



# 2017-2018 REGISTRATION FORM

570 F Ritchie Highway, Severna Park, MD 21146 [info@creativefordance.com](mailto:info@creativefordance.com) PHONE: 410-431-7018 [www.creativefordance.com](http://www.creativefordance.com)

## STUDENT'S INFORMATION

STUDENT'S FULL NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ (MM/DD/YEAR) TODAY'S DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_ YEAR(S) OF DANCE: \_\_\_\_\_ COUNTY: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

(STREET) (APT) (CITY) (STATE) (ZIP)

EMAIL: please print clearly \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
(\*for billing purposes only)

## PARENT/GUARDIAN INFORMATION

MOTHER'S FULL NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

(STREET) (APT) (CITY) (STATE) (ZIP)

EMAIL: please print clearly \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ WORK: \_\_\_\_\_  
(\*for billing purposes only)

FATHER'S FULL NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

(STREET) (APT) (CITY) (STATE) (ZIP)

EMAIL: please print clearly \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ WORK: \_\_\_\_\_  
(\*for billing purposes only)

## ADDITIONAL INFORMATION

**CFDC FOLLOWS AACPS FOR WEATHER RELATED CLOSINGS & DELAYS**

PLEASE LIST ALL PERSONS AUTHORIZED TO PICK UP YOUR CHILD:

NAME	RELATIONSHIP	HOME OR CELL #

**PLEASE LIST ANY ALLERGIES, PHYSICAL CONDITIONS, OR MEDICAL CONDITIONS THAT WOULD BE IMPORTANT FOR STAFF TO BE AWARE OF:**

PLEASE LIST PREVIOUS TYPE OF TRAINING AND WHERE: \_\_\_\_\_

ARE YOU INTERESTED IN LEARNING ABOUT OUR COMPETITION TEAM? YES or No

[REGISTRATION FEES & DISCOUNTS](#)

-REGISTRATION FEE (*nonrefundable*) - \$35 per student, \$55 per family registration fee due upon registration.

-Only one discount can be applied at a time.

-CFDC offers a 10% tuition discount for students enrolled in 3 or more classes.

-CFDC offers a sibling discount. Any family who has more than one dancer at CFDC will receive a 10% discount off all classes, as long as both remain enrolled.

-CFDC honors our men and women in service. Military families will receive a 10% discount off all classes, please bring in your military ID so that we may notate your account.

-CFDC honors emergency service personnel (Police, Fire, EMT, etc.) Families will receive a 10% discount off all classes, please have ID ready at time of registration.

### HOW DID YOU HEAR ABOUT US?

(PLEASE CHECK ALL THAT APPLY)

- FACEBOOK
- INSTAGRAM
- MAGAZINE
- ROAD SIGN
- MAILER/POSTCARD
- GOOGLE SEARCH
- WEBSITE
- EMAIL
- WORD OF MOUTH
- HIGHLIGHTED CLASS MAILER
- "WE MISS YOU" MAILER
- OTHER \_\_\_\_\_



### Administration Use Only:

Tuition Payment: \_\_\_\_\_

Cash  Check  CC

Registration Fee: \_\_\_\_\_

Registration Handout: \_\_\_\_\_

Class Spreadsheet: \_\_\_\_\_

Recurring Payment: \_\_\_\_\_

QuickBooks: \_\_\_\_\_



**CLASS(ES) STUDENT IS REGISTERED IN (AUGUST 2017 – JUNE 2018):**

CLASS	DAY	TIME	COST	MONTHLY TUITION
				DISCOUNT: %
				TOTAL WITH DISCOUNT: \$
				REG FEE ADDED: \$
				ADDED REG FEE TOTAL: \$
				MONTHLY TUITION: \$

**Billing Information**



Name: \_\_\_\_\_

CC Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Monthly Tuition: \_\_\_\_\_

\_\_\_\_\_ Yes, sign me up for monthly auto-billing

(Card will be automatically charged for tuition the end of the month prior)

**TUITION BREAK DOWN**

**YEAR LONG CLASSES**

90 MINUTES	\$90.00/MONTH
75 MINUTES	\$75.00/MONTH
60 MINUTES	\$60.00/MONTH
45 MINUTES	\$45.00/MONTH
30 MINUTES	\$30.00/MONTH
UNLIMITED CLASSES	\$385.00/MONTH

**TUITION POLICIES & PAYMENT PROCEDURES**

- We accept Cash, Check, Visa and Mastercard
- First months tuition is due upon registration. Subsequent month's tuition is due the first of each month through the month of June. Studio closings for holidays are built into our pricing structure.
- All tuition payments are due the first of each month
- Accounts are given a seven (7) day grace period after which time a \$35 late fee will be added to your account.
- If an account is 45 days past due, your dancer will no longer be allowed to participate in any classes or events at CFDC until the account is made current. There will be no deduction in tuition for students unable to attend classes due to an outstanding balance.
- Your account will be assessed a \$70 fee for Returned Checks. This is the \$35 NSF fee for the returned check, as well as the \$35 late fee.
- There is no tuition reduction for missed or cancelled classes. Classes missed due to illness may be made up when the student is feeling better. Class cancellations due to inclement weather can be made up in comparable classes during the week. Please ask a CFDC staff member for make-up class recommendations.

