



Heart of Ireland School, LLC

Office: 5641 Elfinwood Road • Chester, VA 23831
804.464.8190
www.HeartofIrelandSchool.com

Registration Form

Date of enrollment: _____

Student Name: _____ Date of Birth: _____

Student Address: _____

Student Home Phone: _____ Student Cell Phone: _____

Student Email Address: _____

Parent/Guardian Name(s): _____

Email Address (Parent 1): _____

Email Address (Parent 2): _____

Cell Phone (Parent 1): _____ Work Phone (Parent 1): _____

Cell Phone (Parent 2): _____ Work Phone (Parent 2): _____

May we text you for inclement weather closings or urgent schedule changes? Yes No

If yes, please indicate to whom text messages may be sent: Student Parent 1 Parent 2

How did you hear about us?

Terms of Agreement for Class Registration:

I have read the Heart of Ireland School, LLC Policies handbook and agree to adhere to all policies.

I grant permission for any photos of classes or performances to be used by Heart of Ireland School, LLC for promotional purposes.

I understand that Heart of Ireland School, LLC assumes no responsibility for personal injuries.

I agree to keep a completed, up-to-date Emergency Contact form on file.

Signature of Parent/Guardian

Date

Mail completed forms with payment (check or credit card authorization) to our office:
Heart of Ireland School, LLC 5641 Elfinwood Road, Chester, VA 23831.

Classes are held at our studio:
Heart of Ireland School, LLC 11800 Hull Street Road, Midlothian, VA 23112.



Heart of Ireland School, LLC

Office: 5641 Elfinwood Road • Chester, VA 23831
804.464.8190
www.HeartofIrelandSchool.com

Emergency Contact Form

Student Name: _____ Date of Birth: _____

Student Address: _____

Student Home Phone: _____ Email: _____

Parent/Guardian Name(s):

Parent Home Phone:

Cell Phone (Mother): _____ Work Phone (Mother): _____

Cell Phone (Father): _____ Work Phone (Father): _____

Additional Emergency Contact

Name:

Phone Numbers:

Allergies

Please include food, drugs, or ANY other known allergies. If none, please indicate NONE.

Medical Conditions

Please include any medical condition or learning disabilities of which our instructors or medical personnel should be aware, including dyslexia, AD/HD, diabetes, auto-immune diseases, heart murmurs, etc. If none, please indicate NONE.



Heart of Ireland School, LLC

Office: 5641 Elfinwood Road • Chester, VA 23831
804.464.8190
www.HeartofIrelandSchool.com

I acknowledge that the information I have provided is complete and accurate as of the date of my signature below. Should any of this information change, I am responsible for completing a new form.

Signature of Parent/Guardian

Date



Heart of Ireland School Policies Handbook

ALL classes are held at our studio: 11800 Hull Street Road, Chester, VA 23831

1. Tuition & Fees

Our studio year runs from September through June, with an 8 week summer session. Registration fees are assessed each year and are valid through the end of the fall/winter classes of the current year.

Annual Registration Fees – New Students

\$25/individual \$40/family *Fees are prorated for students who start classes mid-year.*

Annual Registration Fees – Continuing Students

\$15/individual \$25/family

Recital Costume Fee – Due December 1 for all students. Fees are collected for EACH class in which a student is enrolled. Costume fees include tights. Prices will be put out by August 20, 2023.

Group Classes – Tuition based on total family class time per week. We do have a family/student cap for anyone taking 3 or more total hours a week.

Tuition Payments

Students are registered for the duration of the year (September 6, 2023 through June 15, 2024). The student's parent or guardian is responsible for tuition and fees through the end of the season.

- Classes meet weekly. Tuition remains the same if there are 3, 4, or 5 lessons, rehearsals, or shows in a calendar month.
- For regular group classes (excluding short-term 4-week session classes) tuition is due by or on the 1st of each month. We offer automatic monthly billing to your debit or credit card if you wish to take advantage of this payment option.
- A late fee of \$10 will be charged for all tuition not received on or before the 1st of the month. The fee will still be applied when a payment is missed because a student is absent or class is canceled due to inclement weather.
- Payments may be mailed to the office at: Heart of Ireland School, LLC, 5641 Elfinwood Road, Chester, VA 23831 (allow ample time for your tuition to be delivered by the 1st; do not mail cash). Payments may be made via cash, check, or credit card. If payment is made by check, please include on the memo: student's first and last name, month of tuition, and any other explanations. Receipts are given upon request.
- **There is a \$50.00 charge for returned checks.** After one check is returned, only cash, money orders or cashier's checks will be accepted.
- Unless otherwise noted, classes will be held during single-day holidays (for example, Veteran's Day).
- To cancel the studio contract (i.e. cease responsibility for paying tuition for the class season in the event a student wishes to drop out of class), a 30-day advance written notice must be provided. Students are welcome to complete their class schedule during their 30-day withdrawal notice period. Payments continue to be due through the end of the month following the 30th day after the withdrawal notice is received (e.g. if withdrawal notice is given on the 12th of the month, the following month's tuition is due in its entirety). At the end of 30 days, the student will no longer be enrolled.

