



**AMAZING GRACE CONSERVATORY
PRE-CONSERVATORY (5-8 years old)
ENROLLMENT INFORMATION**

Student Name: _____ DOB: _____ Age: _____

Address: _____ City: _____ State: _____ Zip: _____

Parent/ Guardian: _____ Phone: _____ Work _____

E-mail address _____

Gender: _____ M _____ F

T-Shirts Size: (S, M, L, XL) _____ *please indicate Youth or Adult size (No Youth XL)*

Group/ Level: _____

(For Office Use Only)

MEDICAL RELEASE FORM

Emergency Information must be provided for your child to attend class.

Mother: _____ Home Phone: _____ Cell #: _____

Father: _____ Bus. Phone: _____ Cell #: _____

Emergency Contact: _____ Phone: _____

Insurance/Medical Plan: _____ number # _____

Doctor: _____ Phone: _____

Please circle the following if they apply to your child, please be specific:

1. Allergies
2. Social/Emotional Behavior Concerns
3. Attention Deficit/Hyperactivity Disorder
4. Learning Disabilities
5. Other medical conditions: _____
6. None
7. Please indicate all medications currently prescribed to you child: _____

I have read and understand Amazing Grace Conservatory's (AGC) enrollment information. I hereby give A G C's personnel permission to see that my child receives medical treatment in the event of an emergency. I will be financially responsible for all charges incurred in the rendering of emergency treatment, regardless of my medical insurance coverage.

Sign: _____
PARENT/GUARDIAN

DATE



AMAZING GRACE CONSERVATORY
A Theatrical Training Institute

CHILD RELEASE AUTHORIZATION FORM

Student's name: _____

Amazing Grace Conservatory's concern about your child's safety has prompted us to require that all parents/guardians complete this form. This allows you to designate those individuals authorized to pick-up your child.

Upon arrival, students are responsible for signing in. The sign-in sheet will allow us to account for the students, thus, we will be responsible for your child's whereabouts. Once your child has signed in they **WILL NOT** be allowed to leave the premises until the end of classes. **NO EXCEPTIONS!** Parents/guardians will be required to sign-out their child after classes are completed.

List below the person(s) other than yourself, allowed to sign-out your child:

- 1. Name _____ Phone # _____ Relationship _____
- 2. Name _____ Phone # _____ Relationship _____

No child will be released to any person(s) not listed above unless notified by the Parent/Guardian.

Parent/guardian's signature _____

My child has permission to sign his/herself out at the end of each class session.

Parent/guardian's signature _____ Date: _____



TUITION AGREEMENT

It is agreed by and between the undersigned and Amazing Grace Conservatory (AGC) that _____ is hereby enrolled as a student for the Fall Session – Pre-Conservatory Program beginning Saturday September 23, 2017 and ending Saturday November 18, 2017 and is subject to the rules and regulations as set forth by AGC.

TUITION AND FEES:

REGISTRATION FEE:

There will be a one-time registration fee of \$35.00 for all new students, due at registration.*

Tuition: \$350.00

Payment Dates:

\$175.00 due September 23 2017

\$175.00 due October 7, 2017

****Please note: The second tuition payment must be paid by the above date or your child will not be permitted to attend class or participate in the production.****

LATE FEE POLICY:

There will be a \$35.00 fee charged for late payments.

PAYMENT POLICY: We do not accept cash. Payment can be made via money order, credit/debit cards, or cashiers' check.

REFUNDS:

Refunds will only be granted if a student withdraws from the program **on or before** the first day of classes, he/she will be eligible for a refund of tuition paid.

*(Registration Fee is non-refundable)

<i>Office use only</i>			
Date	Amount	Receipt #	Initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have read and agree to the above terms.

Print: _____
PARENT/LEGAL GAURDIAN

Signature: _____
PARENT/LEGAL GAURDIAN

_____ DATE

** The information obtained in this document will be held in strict confidentiality and will not be resold or reproduced in any capacity.



AMAZING GRACE CONSERVATORY

PARENT/STUDENT INSTRUCTION GUIDE

PRE-CONSERVATORY

SIGN-IN/SIGN OUT

All parents **must** sign his/her child in and out each Saturday. Parents must sign a **Student Release FORM** in order for the student to sign themselves in and out.

