

# FOOTLITES REGISTRATION PACKET

**\*ONE POLICY PAGE PER FAMILY**

**\*EACH STUDENT NEEDS AN INFORMATION PAGE**

**\*CREDIT CARD AUTHORIZATION FORM REQUIRED**

**\*\*Make sure to take a calendar for your convenience.**

**\*\* Instructions for joining our Studio App are on the reverse side. This app is the best way to stay connected and help you track all things dance!**

**\*\*Families with Split accounts will need each account holder to fill out paperwork and pay a separate Registration Fee.**

**Dear Families,**

**DanceStudio-Pro, our studio software provider, has released a brand new DanceStudio-Pro Parent Portal app. The app has all the same functions as the web-based Parent Portal with the added convenience of having it downloaded directly on your smartphone. The app is free and will allow you to register, pay, access your schedule, etc.**

**To get started:**

- 1. Download the app from the [Apple store](#) or [Google Play](#) store**
- 2. Enter your current DSP credentials**
- 3. Click "log in"**

**It's that easy!**

**We are excited to offer you this new and convenient way of engaging with us; however, if you choose not to download the app, you can continue to access our studio's Parent Portal App through a web browser at [https://dancestudio-pro.com/online/index.php?account\\_id=9096](https://dancestudio-pro.com/online/index.php?account_id=9096)**

**Note to DE Dancers, we have combined your parent accounts and you can now see both FL and DE Billing under your main login.**

**Please let us know if you have any questions,**

**FootLites**

# 2023-24 FOOTLITES CALENDAR AT A GLANCE

FootLites will observe the holidays and closures listed on the following calendar in **Red**. Dates in **Yellow** are closures for the Selah School District but dance class may still be held. Other studio performances and activities are also highlighted on the calendar. Fall Classes Start Sept 18th, Recital June 9th! Weather cancellations and other emergency closures are posted via Facebook and our Parent Portal communications.

September 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

9/18 Classes Begin

October 2023						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

10/13 No School YES DANCE  
10/23-10/27 Halloween Spirit Week - Costumes Welcome  
10/31 Halloween NO DANCE

November 2023						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

11/1 Costume Deposits Due  
11/10 No School YES DANCE  
11/22 - 11/24 Thanksgiving Break NO DANCE

December 2023						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/4 - 12/8 Pajama Week  
12/8-12/14 DE Intensives  
12/11-12/31 Winter Break NO REGULAR DANCE CLASS

January 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1/1-1/2 Winter Break NO DANCE  
1/3 Classes Resume  
1/10 Costume Balances Due  
1/15 No School YES DANCE

February 2024						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2/16 - 2/19 No School YES DANCE

March 2024						
S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4/1 - 4/5 Spring Break NO DANCE

May 2024						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

5/6 Recital Tickets on Sale  
5/18 Community Days Parade and Performance  
5/20- 5/23 Picture Week  
5/24 - 5/27 Memorial Weekend NO DANCE

June 2024						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6/3 Normal Monday Classes  
6/4 All Friday Classes Make up Day  
6/4 & 6/5 Recital Week- plan for extra practices and rehearsals  
6/7 & 6/8 Dress Rehearsals  
6/9 Recital Day 11:30 & 5:30 shows

July 2024						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Stay tuned for DE Audition Dates and Summer Dance Sessions



# FOOTLITES DANCE STUDIO POLICIES

PLEASE READ ALL POLICIES AS SOME HAVE CHANGED, INITIAL AT THE BOTTOM OF THE PAGE

**REGISTRATION / ENROLLMENT:** An annual non-refundable \$30.00 registration fee for each active FootLites Student account is due upon enrollment. Included in this fee is a FootLites T-shirt (given out in May) Once a student is enrolled, tuition will continue to be charged each month through June.

**TUITION:** Our program is based on a 8.5-month season (34 lessons including picture week, in studio rehearsals, dress rehearsals, and recital) running September through June. September Tuition will be half of your Monthly Tuition. October through May, Monthly Tuition is the same each month, regardless of attendance, school closures, and holiday vacations. Class Tuition is due the first lesson of each month. If payment is not received by the 10th of each month, a **Late fee of \$15.00** will be assessed for each outstanding balance per account, per month. Please pay on time. **A \$40.00 fee** will be assessed for all NSF Fund payments regardless of how the payment was made. Payments may be made by check, cash, Visa, MasterCard, or online via your parent portal. Autopay may be set up at any time. **Auto pay will be taken out on the 1st of the month unless it falls on a weekend, then it will be taken out on Monday.**

**\*\*10% Discount:** We offer a 10% discount if you pay your tuition in full by Sept. 18<sup>th</sup>. Payment may be made by **cash or check, no credit cards**. The discount is only applied to those students registering for the full 8.5 month season (Sept-June). This does *not* apply to Dance Explosion Tuition and will exclude the sibling discount.

