



# Fall 2022-23 General Information

## Registering for Classes

If you have already talked to us about appropriate classes for your dancer or have received a list of recommended classes and you would like to register for the 2022-23 season, please either print and bring the registration forms included at the end of this document to the studio or you may access on online registration form on the main page of our website at paulklockedance.com. We cannot yet accept payments with our online forms though this ability is coming soon. If you have a valid credit card on file with us, you may check the box on the registration form stating that we may use this credit card to complete your registration. If you do not have a credit card on file with us, you may fill out the online form and call the studio to pay by credit card over the phone.

## Calendar

- Brandywine Dance Shoppe Sale\* ..... Aug. 20-27
- First Day of Regular Classes..... Fri. Sept. 9
- First Day of Session Classes..... Mon. Sept. 19
- Halloween – No Classes ..... Mon. Oct. 31
- Thanksgiving - No Classes..... Nov. 22-26
- New Year’s Holiday - No Classes ..... Dec. 20-Jan 2
- Spring Break - No Classes ..... Apr. 4-9
- Memorial Weekend – No Classes..... May 26-29
- Recital Dress Rehearsal ..... TBA
- Recital Performances ..... TBA
- Last Day of Class..... June 17

What Classes Are Generally Available	
Class Type	Minimum Age/Level
Dance with Me & Tiny Stars	1 to 3½ yrs
Ballet/Tap/Creative Movement	3½ - 5½ yrs
Tumbling/Acro	3½ -10yrs
Ballet/Tap/Jazz	6yr or Level 1 and up
Jazz Funk	5½ – 9 yrs
Street Jazz	9yr and up
Lyrical	7yr or Level 3 and up
Contemporary Modern	9 yr or Level A/B and up
Pointe	Level C and above
Adult Ballet, Tap, Jazz	Call for levels
Performing Groups	Call if interested; Level 3 and up

### \*Brandywine Dance Shoppe - 20% Sale

If you need dance supplies, the Brandywine Dance Shoppe is offering a 20% off sale during the week of August (20th-27th). Please visit them if you need supplies - (302) 478-4403.

Important: In the past, the Brandywine Dance Shoppe gave additional discounts our students and performing group members. This is no longer the case. If you would like to take advantage of discounts on any items, stop by the Dance Shoppe between August 20<sup>th</sup> and 27<sup>th</sup>.

**Our class schedules are listed later in this document.**

If we do not have a class you are interested in listed on our schedules, please contact us. We are sometimes able to create classes if there is enough interest.

## Studio Waiting Room – Arrival/Dismissal/Security/Observation

### Waiting Room and Arrival/Dismissal

Over the past two years, our waiting room has been exclusively used for the safe arrival and dismissal of students. Prior to Covid, we did allow anyone in the waiting room; however, in doing so we could not always guarantee the safety of our students when dismissing from classes, nor could we guarantee that students could be admitted to their classrooms in an orderly manner. In addition, with an open waiting room, we could not track who was coming into our building and who each student was leaving with which was a large safety concern for our students and staff. With our student's safety as a top priority, we will therefore continue to use the arrival and dismissal polices that we have implemented over the past two years.

We will meet students at the front door and usher them into the waiting room until it's time for them to proceed into their classrooms. At the end of class, students will proceed to the waiting room and be dismissed directly to their guardian outside the front door. We ask that guardians remain outside our building unless they have a specific need to enter that has been approved by the studio. Exceptions will be made on a case-by-case basis for guardians of young children (who might need help) and for new families who are not familiar with our school.

### Arriving at the Studio

- Please arrive in the parking lot 5-10 minutes before your scheduled class time; students in our level 4 and below will be met by our staff and admitted into the building 5 minutes before their class begins. Students in our A level and above may admit themselves into the building 5 minutes before their class time.
- Students will be either directed to wait with their classmates in the waiting room or to proceed directly to their classrooms.
- If you are running late to class and a staff member is no longer at the front door, call the front desk, and we will meet you at the door. If you cannot reach someone at the front desk – you may enter the building.

### Picking up your Student

- Please arrive at the studio 5 minutes before your class is scheduled to end.
- Someone from our staff will be outside the studio and will relay your child's name to our staff inside. We will bring your child out to you.
- We will dismiss students, age 12 and older, who have been contacted on their cell phones that a guardian is waiting for them in the parking lot.
- If an emergency comes up, where you must pick up your child early (or you are late picking up your student), call the front desk. If you cannot reach someone at the front desk – you may enter the building and stop at the front desk.

### Guardian Observation

We are looking at several options to bring back the ability for guardians to observe what is happening in classes.

- We will definitely be bringing back our guardian observation weeks. We typically, prior to Covid, had two guardian observation weeks - one in November and one in April/May. Details will be given.
- We have also been asked about using Zoom as a live stream observation platform, allowing guardians into the building on a rotating or staggered basis, using video apps that are not live stream but do show class activities on a limited basis, and other ideas. We are looking at these suggestions and also talking to other studios to see how they are handling this. We may not have absolute answers until we first finalize what security protocols we need to put in place, and until we know what our class enrollment is like (so we know when our building is crowded and when it is not). We again will give details once we know more.