**Medical Release & Waiver/Photo & Video Release**

**WAIVER AND RELEASE:** I agree that if my dependent or I (heretofore known as "we") engage in any physical exercise, class, or activity on the premises or any venue where we participate as representatives of Creative Force Dance Center, we do so at our own risk. I agree that we are voluntarily participating in activities and use of said facilities, premises (including the parking lot) and designated Creative Force Dance Center's venues. We assume all risk of injury, illness, damage, or loss to us or our property that might result, including, without limitation, any loss or theft of any personal property. I agree that this consent and assumption of risk statement covers each and every event or activity sponsored by Creative Force Dance Center. I agree to release and discharge you (and your affiliates, employees, agents, representatives, successors, and assigns) from any and all claims or cause of action (known or unknown) arising out of your negligence. I acknowledge that I have carefully read this Waiver and Release and fully understand that it is a release of liability. I am waiving any right that I may have to bring legal action to assert a claim against you for your negligence.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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**MEDICAL RELEASE:** I give my permission for Creative Force Dance Center, Studio Teacher, or Studio Parent to take my child to a medical/dental facility, if necessary. In case of emergency, if none of the above can be contacted, I hereby give my consent for emergency medical care prescribed by a duly licensed Doctor of Medicine or Doctor of Dentistry. This care may be given under whatever conditions are necessary to preserve the life, limb or well-being of my dependent. I accept full responsibility for all costs of said medical care and any emergency treatments. Creative Force Dance Center will not be responsible for the cost of any medical care or emergency treatments. I hereby waive all claims whatsoever in connection with such medical treatments.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**PHOTO/VIDEO RELEASE:** I give my permission to Creative Force Dance Center to take photos and/or video of my child at the studio, or at studio events. I give my permission to Creative Force Dance Center to use any photos and/or videos taken of my child in the studio, or at a studio event, in the studio, on the studio website or other social media and for marketing purposes including, but not limited to, magazines, mailings, newspaper ads, etc.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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## Studio/Parent Code of Conduct Agreement

I, as a parent, recognize the importance of dance in the lives of our young people. I pledge that I will participate in my child's dance activities in accordance with the following rules:

- I will promote teamwork, communication, sportsmanship and a competitive spirit for all dancer's and spectators in a positive manner.
- I will respect the judgment of any Creative Force Dance Center teacher and/or choreographer in regard to my child's competition placement, class recommendations and choreography placement. I will trust that my child's best interest is always in mind at Creative Force Dance Center.
- I will respect and support my child's team, teachers and choreographers as well as other students & parents.

Because I am a role model for my child, as well as the other dancers, my personal conduct at the studio, performances, competitions and other studio events must be above reproach. I therefore pledge that:

- I will represent the highest standards of morality, teamwork, communication and sportsmanship.
- I will exhibit exemplary behavior at the studio, performances, competitions and other studio events for our dancers, other parents and spectators.
- I will at all times control my emotions and will be considerate of all dancers and parents collective emotions.
- If a problem or issue arises I will immediately bring it to the attention of the appropriate staff member and/or the studio owner Tammy DePascal.

I, \_\_\_\_\_ understand and accept these rules of conduct for myself according to the principals and regulations of Creative Force Dance Center.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Student Code of Conduct Agreement

I pledge that I will participate in dance at Creative Force Dance Center holding myself to the following rules:

- I will be a good team player.
- I will always be a good sport.
- If something is bothering me I will tell the appropriate CFDC staff or go directly to Tammy.
- I will respect my teachers and their opinions. I will continue to have a strong positive attitude even when I am not placed in dances or classes that I would like.
- I will respect and support all my fellow students at Creative Force Dance Center.
- I will always work hard and try my best.
- I will follow all the rules that are in place at CFDC.
- I will not speak critically of my studio, my teachers, choreographers or classmates.
- I will have a positive attitude in class.

I, \_\_\_\_\_ understand and accept these rules of conduct for myself according to the principals and regulations of Creative Force Dance Center.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Make-Up Class Policy

Below you will find our policy for students who are unable to attend class.

- Students who miss classes for personal reasons or studio closings may make up any missed classes in any age appropriate class CFDC offers as long as you remain a registered student at CFDC.
- Make Up classes should be used in the month the student missed class or the beginning of the next month as long as your dancer remains a registered student at CFDC.
- Make up classes cannot be used in place of tuition or as a deduction of tuition.
- Make up classes are not transferable between anyone, including but not limited to siblings, friends, other family members, etc.
- All make up classes are forfeited once a student un-enrolls at CFDC.

