



Policies & Procedures

How to Register

1. Read Policies and procedures thoroughly. Determine which class or program you are interested in registering you/your child for. Call office with any questions at 360-991-8548.
2. Fully complete registration forms in their entirety. This form must be signed and dated by a parent or guardian if dancer is 18 and younger.
3. Turn in along with the first months tuition to Ora Nui Tahitian Dance Troupe after dancer's free introductory class.
4. We have open enrollment year round.

Enrollment

Dancers have the choice to enroll as registered dancers or not. Those that do not register are considered drop-ins.

BENEFITS FOR REGISTERED DANCERS: Students may attend classes twice a week for a discounted rate, and have the opportunity to dance in the troupe's big summer showcase. Registered dancers are also considered for the Summer Production Troupe, whereas drop-ins are not. Our registered dancers also have access to ONT attire, workshops, private lessons with ra'atiras, and any other perks offered to the troupe.

BENEFITS FOR DROP-INS: The flexibility to attend classes when convenient for your schedule. This is great for dancers that want to utilize dance as an exercise, or as a way to stay connected to the culture.

Monthly Tuition Fees:

Monthly tuition fees are **DUE BEFORE/BY THE 1ST PRACTICE OF THE MONTH**. Monthly fees remain the same regardless of the number of lessons taught within the month due to holidays or students absences.

LATE FEES/RETURNED CHECK FEES:

A late fee of **\$20** will be assessed for payments received after the first practice of the month – NO EXCEPTIONS. There are no refunds for missed classes.

Accepted Forms of Payment:

- Cash
- Venmo: @Charlie-Okada
- Paypal: www.paypal.me/CharlieOk

Tuition Per Dancer:

REGISTERED STUDENTS (per month) \$60*
DROP-INS (per class) \$15
PRIVATES (per session) \$25
**For those starting in the middle of the month, we will prorate tuition*

Family Discount

Discounts apply to immediate family members under the same custodial parent. **ONLY AVAILABLE TO FULL TIME STUDENTS.**

- **1 Dancer full price, additional dancers 1/2 Off**

Referral Discount

For any dancer that is able to bring in new **REGISTERED** students to the school, they will be awarded **\$5** off their next month tuition per each person. ex: 3 new registered students = \$15 off

Costume Fees

Every dancer is required to purchase a black pareu. These can be found online.

Black Pareu Link: www.etsy.com/shop/islandcostumes

All dancers will also need to purchase materials for costumes needed for dances they are assigned to for performances. Most will have to be handmade by the dancer, or a parent. Dancer is responsible for acquiring materials and completing costumes by due dates. Ora Nui will provide website links, or stores that materials can be purchased from, but Ora Nui will not handle any transactions related to costumes for dancers.

Class Attire & Procedures

Please arrive, or have child dropped off, five minutes prior to class start time dressed in the proper attire. **All dancers must have their hair pulled back and be wearing the school's uniform which consists of black**



top, black pareu, and flower in hair for girls. Black top and shorts for boys.

New dancers have 2 weeks after first class to purchase their black pareu. After this time frame they are required to be in uniform. After class all children must be picked up inside the studio, or be walked out by an adult. This is for safety reasons because classes may be let out after dark.

Absences

Missed classes are not refundable. Tuition is still due to hold the spot for your child. There are no refunds if you drop a class in the middle of the month, choose other activities over dance class, or simply skip class. We ask that you call or email the instructor to inform them of any absences, illness, or problem a student might be having. In the case of serious injury, that would require students to miss a month or more of class, tuition might be waived (this is determined by the Ora Nui staff on a case-by case basis).

Class Cancellation

Ora Nui reserves the right to combine classes, change times, provide substitute teachers or replacement teachers, and cancel or combine any class. These decisions will be made by the director. If a practice is cancelled during the week due to a holiday or any other reason, Ora Nui will provide a make-up day during the same week so that you still have practice that week.

Dropping Classes

Since dance fees are charged on a month-to-month basis you may drop out of a class at any time. If you have paid a month's fee and drop during the beginning or middle of the month you will not receive a refund. You may however, finish the rest of the month and drop at the end of that particular month. If you drop classes in the middle of the month and have not paid for that particular month you will be billed at your normal monthly rate for the entire month. To ensure a dancer does not get billed after dropping a class, please come in, email, or call to let the staff know the dancer would like to stop classes with Ora Nui. UNTIL THE DANCER CANCELS THEIR REGISTRATION WITH ORA NUI A SPACE IN THE CLASS WILL STILL BE SAVED FOR THE DANCER AND THEY WILL BE BILLED ACCORDINGLY. If you decide to attend classes again and are re-enrolling you are required to register again.

Materials Learned

All material learned from Ora Nui Tahitian Dance Troupe is not to be retaught, used, or performed outside of the group unless given permission to do so by the instructor. This applies to all dances, basics, and costumes.



Dancer Agreement

Please initial next to each statement, acknowledging you read, understand, and agree to the terms.

_____ Payment of tuition is **DUE BY/BEFORE THE FIRST PRACTICE OF THE MONTH**. Payment of tuition secures enrollment for yourself/child in class. We do not send statements, however will have tuition reminders posted on our group facebook page.