# General Policies

## If You Cannot Find a Suitable Class Time?

If your recommended class time is impossible for you, please call. We may be able to find a different class for you to attend or possibly add a class at a different time if there is sufficient interest.

## Did we make an error?

We're human, and we make mistakes! If you do not see a class listed that you would like to take, if there is a class or level you feel you should be in but are not, if we forgot to place you in a class you took last year, if you are in a class that you feel you should not be in, or if you have any questions or concerns about classes, teachers, or levels, please contact us.

## Is your child in the correct class?

It is usually necessary to try a class for a few weeks before determining whether the level is correct. There are times, however, when a class level change should be made immediately. If, at any time, you or your child feels that they are in the wrong level, or they are unhappy for any reason (i.e. the class is too hard or too easy), please do not wait; call us immediately.

## Ballet vs. other forms of dance

Students who take ballet tend to be physically stronger and improve faster in all dance forms than those who do not. If your child wishes to take other forms of dance and they are able to take ballet, please encourage them to do so.

## Session Classes

Our Dance with Me, Tiny Star, and Tumbling Stars classes are all session classes. They will run in 5-to-8-week blocks and are billed differently than our regular monthly class. These classes do not participate in our recitals.

## Attendance

Regular attendance is essential to fostering your child's self-confidence and skill progression. We will suggest that a student move to a lower-level class should there be excessive absences and the student becomes demoralized or cannot keep up with the required technique. If you know in advance that your child will be missing some classes due travel, illness, etc., please let us know so we can work with you to help your child keep up.

## Absences

We request that you inform us, in advance, of any absences so our teachers can plan. Note: Except in cases of extended illness (4 to 5 weeks), there can be no deductions or refunds in tuition for classes that are missed. Students may call to see if make-up classes are available.

## Injuries/Illness

If a student has an injury, please do not send them to class without letting us know. If a student has a long-term injury, this can obviously affect their ability to keep up with a class. We always try to work with students to get them caught up, but please be understanding; given certain injury/illnesses and the time periods involved, it sometimes is not possible to get a student caught up in time to rejoin their class.

## Covid Policy

Masks are optional. We ask that all families follow CDC protocols for positive cases and exposures.

## Class Names

From year to year the names of some of our classes have remained the same even though the students in these classes have been promoted. Whatever the name of your class, all students have been promoted unless we have either contacted you or asked you to contact us.

## Children's Levels vs Intermediate/Advanced Levels

Our Session classes and Children's levels are more age based. Our Intermediate and above levels are more skill based. Typically, students in the Children's level will move up a level each year, unless there are extenuating circumstances. Students in the Intermediate and above levels may remain in the same level for more than one year. Promotions at these levels depend on the student's mastery of the material. Within any one class at the Intermediate and above level, there may be a wider age range of students, and students might be in the same level for several years. Please call us about this if you have questions.

## More Advanced Classes

Several students (typically our older students) have asked about taking higher-level classes in addition to their current class level. Students doing this would not necessarily be in the recital dances of the higher-level classes, but they would still be able to participate in the class. Please contact us if you are interested in this opportunity, and we would be happy to explore the options with you.

## Tumbling/Acro

We are currently offering Tumbling/Acro for students (approx. age 3½-10). Students (age 11 and older) interested in Acro, should contact us; it may be possible to create a class. Tumbling/Acro classes do not have recital dances.

## Recital

In the past, we were able to give you recital/rehearsal dates and tell you which recitals your classes would be in at the time of registration. This information is not yet available. There is always the possibility that a recital or dress rehearsal might fall on Mother's Day or Father's Day; however, we try to avoid these dates if possible.

## Dress Code

Students are expected to follow the studio dress code. See our website: [PaulKlockeDance.com](http://PaulKlockeDance.com). Go to "Classes" on the top ribbon, then to "Dress Code". Contact us if you have any questions.

## Inclement Weather/Emergency Cancellations

Should we need to close for inclement weather, we will notify everyone through emails and texts. No refund can be given for any emergency closure. We have created a built-in makeup week into our schedule (we are no longer taking our one week break in February thereby adding one extra week of classes to our schedule). We have added this week so families will no longer have the inconvenience of having to schedule makeups should there be a weather cancellation. Should we need to cancel any class for more than one week, we will schedule additional makeups.

# PK Dance 2022-23 Schedules (by Level or Style)

Note: There are 2 class schedules included below. The first is sorted by class level and style of dance; the other is sorted by day and time.

Classes highlighted "Blue" are session classes running in 6-8 week blocks.