I, \_\_\_\_\_ understand and accept these rules of conduct for myself according to the principals and regulations of Creative Force Dance Center.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Fundraisers

CFDC will participate in several fundraisers though out the dance season. Listed below are fundraisers we will participate in. *(other fundraisers may become available throughout the year)* **Participation is optional.**

- Joe Corbis (October/November) Participation in this fundraiser will help offset the cost of showcase costumes.
- Yankee Candle (April/May) Participation in this fundraiser will help offset the cost of the showcase fee.

I, \_\_\_\_\_ understand and accept these rules of conduct for myself according to the principals and regulations of Creative Force Dance Center.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## End of Year Information

### Showcase/Dress Rehearsal

- The Showcase is not mandatory, but we would love as many students to participate as possible.
- There will be a \$75 Showcase fee (*nonrefundable*) for each family participating. This fee will include 2 tickets to the show. Additional tickets will be available for purchase.
- All tuition must be paid up to date in order to receive your tickets. (June is a full tuition month)
- All ticket sales are final.
- Participation in the Yankee Candle Fundraiser can earn you a \$0 showcase fee!
- Dress Rehearsal is mandatory for anyone participating in the showcase.
- CFDC can't guarantee siblings or multiple classes/class levels will be in the same show.

### Picture Day

- Picture day is held at the studio.
- Participation in class photos is not required, but we would like everyone to attend.

### Costumes-(Showcase)

- Measurement sheets will be sent home in late fall. It is mandatory that a parent/guardian turn in the measurement sheet to the front desk to insure a costume is ordered for your dancer.
- Cash or Check will only be the only accepted form of payment for costumes.
- All costume fees are non-refundable.
- Participation in the Joe Corbi's studio fundraiser can earn you a free Showcase costume!

### Summer

- All students must re-register for summer camps and classes.
- Make-up classes from the previous dance session do not apply to any summer classes.

I, \_\_\_\_\_ understand and accept these rules of conduct for myself according to the principals and regulations of Creative Force Dance Center.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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## Communication

### 2017-2018 Office Hours

- Fall-Spring studio hours: Mon-Thurs 1:00-8:30, Fri 5:00-7:30 & Sat 9:30-12:30.
- You can reach us anytime by sending us an email at [info@creativeforcedance.com](mailto:info@creativeforcedance.com)
- Text TEAMCFDC TO 84483 to receive text alerts (*mainly for weather related closings*)

### Email

- It is highly recommended you sign up for our newsletter on our website, [www.creativeforcedance.com](http://www.creativeforcedance.com). All important information regarding CFDC is sent through that email (studio events, weather & holiday closings, end of the year events, etc...) The billing email is a different account and will not provide you any studio information. It is used for billing purposes only.

### Social Media

- CFDC is highly involved with social media. Please be sure to connect with the following social media accounts. Facebook, Instagram, Twitter, YouTube. (@creativeforcedancecenter)

### Meeting Requests/Contacting Instructors

- Tammy is available for meetings by appointment only. If any issue or concern arises please contact us immediately so we can quickly resolve the problem. Email us anytime at [info@creativeforcedance.com](mailto:info@creativeforcedance.com)
- If you have a question for a specific instructor we ask that you please stop by the front desk or email us at [info@creativeforcedance.com](mailto:info@creativeforcedance.com). We will be sure to contact the instructor and get back to you as soon as possible.

I, \_\_\_\_\_ understand and accept these rules of conduct for myself according to the principals and regulations of Creative Force Dance Center.

\_\_\_\_\_

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**2017-2018**



**Thank you for registering at CFDC!**

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**Please remove and keep for your records!**



## Procedure for Signing up for CFDC Emails

- Login into the CFDC website at [www.creativefordance.com](http://www.creativefordance.com)
- On the homepage located in the bottom right corner is the newsletter sign-up (*see image*)
- Please fill in your name, email address and the verification
- Hit subscribe
- You will then receive an email asking if you do indeed want to subscribe to the newsletter, you don't receive the email check your spam folder
- Follow those instructions to verify your subscription
- At that point you should receive emails on a regular basis from [info@creativefordance.com](mailto:info@creativefordance.com)
- *This system is different than the one used for accounting purposes, you not receive any studio information through the billing email account ([cfdcsocial@gmail.com](mailto:cfdcsocial@gmail.com))*

Newsletter Sign-Up

Full name

Email

f x g w f t

Subscribe

if

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# TEXT ALERTS

Know before you go! Sign up to receive up to date information of studio closings for inclement weather or other studio events.

On any mobile device text TEAMCFDC to 84483



## Thank you for choosing CFDC!

[www.creativeforcedance.com](http://www.creativeforcedance.com)

[info@creativeforcedance.com](mailto:info@creativeforcedance.com)

410.431.7018