Family and Multiple Class Discounts

Discounts apply for families with student(s) enrolled in a total of 90 minutes of class per week or more.



2. Studio Procedures

Bringing & Picking Up Students

To minimize disruptions when dropping off students, please do not arrive more than 10 minutes before scheduled class time, and make sure to pick up students within 5 minutes after class has ended. Parents must come inside the building to pick up young children; please notify the instructor or send in a note if someone other than the parent will be driving students home. Students who are allowed to arrive and leave the Heart of Ireland studio independently, without a parent's supervision, are their parents' responsibility. In addition, we ask that when dropping off or picking up students, that you do so at the front of the building. Heart of Ireland is not responsible for the safety of students arriving before the instructor has opened the studio doors.

Waiting Area

In order to keep things running smoothly, we ask that you respect the following:

- **Parents should not speak to their child while class is in session unless there is an emergency. In addition, please keep noise/talking in the waiting area to a minimum. This is essential in order for students to focus in class. Thank you for helping to keep the noise level quiet in our waiting area!**
- All parents and other siblings and guests must wait in our waiting area. **Our studio waiting area is divided from our instruction space by a curtain. Please do not peek through or around, or allow your accompanying child to peek through, the divider curtain.** Such behavior distracts not only your student, but also the other students in the class, and causes lost class time due to redirecting the students' attention. Observation weeks will be held at announced times, at which time we will open the curtain and family & friends will be welcome to observe class.
- For the safety of class participants and to protect the floor, street shoes are not allowed inside the studio.
- When possible, refrain from eating and drinking in the lobby. If a beverage is being consumed, please hold the container at all times. *Please bring perishable waste home with you.*
- Smoking is not permitted inside the building, on studio property or on the sidewalk in front of the studio.
- For safety and to keep our facility enjoyable for all, we ask that children in the lobby are monitored closely and not be allowed to climb on furniture or block the windows and doors. We also ask that if you have a young child waiting with you who has a hard time sitting quietly or who insists on peeking through our divider curtain to please take him or her for a walk up and down the sidewalk so that their lively young personalities do not disrupt the learning in progress. Thank you!
- Heart of Ireland is not responsible for lost or stolen articles. Please only bring class supplies into Heart of Ireland School.
- Parents with infants or small children must bring dirty diapers home with them. The studio cannot accommodate used diapers in our trash receptacles. Please take care of all private needs of young children in the bathroom.

Parent/Dancer Initial: _____



Heart of Ireland School, LLC

Office: 5641 Elfinwood Road • Chester, VA 23831
804.464.8190
www.HeartofIrelandSchool.com

Inclement Weather

If the weather is at all inclement, you can find out if the studio is open by checking any of these sources: our Facebook page, private HOI Facebook Page, Instagram, and your email. For those who have selected to receive updates via text, you will receive a text message of any class cancellations. Heart of Ireland may be open even if school or other activities were canceled. Students may take a make-up in the closest-level class within the next 30 days following a cancellation due to weather conditions (*note: tuition will not be adjusted in the event of cancellations*). If possible, we will schedule a make up class for a later date.

Snacks

If sending snacks for students who have consecutive classes, please include a baggie for trash. Heart of Ireland cannot accommodate perishable garbage in our waste receptacles. *Please bring perishable waste home with you.* **ONLY WATER is allowed in the studio. All other snacks and beverages must be consumed in the waiting area.**

Fitness & Allergies

Parents or guardians must give written notice of health concerns or allergies on the Heart of Ireland Emergency Contact Form. Irish dance is an active sport. Heart of Ireland School, LLC, its employees, instructors and/or agents are not liable for injuries resulting from participation in classes, lessons, workshops, rehearsals, performances or other studio activities.