Young Children's Levels				
Style	Day	Beg	End	Instructors
Dance With Me	Sat	10:30am	11:00am	Kim K.
Tiny Stars	Tue	5:00pm	5:45pm	Rachel R.
Tiny Stars	Sat	9:45am	10:30am	Amanda M.
Rising Star 1	Mon	5:00pm	5:45pm	Rachel R.
Rising Star 1	Thu	12:30pm	1:15pm	Katrina H.
Rising Star 1	Thu	5:15pm	6:00pm	Katrina H.
Rising Star 1	Sat	9:00am	9:45am	Amanda M.
Rising Star 2	Mon	5:45pm	6:30pm	Rachel R.
Rising Star 2	Thu	1:30pm	2:15pm	Katrina H.
Rising Star 2	Thu	4:30pm	5:15pm	Katrina H.
Rising Star 2	Sat	9:00am	9:45am	Kim C.
Acro/Tumbling Stars (age 3½-6)	Tue	12:30pm	1:15pm	Kim K.
Acro/Tumbling Stars (age 3½-6)	Tue	1:30pm	2:15pm	Kim K. (Closed)
Acro/Tumbling (age 4-6)	Wed	5:00pm	5:45pm	Kim K.
Children's Levels				
Level 1 Ballet/Tap/Jazz	Tue	5:45pm	6:45pm	Rachel R.
Level 1 Ballet/Tap/Jazz	Thr	1:30pm	2:30pm	Jessica P.
Level 1 Ballet/Tap/Jazz	Fri	6:15pm	7:15pm	Jessica P.
Level 1 Ballet/Tap/Jazz	Sat	10:30am	11:30am	Kim C.
Jazz Funk 1 & 2	Fri	4:30pm	5:15pm	Amanda M.
Jazz Funk 1 & 2	Sat	11:30am	12:15pm	Amanda M.
Level 2 Ballet/Tap/Jazz	Thu	6:00pm	7:00pm	Amanda M.
Level 2 Ballet/Tap/Jazz	Sat	10:30am	11:30am	Amanda M.
Level 3 Ballet/Tap/Jazz	Tue	6:15pm	7:30pm	Jessica P.
Level 3 Ballet/Tap/Jazz	Fri	6:00pm	7:15pm	Amanda M.
Level 4 Ballet/Tap/Jazz	Thu	6:00pm	7:30pm	Katrina H.
Jazz Funk 3 & 4	Wed	5:00pm	5:45pm	Amanda M.
Lyrical 3&4	Wed	5:45pm	6:30pm	Amanda M.
Acro/Tumbling (age 4-6)	Wed	5:00pm	5:45pm	Kim K.
Acro/Tumbling (age 5-7)	Tue	5:00pm	5:45pm	Kim K. (Closed)
Acro/Tumbling (age 5-7)	Sat	9:45am	10:30am	Kim K.
Acro/Tumbling (age 7-10)	Fri	5:15pm	6:00pm	Kim K.
Intermediate Levels – Ballet/Tap/Jazz				
Ballet/Tap/Jazz A&B	Wed	5:45pm	7:45pm	Colleen S./Candice J.
Ballet C	Wed	4:15pm	5:15pm	Colleen S.
Pointe C	Wed	5:15pm	5:45pm	Colleen S.
Ballet C	Fri	6:00pm	7:00pm	Colleen S.
Pointe C	Fri	7:00pm	7:30pm	Colleen S.
Tap C	Wed	5:45pm	6:30pm	Mary Beth P.
Jazz C	Tue	4:15pm	5:15pm	Candice J.
Jazz C	Fri	5:00pm	6:00pm	Candice J.
Intermediate/Advance – Ballet/Tap/Jazz				
Ballet D	Wed	7:15pm	8:15pm	Paul K.
Pointe D	Wed	8:15pm	8:45pm	Paul K.
Tap D/E	Wed	6:30pm	7:15pm	Mary Beth P.
Jazz D1	Wed	6:30pm	7:15pm	Jessica P.
Jazz D2	Tue	6:15pm	7:15pm	Mary Beth P.

Note: Classes may be cancelled if there is insufficient enrollment.

