



PARENT/GUARDIAN INFORMATION

Parent/Guardian #1 Name _____ Work # or Cell # _____ Parent/Guardian #2 Name _____ Work # or Cell # _____

Place of Employment _____ E-Mail Address (for list serve) _____ Place of Employment _____ E-Mail Address (for list serve) _____

Street Address _____ Home Phone # _____

City, State, Zip _____ Cell Phone # _____ Student E-Mail Address (for list serve) _____

STUDENT'S INFORMATION

First Name _____ Last Name _____ Date of Birth ____/____/____ Male or Female? _____

First Name _____ Last Name _____ Date of Birth ____/____/____ Male or Female? _____

First Name _____ Last Name _____ Date of Birth ____/____/____ Male or Female? _____

First Name _____ Last Name _____ Date of Birth ____/____/____ Male or Female? _____

EMERGENCY CONTACT INFORMATION

Emergency Contact _____ Emergency Contact Phone # _____
(other than parent/guardian listed above)

HOW DID YOU HEAR ABOUT US?

Internet search Brochure / Direct Mail / Door-Hanger

Walk-In Constant Contact

School Newspaper Referral; If so, whom may we thank? _____

Community Newspaper Other; _____

CLASSES:

CLASS:	STUDENT'S NAME

CLASS	STUDENT'S NAME

We appreciate the confidence expressed in your decision to enroll with Metropolitan School of the Arts. We take our responsibility seriously and will provide the highest quality fine arts learning experience possible. To ensure you or your child's safety and enjoyment, we would appreciate knowing any medical problem or learning disability, which may affect participation. Please contact the director for a confidential discussion.

I, _____, the parent or legal guardian of _____, a minor child, do hereby consent to the participation of said minor child in the activity, subject to the Code of Conduct, a copy of which has been provided to me. I am aware that any physical activity should be undertaken ONLY after consultation with a physician and I assume responsibility for my child doing so. I have advised Metropolitan School of the Arts in writing of any limitations necessitated by my child's activities due to medical or physical conditions.

I hereby hold Metropolitan School of the Arts and its employees or contractees harmless for any cost, claim, injury, damage, or liability incurred at the facility.

Signature _____

Date _____



Registration & Tuition

No partial/incomplete registrations will be accepted or processed. Registration is subject to eligibility and availability. _____ (Initial)

The schedule of classes & lessons is subject to change or cancellation at any time based on enrollment, faculty availability and studio space constraints. Students will be contacted as soon as possible if a change to their class or lesson is deemed necessary. _____ (Initial)

Tuition is a yearly fee, based on a minimum of 33 classes or lessons per year (September through June), payable in advance of classes and is to be paid by automatic monthly credit card payments (EFT). Registration is confirmed upon receipt of valid credit or debit card submission. Bills will not be sent. All invalid credit or debit card transactions will be automatically charged a \$25.00 service fee. _____ (Initial)

MHP Tuesday tuition is \$130.00 per month for 3, 1-hour classes per week in dance, theater and music for one student. Families with 2 students receive a discounted rate of \$120 per student per month and for 3+ students, \$110 per student per month. _____ (Initial)

MHP Friday tuition is \$65.00 per month for Teen Advanced Acting and \$65 per month for Teen Beginning Ballet. _____ (Initial)

Participation in all 3 MHP Tuesday classes is highly recommended, however, if students choose not to participate in one of the three classes, tuition remains the same and parents are responsible for care of students during the breaks in schedule. Schedule of classes is from 11:30- p.m.-2:30 p.m. each Tuesday. _____ (Initial)

Performance opportunities will be available. No additional fees are associated. _____ (Initial)

Attendance and Tardiness

To maximize our educational standards, a minimum attendance standard is required. Students missing an excessive number of classes may not be eligible to participate in performances, a decision that will be made at the teacher's discretion. Students who arrive more than 10 minutes late may be asked to observe class. Drop off is between 11:15 a.m. and 11:25 a.m. Pick up is promptly at 2:30 p.m. There are no make ups or reimbursements for student absences or cancellations due to inclement weather or similar circumstances. _____ (Initial)