Medications

Parents are solely responsible for their child's medication.

3. Class Expectations

Class Behavior

Studio classes are a social activity and we want students to feel at ease and have fun, but also to leave class having learned something new. Here are some guidelines to follow (please share them with younger students):

- Students must be ready to participate as soon as their class begins, and are allowed to leave class only in an emergency. Please limit late arrivals; late arrivals disrupt the learning environment for all students in the class.
- Accept corrections as a gift; corrections will make students grow as artists. This includes both personal corrections and those given to the class as a whole. Be attentive while corrections are being given to others.
- Be respectful of fellow classmates. Watch and learn from their triumphs as well as their mistakes.
- Students should be watching, counting the music, or working out material to be prepared for their turn while others are working with the instructor.
- Support and praise fellow class members.
- No talking in class! No running, screaming, swearing, or other rambunctious or disruptive behavior in class or at performances, rehearsals & competitions. Heart of Ireland School, LLC, is not liable for any damages or injuries as a result of such behavior.
- No cell phone usage during class; this includes phone calls, texting, emailing, game playing, etc. All cell phones, iPads, iPods, and other technology 'toys' should be left at home or kept in the student's dance bag.
- Heart of Ireland School has zero tolerance for bullying. Every student has a right to a safe and productive learning environment.
- Heart of Ireland reserves the right to dismiss, without recourse, any student or family who does not adhere to these behavior policies by disrupting the learning environment, without refund.



Heart of Ireland School, LLC

Office: 5641 Elfinwood Road • Chester, VA 23831
804.464.8190
www.HeartofIrelandSchool.com

Class Attire

Please take note of our dress codes! What looks great on stage starts in the classroom. Extra clothing obscures alignment, muscle tone, and faulty technical habits and can be a safety hazard. Failure to dress appropriately for class can result in a student observing, not participating in, that particular class (no make-ups will be given).

Ladies ages 3 to 18: black bottoms (leggings, capri leggings, skorts, running shorts, volleyball shorts), studio T-shirt, poodle socks or SOLID white or black ankle socks. Hair in a pony, bun or braid. Black tights are fine during colder weather under your black bottoms.

Ladies 19 and older: black bottoms (leggings, capri leggings, running shorts, skorts) and a studio T. Black tights, or ankle socks are fine. Hair pulled back out of the face.

Gentleman of all ages, black shorts or fitted athletic pants, studio T, and black socks. If you have longer hair, make sure it is not directly in the face.

Ballet ladies: black or pink leotard, pink or black tights, ballet slippers. Hair in a pony or bun.

Shoes for Dance Classes

ALL Irish footwear should be approved by the instructor. Our preferred brands are: Antonio Pacelli (hard shoes), Fay's (soft or hard shoes), Hullachan (soft or hard shoes), and Rutherford (soft or hard shoes). **DO NOT purchase Capezio or Sansha ghillies or jig shoes as these are not true Irish dance shoes.** Please do not order shoes off Amazon. We also maintain a supply of used shoes for sale in the studio during desk-staffed hours. If you need help with ordering, please just see us before class.

Dance footwear must be clean and worn in the studio ONLY to protect the flooring and the students' safety. Dance shoes should not be worn outside.

Please label all shoes and clothing with student's name. For safety, only minimal, small, secured jewelry may be worn in class. Please, no inappropriate attire. Cover class attire with appropriate outerwear whenever outside the studio. Please discuss deodorant with your child if he or she is over the age of nine. Ladies, please do not wear belly bearing tops and make sure your shorts cover your backside.

Class Placement

All students are individuals with very different ability levels and will not all progress at the same rate. Students may be moved at any time if a different class would better suit their needs and talents. The instructor will have final judgment concerning class placement. Students may spend a number of years in a level before moving up. Regular practice is necessary to master the material taught in class. Students who are not progressing at the level of their class must work on their own to catch up and/or will be moved into another class that better suits their needs and ability level.

Parent/Dancer initial: _____

Attendance

Please make an effort to attend all scheduled classes, as this is important to the student, teacher, and classmates. Participation in special programs & events has specific attendance requirements; see information pertaining to



Heart of Ireland School, LLC

Office: 5641 Elfinwood Road • Chester, VA 23831
804.464.8190
www.HeartofIrelandSchool.com

each event or program. Regular attendance in class is especially important from February through June when classes are working on recital choreography!