Advance – Ballet/Tap/Jazz				
Ballet E	Wed	7:15pm	8:30pm	Colleen S.
Pointe E	Wed	8:30pm	9:00pm	Colleen S.
Jazz E	Tue	7:30pm	8:30pm	Candice J.
Ballet Wkshop (Adv Fouetté Turns)	Sat	11:30am	1:00pm	Paul K.
Ballet F	Tue	6:45pm	8:00pm	Paul K.
Pointe F	Tue	8:00pm	8:30pm	Paul K.
Jazz F	Wed	7:45pm	8:45pm	Mary Beth P.
Tap F	Wed	8:45pm	9:30pm	Mary Beth P.
Lyrical				
Lyrical 3&4	Wed	5:45pm	6:30pm	Amanda M.
Lyrical A&B	Thu	5:15pm	6:00pm	Amanda M.
Lyrical B	Fri	5:30pm	6:15pm	Jessica P.
Lyrical C	Tue	5:15pm	6:15pm	Jessica P.
Lyrical D	Thu	8:15pm	9:00pm	Amanda M.
Lyrical E	Tue	8:30pm	9:30pm	Jessica P.
Lyrical F	Tue	8:30pm	9:30pm	Candice J.
Modern				
Modern A&B	Fri	4:45pm	5:30pm	Jessica P.
Modern C	Thu	6:00pm	7:00pm	Elizabeth P.
Modern E	Thu	7:45pm	8:45pm	Colleen S.
Modern F	Thu	7:45pm	8:45pm	Jessica P.
Jazz funk/Street Jazz				
Jazz Funk 1 & 2	Fri	4:30pm	5:15pm	Amanda M.
Jazz Funk 1 & 2	Sat	11:30am	12:15pm	Amanda M.
Jazz Funk 3 & 4	Wed	5:00pm	5:45pm	Amanda M.
Street Jazz A&B	Thu	4:30pm	5:15pm	Elizabeth P.
Street Jazz C	Thu	5:15pm	6:00pm	Elizabeth P.
Street Jazz D	Thu	7:30pm	8:15pm	Amanda M.
Street Jazz E/F	Thu	7:00pm	7:45pm	Elizabeth P.
Acro/Tumbling				
Acro/Tumbling Stars (age 3½-6)	Tue	12:30pm	1:15pm	Kim K.
Acro/Tumbling Stars (age 3½-6)	Tue	1:30pm	2:15pm	Kim K. (Closed)
Acro/Tumbling (age 4-6)	Wed	5:00pm	5:45pm	Kim K.
Acro/Tumbling (age 5-7)	Tue	5:00pm	5:45pm	Kim K. (Closed)
Acro/Tumbling (age 5-7)	Sat	9:45am	10:30am	Kim K.
Acro/Tumbling (age 7-10)	Fri	5:15pm	6:00pm	Kim K.
Adult Classes				
Adult Ballet 1	TBA	TBA	TBA	Paul K.
Adult Ballet 2	Mon	8:00pm	9:00pm	Paul K.
Adult Jazz	Tue	8:00pm	8:45pm	Mary Beth P.
Adult Tap 2	Tue	7:15pm	8:00pm	Mary Beth P.
Adult Tap 3	Tue	8:45pm	9:30pm	Mary Beth P.
Performing Groups				
PG Pearl Jazz Reh.	Mon	4:45pm	5:30pm	Candice J.
PG Pearl/Sapphire Tech Class	Mon	5:30pm	6:30pm	Jessica P.
PG Sapphire Jazz Reh.	Mon	6:30pm	7:15pm	Jessica P.
PG Sapphire Lyrical Reh.	Mon	7:15pm	8:00pm	Candice J.
PG Diamond Tech Class	Mon	5:30pm	6:30pm	Colleen S.
PG Diamond Jazz Reh.	Mon	6:30pm	7:15pm	Candice J.
PG Diamond Lyrical Reh.	Mon	7:15pm	8:00pm	Jessica P.
PG Gold/Emerald Tech Class	Mon	6:30pm	8:00pm	Colleen S.
PG Gold Lyrical/Jazz Reh.	Mon	8:00pm	9:30pm	TBA
PG Emerald Lyrical/Jazz Reh.	Mon	8:00pm	9:30pm	TBA
PG Diamond Contemp. Reh.	Thu	7:00pm	7:45pm	Colleen S.
PG Emerald Contemp. Reh.	Thu	8:45pm	9:30pm	Colleen S.
PG Gold Contemp. Reh.	Thu	8:45pm	9:30pm	Jessica P.

# PK Dance 2022-23 Class Schedule (by Day and Time)

Classes highlighted "Blue" are session classes running in 6-8 week blocks.

Note: Classes may be cancelled if there is insufficient enrollment.