**AUTOPAY/CARD ON FILE:** All accounts will be required to have a card on file. If your account is 30 days past due, your card on file will be charged for all amounts past due. If the card is declined, you will be required to enter a payment plan to bring your account current. The card on file will be charged a minimum of \$50.00 every 2 weeks until your balance is paid. Please contact Mary Jill or Mandi if you need to discuss an alternative payment plan policy.

**REFUNDS:** In the event FootLites is REFUNDING a payment made; any payments that were made by credit card, the refund will be less the credit card fees, currently credit Card fees are at 4.5%.

**ATTENDANCE/PARENT PICK UP:** Attending class on a regular basis ensures progress for all students and excessive absences puts a dancer behind his or her class. Please avoid missing class as much as possible once recital choreography is started. Please contact the studio if your child will be absent due to illness or other commitments. A \$1.00 per minute wait fee will be charged after 10 minutes if your child is not picked up on time.

**CLASS PLACEMENT:** Class placement is done on an individual level and is determined by the instructors. We take into consideration the dancer's ability and certain age restrictions.

**DROPPING/CHANGING OF CLASSES:** You may not drop or change classes in the current month you are in. An add/drop class form must be filled out and turned into the office by the **25th** of the current month to be effective for the following month. **Your class will not be dropped or added just by informing your instructor**. If this is not followed and your form is not signed and turned in by the **25th** of the month, you will be charged the next month's tuition for that class(es). Please contact the office for the drop class form.

**COSTUMES:** Each student participating in the Spring Recital will be responsible for purchasing a costume for each routine they perform in. This costume fee does not include tights, props and appropriate dance shoes for performances. A \$50.00 costume deposit, per routine, and \$75 hip hop costume deposit is due no later than Nov 1st. The remainder of your costume balance is due in January during costume week when all costumes are chosen. If the balance is paid after Jan 10th, additional shipping charges will be added to your account along with a \$15 Late Fee per costume. Costumes will not be ordered without full payment. All costume fees are non-refundable. **Costumes will not be handed out to any student with an outstanding account even if your costumes have been paid for.**

**RECITAL:** All students are encouraged, but not required, to participate in our annual Spring Recital held at the Capitol Theatre June 9<sup>th</sup>. All accounts must have a zero balance in order to participate in our Spring Recital. All balances must be paid by May 31<sup>st</sup> or a \$15.00 Late Fee will incur. Tickets will go on sale in May through the Capitol Theatre.

**CLASS OBSERVATION:** Open curtains for parent viewing is at the discretion of the teacher, however, we will have select Parent Watch Days throughout our season. Please be sure to monitor any siblings that are here during instruction time, no children under the age of 12 may be left without parental supervision.

**DRESS CODE:** Students must dress appropriately for dance class. No jeans, boxer shorts, baggy t-shirts or pajama bottoms will be accepted. Hair should be pulled back and out of your child's face. Please do not wear your dance shoes outside or your street shoes inside on the studio floor. **LABEL** all dance items. See our website for additional information. Individual instructors may permit variations of the dress code.

**INITIALS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

# FOOTLITES DANCE STUDIO

footlitesdanceselah@gmail.com

12 N. 1<sup>st</sup> Street Selah, WA 98942. 509-697-9898 www.footlitesdance.com

Dancer #1 \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_ Gender \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Dismissal Time \_\_\_\_\_

Dancer Phone # \_\_\_\_\_ Known Allergies \_\_\_\_\_ T-shirt Size (please circle one) YXS YS YM YL YXL AS AM AL AXL AXXL

Dancer #2 \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_ Gender \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Dismissal Time \_\_\_\_\_

Dancer Phone # \_\_\_\_\_ Known Allergies \_\_\_\_\_ T-shirt Size (please circle one) YXS YS YM YL YXL AS AM AL AXL

Dancer #3 \_\_\_\_\_ Age \_\_\_\_\_ DOB \_\_\_\_\_ Gender \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Dismissal Time \_\_\_\_\_

Dancer Phone # \_\_\_\_\_ Known Allergies \_\_\_\_\_ T-shirt Size (please circle one) YXS YS YM YL YXL AS AM AL AXL

Preferred Email for Parent Portal Access, Newsletters, and Statements \_\_\_\_\_

Preferred Cell Phone Number for text alerts (ex. Cancelled Classes or Reminders) \_\_\_\_\_

**RETURNING STUDENTS: IF THE BELOW INFO HAS NOT CHANGED CHECK THIS BOX AND STOP HERE:**

Parent #1 \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Employer \_\_\_\_\_ Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Email Address \_\_\_\_\_ Is this parent responsible for payments? \_\_\_\_\_

Parent #2 \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Employer \_\_\_\_\_ Cell # \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_

