

Dear Parents and Students:

Welcome to Fountain Arts Center!

Fountain Arts Center was founded in August 2004 in order to provide quality arts education to the residents of the Fountain Valley area. Since opening our doors, we have served hundreds of children and adults. The teachers at F.A.C. love what they do and are excited to share their joy of the arts with you and your student.

Fountain Arts Center exists to provide opportunities for students of all ages to learn an art form. We take every student where they are and help them get to where they want to be. Many studies show that arts education helps a student academically, socially, and mentally. We believe arts education is an important part of learning and that the skills they learn in class will stay with them for a lifetime.

We are committed to providing quality classes, age appropriate music, costuming, choreography and instruction to our students. If you are looking for a place to learn dance, music, drama, art or karate in a safe, non-competitive atmosphere, we have a class for you.

Please read the attached information carefully as it outlines our policies/procedures and may answer many of your questions.

Feel free to contact me at any time via phone #205-7909 or email: [info@fountainartscenter.com](mailto:info@fountainartscenter.com) if you have questions.

We are looking forward to a great year!

Sincerely,  
Rachel Brannen and F.A.C. Staff

# Fountain Arts Center

## Class Enrollment and Medical Release

Student Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Parent(s)/Guardian Names: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

Person Responsible for Payment (if not same as above) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Class/Camp	Day(s)/Summer/Fall	Time(s)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**Please Read and Initial after each statement.**

\*I accept the responsibility for the payment of tuition for the classes for which the above named student is registered. I understand that it is my responsibility to pay the tuition on a monthly basis or session basis as listed in the class descriptions/tuitions. Tuition is due on or before the 1<sup>st</sup> of each month and will be considered late after the 10<sup>th</sup> of the month. A late fee of \$10 will be posted to your account if received after the 10<sup>th</sup> of the month. \_\_\_\_\_

\*Recognizing the risks of illness and injury inherent in any program, I am enrolling the above student in FAC classes/camps and understand that I am hereby waiving and releasing Fountain Arts Center, the owner/director, Rachel Brannen, her family and FAC instructors from any and all claims, costs, liabilities, expenses or judgments, including any attorney's fees and court costs arising out of my participation in Fountain Arts Center programs on or off FAC premises or any illness or injury resulting therein. \_\_\_\_\_

\*I hereby affirm that the above named student is in good physical condition and does not suffer from any disability that would prevent or limit participation in the enrolled classes/camps. \_\_\_\_\_

\*I hereby grant the Fountain Arts Center staff permission to administer first aid help and/or call 911 in case of medical emergency while my child is attending classes, rehearsals and performances. I understand that Fountain Arts Center will attempt to first notify parents and guardians in case of emergency. I understand that in case of illness, injury, accident, or any other damage to the student/parent's person/property while participating in FAC sponsored activities on or off premises which may require attention by medical professionals, I will bear the expense personally or by insurance that I have provided for myself or family. \_\_\_\_\_

\*I understand that classes with an enrollment of less than five (5) students are subject to cancellation. \_\_\_\_\_

\*I understand that registration fees, material fees, costume fees and pre-paid tuition are non-refundable and that there are no refunds or credits for missed classes. \_\_\_\_\_

\*I understand that in order to drop a class, a drop class form must be given to the Director two weeks prior to the month I wish to drop. Otherwise, I will be charged for that month. \_\_\_\_\_

\*I permit FAC to use photos or video of my child and myself for promotional and advertising purposes. \_\_\_\_\_

By signing below, I agree to all the policies and procedures of FAC as stated in the Policy/Procedure Handout.

Parent/Guardian's/or Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Does the above name student have any special allergies, disabilities, dietary needs, medical conditions? If yes, please explain: \_\_\_\_\_

If a new student - did someone refer you to FAC? Yes No

If Yes, please give name of student: \_\_\_\_\_

How did you hear about FAC if not from referral? \_\_\_\_\_

Please make all checks payable to Fountain Arts Center. Thank you for registering with the Fountain Arts Center!

# Fountain Arts Center

## Student Policies and Procedures

**Attendance:** Because each class is a continuation of the previous class, it is important to be at class each week. Please contact the studio if you will be missing class. There are no refunds/credits for absences.

**Communication:** Every family will have a family folder located in the file box on the studio desk. Please check this on a regular basis for newsletters and other important information. The fastest and easiest way to communicate with you is via email. Please add [info@fountainartscenter.com](mailto:info@fountainartscenter.com) to your accepted email.

**Community Events:** F.A.C. students participate in community events throughout the year. This includes Fountain Fall Festival Parade and Cowboy Christmas. Dates TBA.