Day	Beg	End	Class Abbrev	Instructors
Mon	4:45pm	5:30pm	PG Pearl Jazz Reh.	Candice J.
Mon	5:00pm	5:45pm	Rising Star 1	Rachel R.
Mon	5:30pm	6:30pm	PG Diamond Tech Class	Colleen S.
Mon	5:30pm	6:30pm	PG Pearl/Sapphire Tech Class	Jessica P.
Mon	5:45pm	6:30pm	Rising Star 2	Rachel R.
Mon	6:30pm	7:15pm	PG Diamond Jazz Reh.	Candice J.
Mon	6:30pm	7:15pm	PG Sapphire Jazz Reh.	Jessica P.
Mon	6:30pm	8:00pm	PG Gold/Emerald Tech Class	Colleen S.
Mon	7:15pm	8:00pm	PG Diamond Lyrical Reh.	Jessica P.
Mon	7:15pm	8:00pm	PG Sapphire Lyrical Reh.	Candice J.
Mon	8:00pm	9:00pm	Adult Ballet 2	Paul K.
Mon	8:00pm	9:30pm	PG Emerald Lyrical/Jazz Reh.	TBA
Mon	8:00pm	9:30pm	PG Gold Lyrical/Jazz Reh.	TBA
Tue	12:30pm	1:15pm	Acro/Tumbling Stars (age 3½-6)	Kim K.
Tue	1:30pm	2:15pm	Acro/Tumbling Stars (age 3½-6)	Kim K. (CLOSED)
Tue	4:15pm	5:15pm	Jazz C	Candice J.
Tue	5:00pm	5:45pm	Acro/Tumbling (age 5-7)	Kim K. (CLOSED)
Tue	5:00pm	5:45pm	Tiny Stars	Rachel R.
Tue	5:15pm	6:15pm	Lyrical C	Jessica P.
Tue	5:45pm	6:45pm	Level 1 Ballet/Tap/Jazz	Rachel R.
Tue	6:15pm	7:15pm	Jazz D2	Mary Beth P.
Tue	6:15pm	7:30pm	Level 3 Ballet/Tap/Jazz	Jessica P.
Tue	6:45pm	8:00pm	Ballet F	Paul K.
Tue	7:15pm	8:00pm	Adult Tap 2	Mary Beth P.
Tue	7:30pm	8:30pm	Jazz E	Candice J.
Tue	8:00pm	8:45pm	Adult Jazz	Mary Beth P.
Tue	8:00pm	8:30pm	Pointe F	Paul K.
Tue	8:30pm	9:30pm	Lyrical E	Jessica P.
Tue	8:30pm	9:30pm	Lyrical F	Candice J.
Tue	8:45pm	9:30pm	Adult Tap 3	Mary Beth P.
Wed	4:15pm	5:15pm	Ballet C	Colleen S.
Wed	5:00pm	5:45pm	Acro/Tumbling (age 4-6)	Kim K.
Wed	5:00pm	5:45pm	Jazz Funk 3 & 4	Amanda M.
Wed	5:15pm	5:45pm	Pointe C	Colleen S.
Wed	5:45pm	6:30pm	Lyrical 3&4	Amanda M.
Wed	5:45pm	7:45pm	Ballet/Tap/Jazz A&B	Colleen S./Candice J.
Wed	5:45pm	6:30pm	Tap C	Mary Beth P.
Wed	6:30pm	7:15pm	Jazz D1	Jessica P.
Wed	6:30pm	7:15pm	Tap D/E	Mary Beth P.
Wed	7:15pm	8:15pm	Ballet D	Paul K.
Wed	7:15pm	8:30pm	Ballet E	Colleen S.
Wed	7:45pm	8:45pm	Jazz F	Mary Beth P.
Wed	8:15pm	8:45pm	Pointe D	Paul K.
Wed	8:30pm	9:00pm	Pointe E	Colleen S.
Wed	8:45pm	9:30pm	Tap F	Mary Beth P.

Day	Start Time	End Time	Class Abbrev	Instructors
Thu	12:30pm	1:15pm	Rising Star 1	Katrina H.
Thu	1:30pm	2:15pm	Rising Star 2	Katrina H.
Thu	1:30pm	2:30pm	Level 1 Ballet/Tap/Jazz	Jessica P.
Thu	4:30pm	5:15pm	Rising Star 2	Katrina H.
Thu	4:30pm	5:15pm	Street Jazz A&B	Elizabeth P.
Thu	5:15pm	6:00pm	Lyrical A&B	Amanda M.
Thu	5:15pm	6:00pm	Rising Star 1	Katrina H.
Thu	5:15pm	6:00pm	Street Jazz C	Elizabeth P.
Thu	6:00pm	7:00pm	Level 2 Ballet/Tap/Jazz	Amanda M.
Thu	6:00pm	7:30pm	Level 4 Ballet/Tap/Jazz	Katrina H.
Thu	6:00pm	7:00pm	Modern C	Elizabeth P.
Thu	7:00pm	7:45pm	PG Diamond Contemp. Reh.	Colleen S.
Thu	7:00pm	7:45pm	Street Jazz E/F	Elizabeth P.
Thu	7:30pm	8:15pm	Street Jazz D	Amanda M.
Thu	7:45pm	8:45pm	Modern E	Colleen S.
Thu	7:45pm	8:45pm	Modern F	Jessica P.
Thu	8:15pm	9:00pm	Lyrical D	Amanda M.
Thu	8:45pm	9:30pm	PG Emerald Contemp. Reh.	Colleen S.
Thu	8:45pm	9:30pm	PG Gold Contemp. Reh.	Jessica P.
Fri	4:30pm	5:15pm	Jazz Funk 1 & 2	Amanda M.
Fri	4:45pm	5:30pm	Modern A&B	Jessica P.
Fri	5:00pm	6:00pm	Jazz C	Candice J.
Fri	5:15pm	6:00pm	Acro (age 7-10)	Kim K.
Fri	5:30pm	6:15pm	Lyrical B	Jessica P.
Fri	6:00pm	7:00pm	Ballet C	Colleen S.
Fri	6:00pm	7:15pm	Level 3 Ballet/Tap/Jazz	Amanda M.
Fri	6:15pm	7:15pm	Level 1 Ballet/Tap/Jazz	Jessica P.
Fri	7:00pm	7:30pm	Pointe C	Colleen S.
Sat	9:00am	9:45am	Rising Star 1	Amanda M.
Sat	9:00am	9:45am	Rising Star 2	Kim C.
Sat	9:45am	10:30am	Acro/Tumbling (age 5-7)	Kim K.
Sat	9:45am	10:30am	Tiny Stars	Amanda M.
Sat	10:30am	11:00am	Dance With Me	Kim K.
Sat	10:30am	11:30am	Level 1 Ballet/Tap/Jazz	Kim C.
Sat	10:30am	11:30am	Level 2 Ballet/Tap/Jazz	Amanda M.
Sat	11:30am	12:15pm	Jazz Funk 1 & 2	Amanda M.
Sat	11:30am	1:00pm	Ballet Wrkshop (Adv Fouetté Turns)	Paul K.