In the event of serious injury: A doctor's note must be sent to the studio explaining the nature of the injury and when the student can expect to return to class. The student will receive make-ups only in the month(s) following his/her return to classes, within that calendar year. Tuition must be kept up to date during the absences in order to hold class placement and cannot be refunded. Tuition payments/credits may be transferred to another student in the event of an injury. A doctor's note is also required stating that the student is able to return to class. Non-infectious students may observe classes until they are able to participate fully.

Parent/Dancer Initial: _____



4. Additional Programs, Feiseanna, Performances

There are a number of performance programs & competitive opportunities available to dedicated students at the Heart of Ireland. Students must meet certain requirements (practice time, class levels, attendance, etc.) to participate and may need to audition for placement. Additional fees may be required to cover additional expenses (travel, costuming, competition fees, etc.). Students may not participate at any level unless all Heart of Ireland accounts are current.

Performing Companies

Heart of Ireland sponsors several performing companies. All companies rehearse on a weekly basis throughout the year and compete at regional and national events. Dancers are selected for our companies by teacher recommendation. Membership in an HOI company is a privilege and is subject to additional conditions, including regular class attendance, regular attendance at company rehearsals and outside performances, and demonstrating behavior consistent with being an ambassador of our school.

Recital

Each year we hold a recital. This year's recital will be on Saturday, June 15, 2024 at the Perkinson Center for the Arts. All students are expected to participate in our annual recital. Recital dances are learned from February through May. During those months, it is especially important that your dancer be at class on a regular basis. Private lessons are not useful to make up missed class time when working on group choreography. Attendance at a make-up class is not an option to make up class absences once the classes start learning recital choreography.

Recital costume payments are due by December 1 for each class in which a student is enrolled. Costumes are ordered in December to ensure arrival in a timely fashion!

Summer Sessions

Irish Dance is a year-round sport. Classes continue during the summer and new material will be covered during these classes, as well as review of older material.

Transfer Students

Students transferring from another Irish dance school will undergo a retraining period during which time they will be suspended from competitions. Transfer students may also need to be assessed within a class to determine their best class placement.

To protect the integrity of steps proprietary to your previous school, students may not teach steps learned at their previous school, nor are they allowed to use those steps in competition.

Policies & Behavior Outside of Class – at competitions, performances and in the community

No student at Heart of Ireland School is permitted to perform or teach material learned in class without the express permission of one of the owners. Material is proprietary to and copyrighted by Heart of Ireland School, LLC.

To ensure the instruction of proper technique and to protect the integrity of Heart of Ireland's copyrighted steps, students may not be enrolled in classes at more than one Irish dance school simultaneously, nor may they be enrolled in Irish dance classes offered at a multi-discipline dance studio.

Students and/or families may not videotape or record in any manner competitions, dances, performances or steps performed by any other school or group, unless given express permission by that school's or group's instructor. Students and/or families may videotape SELECT classes or performances by Heart of Ireland students; however, no



Heart of Ireland School, LLC

Office: 5641 Elfinwood Road • Chester, VA 23831
804.464.8190
www.HeartofIrelandSchool.com

videos may be posted to public social media sites (YouTube, Instagram, Facebook, etc.). All video sharing must be PRIVATE via unlisted or private links or via direct email.

Parent/Dancer Initial:_____



Heart of Ireland School, LLC

Office: 5641 Elfinwood Road • Chester, VA 23831
804.464.8190
www.HeartofIrelandSchool.com

5. Signed Acknowledgement

We appreciate your compliance with these policies to protect both our and other Irish dance schools' intellectual property and copyrighted material. Heart of Ireland School reserves the right to immediately terminate, without refund, any student's enrollment should she/he violate the policy regarding the teaching of Heart of Ireland steps.

Your cooperation with Heart of Ireland School, LLC, policies is greatly appreciated. We thank you for your patronage and wish you an enjoyable season. Heart of Ireland, LLC is honored to be your choice for Irish dance education.

Please return the portion below to the studio at your first class.

I, _____, the parent/guardian of _____, have read the HOI Policies Handbook in its entirety and agree to adhere to the policies and guidelines outlined therein.

Signature of Parent/Guardian or Student (if over 18)

Date



Heart of Ireland School, LLC

Office: 5641 Elfinwood Road • Chester, VA 23831
804.464.8190
www.HeartofIrelandSchool.com