**Conduct:** F.A.C. believes in providing a safe, positive and encouraging atmosphere in which students can grow in their creativity. F.A.C. expects students to conduct themselves with dignity and respect for others. Any students found using actions or words to threaten or invoke fear will be suspended or expelled with no refunds. There is zero tolerance for inappropriate conduct of any kind. Students found in possession of drugs/alcohol and or weapons, using profane language or showing a gross disrespect to fellow students or to an instructor will be suspended or expelled with no refund of fees.

Appropriate behavior is expected of all patrons at all times. Parents are responsible for and asked to keep an eye on children that are waiting with you. **DO NOT** leave them unattended. We are not a child-proof facility.

Parents, students and siblings must respect the classes that are in progress. **Please keep the noise level in the hallways and waiting areas to a whisper.** Talking loudly in the waiting area disrupts class and student learning. If parents/siblings are talking too loudly, they will be asked to leave the waiting area. Cell phone usage is not allowed in the studio rooms. Parents do not have to wait for their child during classes. Our waiting area is not designed to accommodate everyone. Students who do not do well in class without their parents may need to wait until the next semester to enroll. Things to do while your child is in class: visit the local stores, read at the library, take a walk, play at the school playground.

**Dress Code:** The following is required class attire -

**Dance Plus:** comfortable clothing for child.

**Pre-school/Kinderballet Classes:** comfortable clothing the child can move in, no shoes. No skirts unless have shorts underneath. Most children in this class typically wear leotard and tights (footless required). Kinderballet w/ tap need tap shoes, footless tights and socks or convertible tights. Hair secured away from face.

**Pre-Ballet/Jazz:** Pink Leotard, pink tights, pink leather ballet shoes. Hair secured in a bun.

**Pre-Ballet/Tap/Jazz::** Pink Leotard, pink tights, pink leather ballet shoes/black tap shoes. Hair in bun.

**Ballet Levels 1/2/3:** Black leotard, pink tights and pink leather ballet shoes. Hair secured in a bun.

**Tap Classes:** 8-12 years – Leotard, tights, black tap shoes. Teen/adult – comfortable exercise clothing and black tap shoes.

**Jazz:** black leotard, black jazz pants, black jazz shoes. Hair secured away from face.

**Hip Hop:** comfortable exercise clothing and tennis shoes.

**Karate Plus:** T-shirt provided, pants that allow flexibility of movement. No shorts.

F.A.C. does carry tights, ballet shoes, and leotards for sale at competitive rates.

**All clothing must be modest.**

**Drop Policy:** A drop form must be filled out and turned in to the Director two weeks prior to dropping a class. (ex. If you are dropping November, a form must be turned in by Oct. 18). All accounts must be current when dropping. Students are responsible for monthly tuition if a drop form is not received on time. **Please Note:** Students who are registered for a class that meets for a session (guitar, etc.) are obligated to pay the full session fee once the session has started.

**Food/Drink:** Only water contained in water bottles will be allowed in the classrooms. Please do not leave a mess in the waiting area.

**Holiday Closures/Breaks/Weather Closures:** F.A.C. does not follow the school districts for all Holiday closures as many of our students come from different school districts. Weather related closures are dependent upon school closures and road conditions. We will email and leave a message on our voicemail if we close due to weather. If a class is cancelled more than once during the school year due to inclement weather, students can make up a class by taking another regularly scheduled class that is appropriate for his/her level. We will not close for Monday holidays, except Labor Day. All students are invited to participate in the Fountain Fall Festival Parade on that day. **Please call Rachel at 205-7909 if you are unsure about closing. Monthly tuition fees are pro-rated and based on the number of lessons received for the full term, NOT on lessons per month.** The Fall Semester is 16 weeks of lessons, the Winter/Spring Semester is 20, including dress rehearsal and Showcase. The full school year term consists of nine equal monthly tuition payments. There will be no deductions for holidays or classes missed. Tuition is also not prorated for the month of May due to the time the instructors are involved in the dress rehearsal and showcase.

**Lost/Found:** Please mark student's items with their name. If an item is found it will be placed in the lost and found box. F.A.C. is **not** responsible for lost, stolen, or damaged goods. Items will be donated if left longer than 30 days.

**Material/Costume Fees:** Most classes have a material or costume fee. There is a t-shirt requirement for dancers to participate in Cowboy Christmas, this long sleeved studio shirt is \$20. Dance class Showcase costume fees are \$60 and \$70. Most of the younger kids (7 and under) class costumes are \$60. Costumes will include tights if needed. The first half of payment for costumes is due Nov.1, the remainder Dec. 1. Costumes fees received after this date will incur a late fee of \$10 per costume. Karate Plus has a material fee of \$46 that covers first belt, first test fee, tshirt and other handout material. This fee is paid directly to the KP staff on the first day of class. Drama/Art/Music material fees are covered in tuition. (exception – music teachers may want students to purchase a specific book).