Note: Our Adult Beginner Ballet class time is still TBA.



**Registration Form - Regular Monthly Classes (pg 1 of 2)**

**Note: Our Dance with Me, Tiny Stars, and Tumbling Stars classes, should use our Session Class Registration Form, and not this form.**

**Student Information**

**Student 1:** First/Last \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Pronoun (He,She,They, Other) \_\_\_\_\_

Health/Allergy Concerns? \_\_\_\_\_

**Student 2:** First/Last \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Pronoun (He,She,They, Other) \_\_\_\_\_

Health/Allergy Concerns? \_\_\_\_\_

**Student 3:** First/Last \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Pronoun (He,She,They, Other) \_\_\_\_\_

Health/Allergy Concerns? \_\_\_\_\_

**Family Information**

**Guardian 1:** First/Last \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**Guardian 2:** First/Last \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Guardian 2 only:

- We communicate by email and occasionally send emergency texts (never for sales purposes). Do you wish to receive our texts?  Yes,  No
- Your email will automatically be sent billing information emails, but not our general information emails. If you wish to also receive our general emails, you must let us know. If you do not wish to receive any emails, do not fill in an email. Do you wish to receive general emails?  
 Yes,  No  Remove my Email completely.

**Emergency Contact:** First/Last \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Payment Options** (place "x" next to Option)

\_\_\_\_\_ **Option 1:** Place a Credit Card (or Bank EFT) on file with us. MasterCard, Visa, Discover accepted. Your first month and registration is paid to us directly at the time of registering. Subsequent monthly tuition fees will be withdrawn on the 1st of the month. We will include all Tuition, Costume Fees, Recital Fees, and other fees through our auto pay system. An email notice will be sent two weeks prior to an amount coming due. If you prefer, you may pay the studio by cash or check before the 1st of the month and no automatic charges will take place. Note: in any given year, if your credit card is declined, you will be notified and not be charged any additional fees the first time this happens. There is a \$10 fee for continued failed credit card transactions. All bank drafts (EFTs) or checks returned to our bank as NSF (Non-Sufficient-Funds), Account Closed, or for any other reason, will be charged a \$25.00 returned check fee. If you are no longer attending classes, you must notify us in writing of your intent to withdraw 14 days prior to the withdrawal date.

**Check either item below:**

\_\_\_\_\_ Please use the credit card/bank draft information I already have on file with the studio.

\_\_\_\_\_ I will contact the studio to provide credit card information – do not email us your bank information.

\_\_\_\_\_ **Option 2:** Families who do not wish to place a credit card (or bank EFT) on file with us, will pay the registration fee and the first and last month of tuition upon registering (if a student needs to drop the class before the last month, this last month will be refunded). Note: There is a \$25 fee for returned checks and a \$25 fee for any unpaid balances after second notices.

**I understand that my spot in class is not reserved until Registration Forms and payment is received. Contact us if you do not receive a confirmation from us within 48 hours.**

\_\_\_\_\_ **(mark) I have read and accepted the policies listed on the Paul Klocke Dance General Policy Document below.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_





# Registration Form - Session Classes

By signing this Registration Form I agree to abide by the rules of the Paul Klocke Dance Studio and have read our Covid Safety Protocols listed on our website. I understand that my spot in class is not reserved until Registration Forms and Payment are received.