ATTENDANCE

It is important that students attend all classes. Due to the fact that the Pre-Conservatory Program is only a nine week session, absences and tardiness will affect your child's creative process. AGC recommends no more than ONE absence.

AGC REGULATIONS

Students are not permitted to leave AGC premises without written consent from the parent/guardian. The written notice **must** be approved by AGC staff. **Any student who violates this regulation will be dismissed for the day. A second violation of this regulation will result in immediate dismissal from the program. NO EXCEPTIONS.**

The office telephone is for emergency calls only. The office will take emergency telephone messages and/or pull the student from class to answer an emergency call. AGC staff **will not** take non-emergency messages for students. Students **will not** be pulled from class for non-emergency phone calls

ATTIRE

Each student must come dressed to work in an AGC Uniform which includes an **Amazing T-Shirt**, loose-fitting sweat pants, **NO NYLON SWEATPANTS PLEASE** and required black jazz dance shoes, **NO EXCEPTIONS.** The **Amazing T-Shirts** for all new students are included with enrollment package, returning students may purchase a T-Shirt for **\$20.00**. Please leave all jewelry and valuables at home. (i.e. watches, rings, earrings, necklaces, bracelets, iPods, computers, lap tops, cell phones etc.) AGC will not be responsible for lost or stolen items.

DISCIPLINE AND IMPROPER CONDUCT

- Fighting, running, pushing, cursing, lap-sitting, inappropriate touching, stealing, wrestling, tagging, gossiping, cell phone usage during class, etc. is not allowed at AGC. Students involved in such activities will be written up and the parents will be notified by telephone. Any additional involvement in these activities **will result in dismissal from the program.**
- **NO GUM IS ALLOWED AT AGC.** Students found chewing gum will be subject to disciplinary actions.
- Students who disrupt class, and are disrespectful to the staff will be asked to leave the classroom and parents will be notified. Repeat offenses will result in and dismissal from the program.

**** Please note: AGC will not be liable for lost or stolen items. No refund will be given for any student dismissed from the program as a result of violating AGC Rules and Regulations and/or improper conduct. NO EXCEPTIONS.****

AMAZING GRACE CONSERVATORY

PARENT/STUDENT INSTRUCTION GUIDE (continued)

EVALUATIONS

All students are evaluated throughout the term. Evaluations are based on:

- A) Attendance
- B) Participation/Cooperation
- C) Comprehension
- D) Skill development/Auditions

PARENT REQUIREMENTS

- Read all memorandums, rehearsal schedules, and information thoroughly and carefully. Please check with your child and /or staff member after each class to see if any information was sent home.
- AGC begins at 9:00 a.m., our doors our open at 8:30a.m. Your child is required to be on time. **“To be early is to be on time, to be on time is to be late and to be late is UNACCEPTABLE at AGC.”**
- Please pick up your child on time. The Pre-Conservatory Program is over at 11:00am. **All students must be picked up at the appropriate time, there will be a 15 minute grace period and parents will be charged \$15.00 every 15 minutes thereafter.** Rehearsals, extended days and production hours are of course the exception.

PAYMENTS

All payments must be received on or before the due date(s). Payment can be made via money order, credit/debit cards, or cashiers' check.

REFUNDS

Tuition refunds will only be given to students who withdraw on or before the first day of class. NO EXCEPTIONS. The registration fee is not refundable.

**** Questions, comments and suggestions are always welcomed! Don't hesitate to join in and be a part of AGC, a place where everyone is family! ****



PARENT /STUDENT AGREEMENT

AGC has worked hard over the years to build a stellar reputation of professionalism where children are allowed to express themselves in a loving and disciplined environment. **It is critical that you carefully review the disciplinary guidelines with your child before enrolling in the conservatory.**

Any student violating these guidelines will be suspended from the conservatory, INDEFINITELY and will not be allowed to return to the conservatory. No exceptions.

I have read and discussed the **Parent Instruction Guide** with my son/daughter and we are both in agreement to the terms set forth by Amazing Grace Conservatory.

Signature: _____
PARENT/LEGAL GUARDIAN

Date: _____

Signature: _____
STUDENT

Date: _____