_____ We will add a \$20 late fee after the first practice of the month **UNLESS** you drop yourself/child out of the group - **NO EXCEPTIONS!**

_____ If you/your child is absent due to any reason: illness, vacation, or other activities, payment is **STILL** due when required. **THERE IS NO REFUNDS FOR MISSED CLASSES.**

_____ **TUITION REMAINS THE SAME EACH MONTH REGARDLESS OF WHETHER IT IS A 5-WEEK MONTH OR A SHORTENED MONTH DUE TO HOLIDAYS.** Tuition is not pro-rated, refunded or credited for missed classes or holidays. Any student who misses a class may make-up classes in other non-performance classes that are comparable for their age/skill level.

_____ All accounts must be completely paid off before a dancer can perform at shows.

_____ If you/your child is no longer taking classes, the director must be informed. Any outstanding fees must be paid in full upon unenrollment.

_____ **ALL MATERIAL LEARNED FROM ORA NUI TAHITIAN DANCE TROUPE IS NOT TO BE RETAUGHT, USED, OR PERFORMED OUTSIDE OF THE GROUP UNLESS GIVEN PERMISSION TO DO SO BY THE INSTRUCTOR.**

_____ **STUDENTS WHO WOULD LIKE TO TEACH WHAT THEY HAVE LEARNED FROM ORA NUI OR BECOME A RAATIRA THEMSELVES MUST HAVE PERMISSION AND GO THROUGH TRAINING WITH THE RAATIRA TO CORRECTLY TEACH ORI TAHITI.**

_____ **Out of respect for the teachers students may not dance for two dance groups that teach Tahitian.**

_____ (only initial here if you are a show/production dancer) _____ is my job and i am paid to dance for gigs with this production. This is not another tahitian dance school.

_____ **PHOTO RELEASE:** By initialing here, I give permission for photographs of my child in dance class or performances to be used in promotional material for Ora Nui Tahitian Dance Troupe in both print and web publications.

By signing below, you are acknowledging that you have read, understood, and agreed with all policies & procedures, tuition policy, and fees associated with dancing at Ora Nui Tahitian Dance Troupe.

Dancer Name Print: _____ Signature: _____ Date: _____

Parent Name Print: _____ Signature: _____ Date: _____



Registration Form

Dancer Information

If the dancer is under the age of 18, parental or guardian information is needed and their consent is required.

Name (First, Last): _____ Today's Date: _____

Date of Birth: _____ Age: _____ Email: _____

Home Phone: _____ Cell Phone: _____

Class interested in: Tahitian Dance Tahitian Drumming Fire Knife Spinning

Experienced in Tahitian Dance/Drumming/Spinning: yes no Referred By: _____

Years of experience: _____ Name of Dance Group: _____

Any kind of dance experience: yes no Style of Dance: _____

Interested in Competing: yes no undecided

Parental Information

Name (First, Last): _____ Relation to Dancer: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Email: _____ Consent to perform and/or compete: yes no

Emergency Information

Notify Name: _____ Relationship: _____

Work Phone: _____ Cell Phone: _____ Home Phone: _____

Medical Information

Physician: _____ Insurance/HMO: _____

Physician Phone: _____ Policy#/Medical Record #: _____

Signature (self/parent): _____ Date: _____



Liability Waiver

I/we (the dancer and parent/guardian) _____ realize that participation in dance classes and activities associated with Ora Nui Tahitian Dance Troupe could involve some possible personal injury. Despite precautions, accidents and injuries may occur. By signing this release form, I/we assume all risks related to the use of any and all spaces used by Ora Nui Tahitian Dance Troupe.

Injury Release: I/we agree to release and hold harmless Ora Nui Tahitian Dance Troupe including its teachers, dancers, staff members, and facilities from any cause of action, claims, or demands now and in the future. I/we will not hold Ora Nui Tahitian Dance Troupe liable for any personal illness, injury, accident or any personal property damage which may occur on the premises before, during or after classes. I/we will bear the expense personally or by insurance that was provided on the registration form. Any other costs or damages resulting from participation in Ora Nui Tahitian Dance Troupe, such as the cost of transportation by an emergency vehicle or damages to third persons, I/we will also pay or be paid by the insurance provided on the registration form. Furthermore, I/we agree to obey the class and facility rules and take full responsibility for my/our behavior in addition to any damage I/we may cause to the facilities utilized by Ora Nui Tahitian Dance Troupe.

Agreement to Classroom Protocol: I/we understand that the accepted practice and methodology of dance training entails "hands on" and other forms of physical contact with instructors and other students, and that this is necessary for a student to learn at an appropriate pace. I/we understand that if there is currently, or ever would be, any reason why I should not be touched, or should only be touched in a specific way, that it is my/our responsibility to inform EACH instructor as to what is acceptable, and to discuss any related physical or mental issues with them.

Statement of Physical Condition and Personal Responsibility: I, _____, hereby agree that I am in good physical condition, and receive appropriate medical treatment and annual check-ups, and have clearance from a doctor to participate in an exercise program. I understand that it is my responsibility to receive clearance from a medical doctor for any physical conditions that may be of concern, may hinder classroom performance, or may place me in unnecessary physical danger. I understand that it is always my responsibility to communicate with the instructor as to injuries or illnesses which may impact classroom participation, and that ultimately I can choose not to participate in any portion of a class if necessary.

Dancer's Name: _____
(Print)

Dancer's Signature: _____ **Date:** _____
(If unable to sign, parent/guardian sign only)

Parent/Guardian Name: _____
(Print)

Parent/Guardian Signature: _____ **Date:** _____