## Student Information

Student 1: First/Last \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Pronoun (He,She,They, Other) \_\_\_\_\_

Health/Allergy Concerns? \_\_\_\_\_

Student 2: First/Last \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Pronoun (He,She,They, Other) \_\_\_\_\_

Health/Allergy Concerns? \_\_\_\_\_

Student 3: First/Last \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Pronoun (He,She,They, Other) \_\_\_\_\_

Health/Allergy Concerns? \_\_\_\_\_

## Family Information

Guardian 1: First/Last \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Guardian 2: First/Last \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Guardian 2 only:

- We communicate by email and occasionally send emergency texts (never for sales purposes). Do you wish to receive our texts?  Yes,  No
- Your email will automatically be sent billing information emails, but not our general information emails. If you wish to also receive our general emails, you must let us know. If you do not wish to receive any emails, do not fill in an email. Do you wish to receive general emails?  Yes,  No  Remove my Email completely.

Emergency Contact: First/Last \_\_\_\_\_ Cell Phone \_\_\_\_\_

September 19 – October 29 (6 Week Session)					
Mark your first choice (or choices) with a "1"; and in the event a class does not fill or closes, mark any classes with a "2" if that class is an alternate possibility.					
Mark (X)	Day	Time	Class	Ages	Full Session
	Sat.	10:30-11:00am	Dance With Me	Ages 1½-3	\$78
	Tue.	5:00-5:45pm	Tiny Stars	Ages 2¾-3½	\$90
	Sat.	9:45-10:30am	Tiny Stars	Ages 2¾-3½	\$90
	Tue.	12:30-1:15pm	Tumbling Stars	Ages 3½-6	\$90
Closed	Tue.	1:30-2:15pm	Tumbling Stars	Ages 3½-6	\$90
Single Class Rate: for students not attending the full session if there is availability. Contact us if you only wish to attend part of a session.			<ul style="list-style-type: none"> <li>• Per class rate for Dance with Me: \$15per class</li> <li>• Per class rate for Tiny and Jazz Funk Stars: \$17 per Class</li> </ul>		

### Class Descriptions

**Dance with Me:** Your child will love exploring movement through games, singing, and fun activities. Students will be provided with a prop list to enhance the class.

**Tiny Stars:** Your child will delight in this fun intro to ballet and tap. Musical games will have them giggling with glee! Scarves, bean bags, and wands will be the toys of choice. We will send you a list of items to bring to class.

**Tumbling Stars:** Cartwheel and roll your way to fun! Joy prevails as your tiny tumbler enjoys the trampoline, balance beam, hula hoops, and more!

### Payment Options (place "x" next to Option)

I have a credit card on file with the studio, please use this card.

I will either stop into the studio and pay by cash or check, or I will call with credit card information that can either be put on file or used as a one-time charge (Mastercard, Visa, Discover accepted).

**Amount Due \$** \_\_\_\_\_

Contact us if you do not receive a confirmation from us within 48 hours.

I understand that my spot in class is not reserved until Registration Forms and payment is received. Please contact us if you do not receive a confirmation from us within 48 hours.

\_\_\_\_\_ (mark) I have read and accepted the policies listed on the Paul Klocke Dance General Policy Document below.

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





Studio of Dance

300 Turner Industrial Way, Aston, PA 19014

Email: studio@paulklockedance.com

## Automatic Payment Authorization Form

Note: This form may be filled out and brought to the studio. We also have copies at the studio. Credit Card information should NEVER be sent to us by email through unsecured lines. For your first tuition payment, either bring your payment to the studio directly, or you may call the studio at (610) 494-4610, and we can take your credit card information over the phone.

Parent/Guardian Name: \_\_\_\_\_ Date \_\_\_\_\_

Street: \_\_\_\_\_

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

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

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

Print Names of Children taking classes: \_\_\_\_\_

- Please look on our class schedule and confirm the number of hours your family is taking per week, then look at our monthly tuition rate sheet and confirm the amount that we should be deducting each week. Contact the studio for assistance, if needed.
- Monthly tuition payments may vary if a student increases or decreases the number of classes they are taking. If class changes have been made and the amount deducted from your account is incorrect, notify the studio immediately.
- Monthly tuition will be auto withdrawn on the 1<sup>st</sup> of each month during the months of October thru June. You will pay the first month of September directly to the studio.
- You will be notified by email two weeks in advanced of our intention to withdraw an amount from your account.
- We will include all Tuition, Costume Fees, Recital Fees, and other fees through our auto pay system.
- In the event that you change your checking or credit card service to a different bank or different account, you need to notify the Paul Klocke Studio of Dance in writing at least 5 days prior to the date of your next scheduled automatic payment.
- If you need to cancel your Auto Payments, you need to give written notice to the Paul Klocke Studio of Dance 15 days before stopping the automatic draft payment.
- You understand that an automatic bank draft from a checking account carries all the responsibilities of a check and I agree to maintain funds available in the designated checking account to cover these drafts as they occur.
- In any given year, if your credit card is declined, you will be notified and not be charged any additional fees the first time this happens. There is a \$10 fee for continued failed credit card transactions.
- All bank drafts (EFTs) or checks returned to our bank as NSF (Non-Sufficient-Funds), Account Closed, or for any other reason, will be charged a \$25.00 returned check fee.

