/Tree Take-Down  
 \_\_\_ Loader/Unloader/Setup (Load-In / Load-Out)                      \_\_\_ Backstage Chaperone (Female & Male)                      \_\_\_ Stagehand

- f) Community Service Hours: Rachel's Ballet can sign "Community Service Hours" forms for Nutcracker participation for your High School student.

**By signing below, I agree to the Agreement and Release of Liability and all above entries; school policies & fee details, dress code requirements, and rules of conduct of Rachel's Ballet that are available on the school's web site at www.rachelsballet.com; and to do my designated role, if applicable, in the Nutcracker Ballet production.**

Parent/Guardian/Adult Student (PRINT NAME) \_\_\_\_\_

Parent/Guardian/Adult Student Signature \_\_\_\_\_ Date \_\_\_\_\_

=====

## Preliminary Info - Nutcracker Ballet Production (Please check Rachel's Ballet website for the latest information)

Performances: There will be two performances in OAKLAND

Dates: 12/06/2019 (Fri) at 7:00pm & 12/07/2019 (Sat) at 2:00pm

Location: Temple Hill Interstake Auditorium, 4780 Lincoln Avenue, OAKLAND, CA.

Tickets: Opportunity to obtain up to FOUR (4) free tickets per student performer. Other tickets will be available to the public on a first come-first serve basis.

Rehearsals: There will be approximately four rehearsals (two in Dublin at Rachel's Ballet LP Studio and two in Oakland at Temple Hill Interstake Auditorium). Performers who are in the Party Scene or Battle Scene will have two additional rehearsals.

DUBLIN Rehearsal Dates: 11/16/2019 & 11/23/2019 (both Saturdays) - Full Cast Rehearsal [Schedule to be announced]

11/01/2019 & 11/08/2019 (both Fridays):

4:00 - 7:00 pm Party Scene

7:00 - 9:00 pm Battle Scene

OAKLAND Dress Rehearsals: 12/04/2019 & 12/05/2019 (Wed & Thu) – [Schedule to be announced]

Additional Rehearsals: To be announced on as needed basis.

Number of Roles: Primary through Grade 5 students will be assigned at least one role; vocational students will have at least two roles.

Nutcracker Solo/Duo Roles: After the RAD Examination scores are received, several students will be invited to perform key Nutcracker solo/duo roles. To accept these key roles, these selected students must enroll for Summer Session and pay for private lessons to learn their choreography during the Summer Session time period.

## VOLUNTEER DESCRIPTIONS

Do NOT expect to watch the performance the days you are working.

USHER: Scan tickets at the front entrance (fully charged smart phone required). Manage crowds and direct the audience in and out of the auditorium before and during the performance. Assist audience members to find seats, and advise audience members where the appropriate doors are to use for exiting the theatre and locating the bathrooms. Ensure audience follow the rules – no cell phone usage, no photo/video taking, no entering the doors leading to back stage, keep aisles clear for fire safety reasons, etc. You will be assigned to work in Oakland either Wednesday Dress Rehearsal & Friday Performance -or- Thursday Dress Rehearsal & Saturday Performance, so that each volunteer has an opportunity to see one performance.

SECURITY/ENTRANCE MONITOR: Monitor side door entrances into the backstage areas of the building, only allowing in instructors/staff, stage crew personnel, performers, and volunteers. A list will be provided for you to check off names along with name badges for volunteers. All rehearsals are CLOSED REHEARSALS. The public is not allowed to enter. No visitors. Some of you may be monitoring the theater and lobby areas to keep people out. You will be assigned to work in Oakland either Wednesday Dress Rehearsal & Friday Performance -or- Thursday Dress Rehearsal & Saturday Performance, so that each volunteer has an opportunity to see one performance.

TREE DECORATION / TREE TAKE-DOWN: Put on (Tuesday and/or Wednesday before the performance, at Oakland) and take off (Saturday, after the final performance) all the lights and decorations for the BIG Christmas Tree that is displayed during our "Party Scene".

LOADER / UNLOADER / SETUP (ability to lift heavy items): Carefully load (in Dublin) and unload (in Oakland) stage sets, props, costumes, backdrops, equipment, and supplies from trucks. Also help with stage set up and take down. After the final performance, carefully load (in Oakland) and unload (in Dublin).

Group 1: On the Monday before the performance, meet at 8:30am, Dublin studio, to load all stage sets, props, costumes, etc., into truck

Group 2: On Monday meet at Oakland, 11:00am, unload from truck then help with set up.

Group 3: On Saturday (closing night), immediately after the performance, loaders will help with take down and load everything into truck

Group 4: Meet at the storage sites in Dublin around 9:00pm (need a little flexibility), unload everything when the truck arrives and put them away properly into storage.

BACKSTAGE CHAPERONE (Female & Male. Males needed to help with boys): Assist with costume changes/makeup for performers, ensure the safety and supervision of all student performers when they are backstage, and have performers ready in the wings for their stage entrances and exits for all dress rehearsals (approximately four with two in Dublin and two in Oakland) and also the two performances (Oakland). Sort and hang up costumes, organize props and assist in ensuring all items are returned. You will be assigned to work in Oakland either Wednesday Dress Rehearsal & Friday Performance -or- Thursday Dress Rehearsal & Saturday Performance, so that each volunteer has an opportunity to see one performance.

STAGEHAND: Carefully move stage sets and props on and off the stage at key times during the performances. Stagehands will be assigned to work in Oakland either Wednesday Dress Rehearsal & Friday Performance -or- Thursday Dress Rehearsal & Saturday Performance, so that each volunteer has an opportunity to see one performance.

=====