



P.O. Box 1670 \* Ashland, KY 41105  
1811 Carter Avenue \* Ashland, KY 41101  
(606) 324-6159  
Email: [director@aspireconservatory.org](mailto:director@aspireconservatory.org)

## **FALL 2017 REGISTRATION FORM**

### **Private Lessons \* Large Group & Small Group Classes**

Student Name: \_\_\_\_\_ Student Age: \_\_\_\_\_ Grade of School: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (of Parent/Guardian) Home: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Email Address (of Parent/Guardian): \_\_\_\_\_

Emergency Contact: (name and phone number): \_\_\_\_\_

Please check one: \_\_\_\_\_ Private Lessons \_\_\_\_\_ Small Group Class \_\_\_\_\_ Large Group Class

Please list private lesson instrument or class: \_\_\_\_\_

Please specify day/time of small or large group class: (consult online schedule) \_\_\_\_\_

Briefly describe any previous experience: \_\_\_\_\_

### **Scheduling**

**Private lessons** are scheduled on a monthly basis and can start at any time. Private lesson times are subject to the instructor's individual availability. Please consult our website for names of instructors for specific private lessons.

**Small & large group classes** are scheduled by semesters and **require a full semester commitment**. Fall semester runs Aug. 21 – Dec. 15, 2017, and Spring semester runs Jan. 8 – May 4, 2018. Please consult our website ([www.aspireconservatory.org](http://www.aspireconservatory.org)) for detailed information on class schedules, dates & times.

### **Payment Information**

All lessons and classes are subject a **\$10 registration fee each semester**. Payment of the registration fee secures your private lesson time assignment and instructor.

**Payment for private lessons** is due before the 1<sup>st</sup> lesson of each month. **Payment for classes** is due before the 1<sup>st</sup> class session with the remaining payments being due according to the installment plan for the semester. (Consult the website for payment schedules). Payments can be made by cash or check in person on site, or via credit/debit card on our website. Please make checks payable to: Aspire! Conservatory.

## **Aspire! Conservatory Statement of Policies**

Aspire! Conservatory of Fine & Performing Arts operates in compliance with the Safe Sanctuaries policies of the Kentucky United Methodist Church. **All instructors of Aspire! Conservatory and persons registering for classes will uphold and abide by these policies.** The following statements summarize our commitment to the safety of our students. For more information regarding Safe Sanctuaries, please email us at [director@aspireconservatory.org](mailto:director@aspireconservatory.org).

1. All instructors/volunteers of Aspire! Conservatory of Fine & Performing Arts will have regular back ground checks and Safe Sanctuaries training.
2. Each student will be provided with an ID card verifying their participation in the program and their right to be on grounds. There will be a replacement cost for lost cards.
3. Parents/Guardians will sign students in at the front desk. No student under the age of 18 is to enter or exit the building alone.
4. Parents/Guardians must be timely in picking students up after classes so that no student is left behind the rest of the class. **SEE STUDENT CHECK OUT POLICY**
5. Doors to the building will be monitored and secured. Students and Parents/Guardians will comply with proper procedures for entering and exiting the building, restricting access to unauthorized persons. Cameras are in operation throughout the building.
6. Students will be supervised by more than one adult in most all situations. The second adult may be a parent/guardian, another instructor, or a specified “roamer” within the building.
7. **Students under the age of 18 who are registered for private lessons will be accompanied by a parent/guardian or other adult (over the age of 18) who will remain in the room during the lesson.** In rare occasions, parents/guardians needing to supervise other children may sit outside the lesson room in direct line of sight and in hearing range, provided that the lesson room door remains open. *(This is not an ideal situation due to other lessons going on in the same general area, and therefore this option should seldom be used.)*
8. While participating in classes at Aspire! Conservatory, students are expected to be on their best behavior showing respect for the instructors, other students, and the facility itself. In the event that a students’ behavior is not compliant with the expectation of the conservatory, parents will be consulted and the student may be dismissed from the program. Fees will not be refunded for students who are dismissed from the conservatory for inappropriate behavior.
9. I understand that during the course of participation at Aspire! Conservatory of Fine & Performing Arts, photographs and/or video clips may be taken during lessons, classes and performances which may be used for promotion/publicity. I hereby grant permission for these images to be used by Aspire! Conservatory of Fine & Performing Arts.
10. Cancellation Policies – **PLEASE SEE LESSON/CLASS CANCELLATION POLICIES and INCLEMENT WEATHER POLICY.**
11. Returned Check Policy - A \$20 returned check charge will be assessed for all deposited items returned.