Dress Code compliance is required beginning the third week of classes in order to provide the most professional experience for our students. Proper hair and attire prevents physical obstruction in dance class. Hair should be worn off the neck and out of the face for all dance classes. Students should bring clothes to wear on top of dance attire for music and theater classes. Students will not have time to change in between classes. _____ (Initial)

Dance attire is required for dance classes:

- All Girls: Black leotard, skin colored tights
- All Boys: Black shorts or pants, white fitted t-shirt
- Shoes: Black jazz shoes

Care of Students & Personal Property

Metropolitan is not responsible for providing before or after class care for students. Students are not to be left at the school for excessive periods before or after the program. _____ (Initial)

Please label all clothes, shoes, bags and other personal belongings with your student's name and leave expensive electronics, jewelry and other valuables at home. Metropolitan is not responsible for lost or misplaced/missing property. A Lost & Found is provided in the dressing rooms, which parents/students (not Metropolitan staff) are responsible for checking. _____ (Initial)

Physical Correction

Performing arts require physical skills, and in order to help and facilitate the student's learning, instructors may guide a movement by physical contact. Physical contact promotes kinesthetic learning and can produce a quicker response to correction than other teaching tools. _____ (Initial)

Photo Release

Metropolitan staff may take photographs or videos of students, individually or in groups, attending or taking part in classes, programs and events. These photographs or videos may appear in Metropolitan's own or other publications, on our website, on social media or in other publicity. Students and/or participants consent to having their photograph taken or such videos shown and used for such purposes. If you do not wish for you or your child to be photographed or videotaped, you must notify the Metropolitan administration in writing to that effect. _____ (Initial)

Withdrawal Policy

There is a two-month minimum requirement for all classes and private lessons from the date of registration. All withdrawals must be done 30 days in advance. After completion of proper withdrawal procedures, you will be responsible for the succeeding month's tuition payment. No withdrawals are accepted after April 1, 2019. _____ (Initial)

To withdraw from a class or private lesson, a parent or guardian must:

- 1) Inform the Metropolitan administration in person and
- 2) Complete and sign a withdrawal form provided by Metropolitan.

Withdrawals are not accepted via telephone or by e-mail. _____ (Initial)

Acceptance

I have read and understand all of the above material. I also understand that Metropolitan School of the Arts reserves the right to terminate classes or lessons to any individual in extenuating circumstances. _____ (Initial)

Student's Name (Please Print)

Signature of Parent or Legal Guardian

Date



BILLING INFORMATION-RESPONSIBLE PARTY

Check here if same as parent contact information

First Name	Last Name	
Street Address		
City	State	Zip
Home Phone #	Cell Phone #	E-Mail Address

Tuition and Fees:		
Registration Fee\$50/family	\$ _____	Billed at time of registration
Teen Acting Performance Fee\$50/student	\$ _____	Automatically billed on Oct 1, 2018
Home School Program Tuition		
MHP Tuesday\$130/student	\$ _____	Automatically billed once each month (Sep 1, 2018 --June 1, 2019)
MHP Tuesday: 2 students.....\$120/student	\$ _____	Automatically billed once each month (Sep 1, 2018 --June 1, 2019)
MHP Tuesday: 3+ students.....\$110/student	\$ _____	Automatically billed once each month (Sep 1, 2018 --June 1, 2019)
MHP Friday:\$65/class	\$ _____	Automatically billed once each month (Sep 1, 2018 --June 1, 2019)

ELECTRONIC FUNDS TRANSFER INFORMATION

COMPLETE FOR ELECTRONIC FUNDS TRANSFER VIA CREDIT CARD (we do not accept American Express)
PLEASE ENTER YOUR CREDIT or DEBIT CARD NUMBER BELOW