**Missed Classes:** Tuition will not be refunded if a student misses a class.

**Refunds:** There are no refunds on tuition unless F.A.C. is notified in writing by Aug. 1 for Fall classes. No refunds will be provided for registration fees, class material fees or costume fees. There are no refunds on prepaid tuition beyond what is stated above. See Summer materials for Summer refund policy.

**Registration:** There is a school year non-refundable registration fee of \$20 per student. The maximum reg. fee per family is \$30 per school year. Students must re-register the beginning of each school year. Registration dates will be announced.

**Restroom:** Please have your child use the restroom prior to coming to class, as class time is precious.

**Showcase:** All students are invited and encouraged to participate in F.A.C.'s highlight of the year - the Annual Showcase - which is held in May. The tentative date for Showcase 2010 is May 15. Please plan ahead to attend. Most classes will begin preparing for the showcase in January. Part of each class time will be spent working on showcase pieces. This is a great time for students to show family and friends what they have been learning.

**Smoking:** Smoking in the facilities is not allowed. Smoking outside the buildings away from the entry way is permitted. Extreme care must be used to dispose of matches, cigarettes or other smoking materials.

**Tuition:** Payments are due on or before the 1<sup>st</sup> of the month. Payments will be considered late after the 10<sup>th</sup> of the month and will be subject to a \$10 late fee. Monthly tuition fees are pro-rated and based on the number of lessons received for the full term, NOT on lessons per month. The full term consists of nine equal monthly tuition payments. There will be no deductions for holidays or classes missed. Accounts overdue later than 30 days will result in the student not being able to participate in class until the account is paid in full. Cash and check accepted for payments. Checks should be made out to **Fountain Arts Center** and can be mailed to: 113 S. Main St. Fountain, CO 80817 or placed in the F.A.C. payment box located in the right corner of the waiting area. If the studio is closed, you may put payments in the mail slot located on the front of the studio building. Please clearly indicate on the check who and what the payment is for. You may also set up an auto pay through your bank using the address listed above. We prefer that you use our online payment option through our website by clicking the pay now link at [www.Fountainartscenter.com](http://www.Fountainartscenter.com). **Returned checks will be subject to a \$25 returned check fee.**

**NOTE: Please remember that we are renting the facilities and are responsible for the care and maintenance of them while we are here. Instructors, students and parents are responsible for cleaning up after themselves and leaving the facilities clean and neat. Please do not drop off students more than 5 minutes early for class. For the student's safety, we ask that you come to his/her classroom to pick the student up.** Out of respect for the teacher, please be on time to pick up your child. If you have any questions regarding the policies and procedures, please contact Rachel Brannen at 205-7909. Thank you.

# FAC Tuition Information

## 2009/2010

### School Year Tuition Information

Registration for school year classes requires registration fee and first month's tuition.

Registration fee is nonrefundable. First month tuition is refundable if notified in writing by Aug. 1 for Fall classes.

All tuition is due on or before the 1<sup>st</sup> of each month, considered late after the 10<sup>th</sup> (a late fee of \$10 is added to account.)

Tuition will continue to be billed until a drop form is received. Drop forms must be received 2 weeks prior to the month dropping.

Tuition may be paid using cash or check written to Fountain Arts Center or online on our website.

**Registration fee = \$20/per child** (school year registration, max \$30 per family)

**Monthly tuition\*:** Monthly tuition fees are pro-rated and based on lessons received for the full term, NOT on lessons per month. The full term consists of nine equal payments. For students starting in the middle of the month, tuition will be adjusted. There will be no deductions for holidays or classes missed.

Dance Plus = \$65/mo

Dance/Karate Classes

30-45 minute classes = \$32/mo

1 hr. classes = \$36/mo

Dance private lessons = \$20-25 per ½ hour

Guitar group class = \$40/mo – 8 week commitment

Guitar private lessons = \$140 – 8 weeks ½ hour lessons 8 week commitment

Piano private lessons = \$140 – 8 weeks ½ hour lessons – 8 week commitment

Theater Group – 1<sup>st</sup> semester = tbd – will have auditions each semester

2<sup>nd</sup> semester = tbd – will have auditions each semester

Art Sessions – 4 week session = \$40

### Other Fees:

Dancers – long sleeve t-shirt for Cowboy Christmas show \$20

Dancers - costume fee of between \$60-70. ½ due Nov. 1 / ½ due Dec. 1

Karate Plus – material fees - \$46 to start.

Optional things:

Showcase dvd (cost to be determined)

Showcase pictures (cost to be announced later)

FAC t-shirt \$10

Showcase Recital Fee: \$20 per student/\$30 per family – mandatory if in Showcase

No tickets are required for the Showcase.

We also offer pilates through a private contract instructor – inquire for more information.

\*A multiple class and sibling discount is available. (Does not apply to private lessons)