I hereby attest that I have read the Aspire! Statement of Policies regarding Safe Sanctuaries, security, cancellations, payment & publicity. I understand the terms of my/my child’s participation, and agree to uphold the policies of Aspire! Conservatory of Fine & Performing Arts. My signature below confirms my compliance with this document.

\_\_\_\_\_  
*Signature of Student*

\_\_\_\_\_  
*Signature of Parent/Guardian Adult or Student (over 18)*

Date: \_\_\_\_\_

--- Please retain this page for your records ---

## **STUDENT CHECK-OUT POLICY**

We will use the following procedure for safety measures in checking students out following classes. No students are to leave the building on their own.

1. After signing in, the parent/guardian will keep the student's ID card for use at check-out.
2. When returning at the end of class, the parent/guardian will present the student's ID card to the door monitor for verification of access to the building.
3. The parent/guardian will then go to the classroom and check the student out with the instructor.
4. Parents/guardians are reminded to be timely in arriving for check-out.

In the event that the student will be signed in and checked out by TWO DIFFERENT PEOPLE, we will follow these extra measures of security. Again, no student can leave the building on his/her own.

1. When the parent/guardian signs the student in, they will:
  - a. alert the door monitor that someone else will be checking the student out;
  - b. leave the student's ID card with the door monitor; and
  - c. write the name of the person who will be checking the student out on the sign-in sheet.
2. At check-out time, the second person will need to show a driver's license that matches the name left by the person who signed the student in.
3. If the driver's license matches, the door monitor will give the second person the student's ID card and grant them permission to go to the classroom for check-out.
4. In the event that the driver's license does not match the name given to the door monitor for check out, we will call the parent/guardian listed on the registration form for permission to release the student.

We appreciate your cooperation in following these procedures. We are extremely concerned about the well-being of your child/children, and have your families best interest at heart at all times.

## **CANCELLATION POLICIES**

### **Student/Parent Initiated Cancellations**

If a student/parent cancels a lesson or misses a class, it is considered "time lost." Students (parents) are expected to contact both the director of the conservatory and the private instructor in advance of the cancelled lesson.

### **Instructor Initiated Cancellations**

If a private instructor cancels a lesson, the instructor will arrange a flexible make-up lesson time with the individual students. If the private instructor is not able to reschedule a cancelled lesson the student's fee for the following month will be credited and pro-rated accordingly. It is the instructor's responsibility to notify both the student and the director of the conservatory in advance of the cancellation.

### **Class Cancellations**

If a group instructor cancels a class session, the class will be re-scheduled for make-up week at the end of the semester. It is the responsibility of the group instructor to notify each student and the director of the conservatory in advance of the cancellation.

## **INCLEMENT WEATHER POLICY**

With the presence of multiple school districts within the Tri-State area, Aspire! Conservatory will follow its own schedule of closing for inclement weather and not that of any one particular school district. It will be the goal of Aspire! to not cancel classes for inclement weather. However, in the unlikely event that we are forced to close, notification of closure and cancellations will be posted on our website and Facebook page by early afternoon. We will also use REMIND.COM for text and email notifications.

*It is the responsibility of the parent to inquire about closures/cancellations in the event of such conditions. Missed lessons/class sessions as a result of this type of event will not be made up or refunded.*