### Fill out the below information if you would like to use a Credit Card to pay your tuition:

Print the name on the card \_\_\_\_\_ MC \_\_\_\_\_ Visa \_\_\_\_\_ Discover \_\_\_\_\_

Card Num. \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ 3 Digit Code \_\_\_\_\_

#### Name on Credit Card & Credit Card Billing Address (if different than above):

Name \_\_\_\_\_

Street \_\_\_\_\_

City/State/Zip \_\_\_\_\_

### If you would like to have your tuition deducted from a Checking Account:

**Attach a voided check to this document for authorization.  
(Note: Do not use a deposit slip)**

Authorization Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I hereby authorize drafts from my Checking Account or Credit Card as specified above.**

# Paul Klocke Dance General Policy Document

**PK Dance Rules:** I the Parent/Guardian of the student registrant agree that the registrant and I will abide by the rules and policies of the Paul Klocke Studio of Dance ("PKSD"), and any of its affiliated organizations. I consent to the registrant's participation in the PKSD physical programs and activities ("PROGRAMS"). I understand that if I or my student does not follow any of the rules or policies of the studio that the studio is under no obligation to continue to provide services to myself or my student.

**Studio Injury and Infectious Disease Liability Waiver:** I acknowledge the possibility of physical injury by participating in PKSD PROGRAMS and I acknowledge the contagious nature of COVID-19 and other infectious diseases and voluntarily assume the risk that my child(ren) and I may be exposed to or infected by attending the PKSD PROGRAMS and that such exposure may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 (or any other infection) at the PKSD (whether it occurs before, during, or after participation in any PKSD program) may result from the actions, omissions, or negligence of myself and others, including, but not limited to, PKSD employees, volunteers, and program participants and their families. Recognizing both the possibility of physical injury, and the possibility of exposure to any infectious element associated with the PROGRAMS, and in consideration for the PKSD accepting the registrant for its PROGRAMS, I (on my behalf, and on behalf of my children) hereby release, discharge, indemnify, and hold harmless the PKSD, its affiliated organizations, and their employees, teachers, and associated personnel from and against any and all claims (including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto) by or on behalf of the registrant as a result of the registrant's participation in the PROGRAMS.

**Medical Release:** In my absence, I request PKSD, through its staff, to obtain emergency medical care in the event that such care is necessary or appropriate in the opinion of the staff for the benefit of my child due to accident or illness. I promise to pay any treatment costs directly to the hospital, physician, or laboratory providing such care upon presentation of the bill to me.

**Physical Contact:** I understand that appropriate physical contact is required during the instruction of dance and acro/tumbling classes, and I give permission for instructors to make appropriate physical contact with me or my child for such instruction.

**Covid Policy:** I understand that masks are optional, and that I will follow CDC protocols for positive cases and exposures.

**Monthly Class Tuition Only:** I understand that monthly payments are made over 10 months (September thru June). Payments are made on a monthly basis regardless of number of weeks in the month. Some months have two or three weeks of classes, and some have five. Tuition is based upon a yearly amount and not on an individual monthly amount. We cannot give refunds for any missed classes, or in the event of emergency closures where make-up classes are made available. Session classes are billed on a per session basis – there are no recurring monthly fees.

**Late Fees:** I understand that should my tuition payment be late; the studio will attempt to contact me twice – once by email and secondly by text. After the second attempt, if I have not responded within 7 days, the studio will charge my account a \$25 late fee.

**Dress Code:** I understand that students are expected to follow the studio dress code listed on our website at PaulKlockeDance.com (go to "Classes" on the top ribbon, then to "Dress Code"). Contact us if you have any questions.

**Photo/Video Release:** I accept that the studio takes pictures and videos of the students in class and in performance and that these pictures may be used in studio displays, for social media materials, and may be given to students for training purposes.

**Training Camera Release:** I accept that when entering any of our specific dance studios that any of my actions and conversations might be recorded by our training cameras which record both video and sound.

**Lost Items:** I understand that the studio assumes no responsibility for lost, misplaced, or stolen articles. Please put your name in all your belongings and do not leave valuables unattended.

**Inclement Weather/Emergency Cancellations:** I understand that should the studio need to close for inclement weather, the studio will notify everyone through emails and texts. No refund can be given for any emergency closure. We have created a built-in makeup week into our schedule (we are no longer taking our one week break in February thereby adding one extra week of classes to our schedule). We have added this week so families will no longer have the inconvenience of having to schedule makeups should there be a weather cancellation. Should we need to cancel any class for more than one week, the studio will schedule additional makeups.

**Inclement Weather/Emergency Cancellations for Session Classes:** If a session class is cancelled due to weather, and a student cannot makeup in another class, your account will be credited for the cancelled class.