Email Address \_\_\_\_\_ Is this parent responsible for payments? \_\_\_\_\_

Emergency Contact if above cannot be reached: Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Anything else we should know about your child/children: \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

**For Office Use Only:**

DSP Account Updated

Photo Release Entered

Shirt Size Entered

Emergency Medical Info Entered

# STUDENT INFORMATION

What is the earliest time your child could attend class? 1:30 2:45 3:00 3:30 3:45 4:00 4:15 4:45 5:00 5:15 5:30 5:45 6:00

Other Options: **Weekday Morning**

**Saturday Morning**

## ***If you are New to FootLites, Please list any Previous Experience:***

Ballet \_\_\_\_\_ yrs \_\_\_\_\_ Studio

Jazz \_\_\_\_\_ yrs \_\_\_\_\_ Studio

Tap \_\_\_\_\_ yrs \_\_\_\_\_ Studio

Hip Hop \_\_\_\_\_ yrs \_\_\_\_\_ Studio

Lyrical \_\_\_\_\_ yrs \_\_\_\_\_ Studio

Other \_\_\_\_\_ yrs \_\_\_\_\_ Studio

Bus transportation currently unavailable from SIS

The undersigned does \_\_\_\_\_ / does not \_\_\_\_\_ give permission for FootLites Dance Studio staff to authorize Emergency Medical Treatment for the above-named student in the event they find it is necessary. The undersigned does \_\_\_\_\_ / does not \_\_\_\_\_ give permission for FootLites Dance Studio staff to administer Tylenol or Ibuprofen for the above-named student in the event they find it is necessary.

### **\*WEBSITE \* VIDEO \* PHOTO RELEASE**

FootLites Dance Studio has a website and would like to utilize that to provide information with the public about the Studio. All formal and informal photos may be used on this website or in flyers as advertisement. Dancers last names will not be posted along with any photos being used. Personal information is not given out in any advertisement.

I understand that any photos taken of my child as a FootLites Dance Studio participant may be used for publication and team promotion. (initial)

I understand that any formal and informal photo may be used in promotion advertising or placed on the website. (initial)

I understand that casual action photos may be taken at practices and performances. (initial)

I **DO NOT** want any individual photographs of my child, \_\_\_\_\_ placed on FootLites Dance Studio website or used in any promotional advertising for FootLites at this time.

**HOLD HARMLESS AGREEMENT: THE UNDERSIGNED MEMBER AND THEIR GUARDIAN(S) INDEMNIFIES AND HOLDS HARMLESS FOOTLITES DANCE STUDIO AND THEIR REPRESENTATIVES FROM ANY LIABILITY WHATSOEVER FOR ANY DAMAGES OR INJURIES, AND FROM ANY AND ALL CLAIMS AND DEMANDS, INCLUDING ATTORNEY FEES, ARISING OUT OF THE PARTY'S PARTICIPATION IN DANCE CLASSES, PRIVATE LESSONS, REHEARSALS AND/OR PERFORMANCES PROVIDED BY OR PARTICIPATED IN THROUGH FOOTLITES DANCE STUDIO.**

**BY SIGNING BELOW, I ACKNOWLEDGE I HAVE RECEIVED AND READ THE POLICIES AND FINANCIAL RESPONSIBILITIES AND UNDERSTAND AND AGREE TO ALL OF THESE TERMS AND CONDITIONS.**

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

Please mark which classes your child is interested in:

**3-4 year olds:**

- Ballet 30 min class
- Tap 30 min class

**Kindergarteners/5-6 year olds:**

- Ballet 30 min class
- Tap 30 min class
- Hippety Hop 30 min class

**6 year olds:**

- Ballet 45 min class
- Tap 45 min class
- Jazz 45 min class
- Hip Hop 45 min class

**7-9 year olds:**

- Ballet 45 min class
- Tap 45 min class
- Jazz 45 min class
- Hip Hop 45 min class
- Musical Theatre 45 min class
- Tumbling 45 min class (no recital routine)
- Lyrical/Contemporary 45 min class
- Acro 1 hour class (no recital routine)
- Tricks Turns & Leaps 45 min class (no recital routine)
- DE Team Technique 45 min class (no recital routine)
- DE Team Ballet Tech 30 min class (no recital routine)

**10-11 yr olds:**

- Ballet 1 hour class
- Tap 45 min class
- Jazz 45 min class
- Hip Hop 45 min class
- Musical Theatre 45 min class
- Pom 45 min class (no recital routine)
- Tumbling 45 min class (no recital routine)
- Lyrical/Contemporary 45 min class
- Acro 1 hour class (no recital routine)
- Tricks Turns & Leaps 45 min class (no recital routine)
- DE Team Technique 45 min class (no recital routine)
- DE Team Ballet Tech 30 min class (no recital routine)