—
 —
 —

Exp. Date: ___/___ Month/Year

I (please print) _____ authorize Metropolitan School of the Arts or assignee to initiate debit entries to my account and financial institution on the debit or credit card account listed above. Transfer of funds will occur on the first business day of the month for 10 consecutive months beginning September 1, 2018. The registration fee will be charged at the time of registration. Any outstanding balance on your Metropolitan account at time of registration from previous sessions or purchases will be due and charged to the payment method provided above. A \$15 per month late fee will be charged for each month a balance due remains unpaid on your Metropolitan account.

TUITION & BILLING POLICIES

- A registration fee of \$50 per family is due at the time of registration. Registration fees are non-refundable. _____ (Initial)
- MHP tuition is an annual fee, based on a minimum of 33 classes or lessons per year divided into 10 equal monthly installments, payable September 2018 through June 2019. _____ (Initial)
- There is a two-month minimum requirement for all classes and private lessons from the date of registration. All withdrawals must be done in writing 30 days in advance. After completion of proper withdrawal procedures, you will be responsible for the succeeding month's tuition payment. To withdraw from a class or lesson, a parent must complete, sign and submit a Withdrawal Form provided by the Metropolitan administration (withdrawals are not accepted via phone). No withdrawals are accepted after April 1, 2019. _____ (Initial)
- All tuition is paid by automatic monthly credit card installments (EFT). Registration is confirmed upon receipt of valid credit or debit card submission. Bills will not be sent. _____ (Initial)
- The authority to charge the account provided is to remain in full force until contract expires and any balance due is paid in full or Metropolitan School of the Arts has received notice of cancellation with sufficient time to act upon contract as stated above and any balance due is paid in full. Metropolitan School of the Arts will not be liable for any special or consequential damages, whether direct or indirect, for any wrongful debit to my account. Metropolitan School of the Arts reserves the right to cancel and terminate this agreement at any time. _____ (Initial)

Name (Please Print)

Signature

Date



METROPOLITAN SCHOOL OF THE ARTS
FAMILY CODE OF CONDUCT

Metropolitan School of the Arts is on a mission to launch extraordinary students who change the world by reaching their fullest potential as artists, innovators and global citizens. The artistic, intellectual, emotional, physical and social development and well-being of our students is the primary concern of the Metropolitan faculty and staff.

In order to create a positive, supportive, and encouraging environment for everyone, the Standards of Conduct outlined below apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors:

- Be responsible, respectful and kind.
- Arrive on time and attend all required classes, appointments, rehearsals and performances.
- Inform faculty and administration in a timely manner regarding absences, tardiness and early dismissals.
- Wear the proper dress-code attire.
- Bring necessary materials and equipment.
- Be courteous and receptive when following the instructions of faculty, staff, administration and volunteers.
- Communicate at all times in a positive and honest manner, avoiding abusive, ridiculing, intimidating, and/or demeaning comments and behaviors.
- Keep Metropolitan an environment free from illegal or unauthorized substances, weapons, or any other dangerous devices, both on and off campus.
- Help maintain a safe, clean and orderly environment during all Metropolitan classes, events and activities.
- Preserve the privacy of others and their belongings in an honest and helpful manner.
- Avoid negative or inappropriate commentary about classmates, Metropolitan families, faculty, staff, volunteers and the school in the public sphere.
- Represent Metropolitan in a positive and responsible manner with their words and actions at all times.

I have read and understand all of the above material and agree to comply with Metropolitan's Code of Conduct. I also understand that Metropolitan School of the Arts reserves the right to terminate lessons or classes due to any behavior deemed to be inappropriate or in violation of the Code of Conduct.

Student's Name (Please Print)

Student's Name (Please Print)

Student's Name (Please Print)

Student's Name (Please Print)

Parent/Legal Guardian Name (Please Print)

Parent/Legal Guardian Signature

Date