**12 and up:**

- Ballet 1 hour class
- Tap 45 min class
- Jazz 45 min class
- Hip Hop 45 min class
- Musical Theatre 45 min class
- Pom 45 min class
- Tumbling 45 min class (no recital routine)
- Lyrical/Contemporary 45 min class
- Acro 1 hour class (no recital routine)
- Tricks Turns & Leaps 45 min class (no recital routine)
- Ballet Tech 1 hour class (no recital routine)
- Pre-Pointe 45 min class (must be enrolled 1 hr Ballet or Ballet Tech)
- Pointe 30 min class (must be enrolled Pre-Pointe & 1 hr Ballet or BalletTech)
- DE Team Technique 45 min class (no recital routine)
- DE Team Ballet Tech 30 min class (no recital routine)

*Tuition Prices are Per Month/Per Child and due the 1<sup>st</sup> lesson of each month. A \$15.00 late fee will be applied if not paid by the 10<sup>th</sup> of the month. A 10% discount will be applied for subsequent family members enrolled.*

*Pay your yearly tuition by **cash or check** by September 18<sup>th</sup> and receive a 10% discount!*

30 minutes.....	\$50.00
45 minutes.....	\$70.00
1 hour.....	\$78.00
1.25.....	\$85.00
1.5.....	\$97.00
1.75.....	\$105.00
2.....	\$114.00
2.25.....	\$121.00
2.5.....	\$129.00
2.75.....	\$136.00
3.....	\$148.00
3.25.....	\$155.00
3.5.....	\$162.00
3.75.....	\$169.00
4.....	\$178.00
4.25.....	\$185.00
4.5.....	\$193.00
4.75.....	\$199.00
5.....	\$207.00
5.25.....	\$215.00
5.5.....	\$224.00
5.75.....	\$232.00
6/unlimited.....	\$243.00

**Private Lessons:**

\$40.00 per ½ hour

\$70.00 per hour

\*Can be scheduled with Instructor

Class Assigned



# Credit Card Authorization Form (REQUIRED for all active accounts)

ALL FOOTLITES PARENTS ARE REQUIRED TO HAVE A CARD ON FILE IN OUR SYSTEM. YOU MAY CHOOSE TO BE ON AUTOPAY OR KEEP THE CARD ON FILE WITHOUT CHARGES BEING MADE IF YOU KEEP YOUR ACCOUNT CURRENT. PLEASE SEE BELOW FOR DETAILS ON ACCOUNTS THAT ARE DELINQUENT.

Please list all STUDENT(S) on the account:

## AUTOPAY or CARD ON FILE: *Please choose ONE (required)*

\_\_\_\_\_ Yes, I would like my balance charged on the due date to the card listed below. For any charges that are not your  
**INITIALS** regularly scheduled tuition, we will send a reminder at least 24 hours in advance to the email on file for any  
autopay charges that will be done.

\_\_\_\_\_ I have paid full year tuition and would like my card charged for costumes, incidentals and other one time fees.  
**INITIALS**

\_\_\_\_\_ No, I do not want my balance charged on my card on the due date and will be responsible for any late fees if I do  
**INITIALS** not pay the balance on time.

FOR ANY ACCOUNTS THAT ARE MORE THAN 30 DAYS PAST DUE, PLEASE NOTE THAT WE WILL BE SETTING UP A PAYMENT PLAN WITH YOUR CREDIT CARD. WE WILL CHARGE A MINIMUM OF \$50.00 EVERY TWO WEEKS UNTIL YOUR ACCOUNT IS CURRENT. PLEASE CONSULT WITH MARY JILL OR MANDI IF YOU ARE PAST DUE AND WOULD LIKE TO EXPLORE A DIFFERENT OPTION TO GET YOUR ACCOUNT CURRENT.

## PAST DUE BALANCES: *Initial Required*

\_\_\_\_\_ Yes, I understand that my card on file will be used for any balances past due by more than 30 days.  
**INITIALS**

### **\*\* REQUIRED CREDIT CARD INFORMATION**

CARDHOLDER'S FULL NAME: \_\_\_\_\_

CARDHOLDER'S BILLING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CREDIT CARD **FULL #**: \_\_\_\_\_ EXP DATE: \_\_\_\_\_ CVV CODE BACK OF CARD: \_\_\_\_\_

TYPE OF CREDIT CARD (CIRCLE ONE)      VISA                  MASTERCARD                  DISCOVER                  AMEX

I, \_\_\_\_\_ authorize *FootLites Dance Studio*, to charge the following credit card(s) for current and future purchases. I absolutely and unconditionally guarantee payment for any purchases made with the credit card account number identified below, including cards.

\_\_\_\_\_

Signature of Card Holder

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

For office use only:      Card Information in DSP       AUTOPAY IN DSP ENABLED