



TEACHING YOUNG PEOPLE THE JOY OF DISCOVERY,
THE CONFIDENCE THAT COMES FROM PRACTICE,
AND THE POWER OF CREATIVE EXPRESSION.

REGISTRATION

Account Name (billing) _____ Date _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell _____ Email _____

Student Name _____ Male _____ Female _____

Birthdate _____ Age _____ Academic School _____ Grade 9/2013 _____

Parent 1 _____

Home Phone _____ Cell Phone _____

Parent 2 _____

Home Phone _____ Cell Phone _____

Student's Physician _____ Phone _____

Emergency Contact if Parent/ Guardian is unavailable:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Class _____ Day _____ Time _____ Tuition _____

Class _____ Day _____ Time _____ Tuition _____

Class _____ Day _____ Time _____ Tuition _____

Reg. Fee \$30.00

Total: _____

Tuition is by semester. Payment must be made in full at time of registration, including an annual \$30 registration fee. Pay by credit card on our secure website (www.wiremillacademy.com), (MC, VISA or DISCOVER; we do not accept AMEX). Or send check payable to **Wiremill Academy, LLC. P.O. BOX 175 Georgetown, CT. 06829-0175**

WIREMILL ACADEMY

(Physical address)

12 Old Mill Road

Redding, CT. 06896

(Mailing address)

P.O. BOX 175

Georgetown, CT. 06829

(203) 544-9494

info@wiremillacademy.com

www.wiremillacademy.com



TEACHING YOUNG PEOPLE THE JOY OF DISCOVERY,
THE CONFIDENCE THAT COMES FROM PRACTICE,
AND THE POWER OF CREATIVE EXPRESSION.

POLICIES AND WAIVERS:

PAYMENT

I understand that full tuition payment plus a registration fee of \$30.00 is due at the time of registration. Past due accounts will be charged 1.5% interest per month on all outstanding balances plus a one time bookkeeping fee of \$30.00. Wiremill Academy, LLC accepts cash payments, checks, MC, Visa, and Discover. A \$30.00 fee will be assessed on all returned checks. No class(es) will be held for a student without a completed/signed registration form, payment in full of tuition and the registration fee.

REFUNDS

Classes and private lessons are considered to be on a full term basis. If a student withdraws from a class or private lesson two weeks prior to the start of the term, there will be a full refund minus the \$30.00 registration fee. Thereafter, there will be no refunds for withdrawals from private or group classes.

MAKEUP LESSONS

A total of **one** make up lesson will be given per class per semester for private classes. We request that you provide 24 hours advance notice of the missed class if possible. We understand that this is unavoidable at times, and every student is entitled to one make-up private class per semester due to student unavailability, scheduling issues, or illness. These makeup classes may not be carried over into a subsequent semester. A makeup class which is canceled or missed by a student will be considered made-up. There will be no make up lessons for group classes.

CANCELLATION

Wiremill Academy, LLC reserves the right to cancel any class due to insufficient enrollment and to close a class when it reaches capacity. There will be no classes if Wilton public schools are closed or have an early dismissal due to inclement weather. Lessons cancelled due to inclement weather or teacher unavailability will be made up during the semester at a mutually agreed upon time, or at the end of the term. A makeup class which is cancelled or missed by a student will be considered made-up.

CONSENT TO TAKE AND USE NAME AND IMAGES AND RIGHTS TO IMAGES

I hereby grant Wiremill Academy, LLC permission to take photographs, videos, films, recordings, electronic images, tapes and the like of me, my son and/or daughter while participating in and/or attending programs, classes, rehearsals, performances and the like. I hereby release Wiremill Academy, LLC to reproduce and make use of my, my son and/or daughter's name and likeness in photographs, videos, films, recordings, electronic images, printed materials and the like. I agree that such photographs, videos, films, recordings, electronic images and the plates, tapes, and/or software from which they are made shall be the sole property of Wiremill Academy, LLC. I give permission for and consent to the use of such photographs, videos, films, recordings, electronic images and the like to be sold, duplicated, reproduced and used for promotional, marketing and development purposes by Wiremill Academy, LLC, including, but not limited to, posting on the Wiremill Academy, LLC website and in news media coverage, free and clear of any claims whatsoever on my part or the part of my son and/or daughter.

CONSENT TO MEDICAL TREATMENT

I give permission to Wiremill Academy, LLC, its employees, agents, officers, directors, agents, interns and volunteers to render any necessary first aid procedures to or obtain necessary treatment for me and/or my son and/or daughter in the event of an accident, illness or personal emergency, including, but not limited to, the transportation of me and/or my son and/or daughter by a local emergency vehicle (ambulance, police or fire) to any appropriate medical facility and to receive medical treatment at that facility.

WAIVER AND RELEASE OF LIABILITY

In consideration of me and/or my son and/or daughter being granted participation in the various classes, programs, activities, auditions, rehearsals, recitals, performances, productions, shows and the like (collectively "Activities") of Wiremill Academy, LLC and with the understanding that participation in the Activities creates the possibility of injury. I hereby grant permission for myself and/or my son and/or daughter to take part in any and all Activities and hereby irrevocably release and hold harmless Wiremill Academy, LLC, its employees, agents, officers, directors, interns, volunteers and agents from any and all claims, damages, costs, causes of action, liability of any type or nature, including, but not limited to, personal injury claims, emotional injury claims, property damages, and the like, arising out of or in connection with my or my child's participation in any of the activities.



TEACHING YOUNG PEOPLE THE JOY OF DISCOVERY,
THE CONFIDENCE THAT COMES FROM PRACTICE,
AND THE POWER OF CREATIVE EXPRESSION.

ATTIRE

For your child's safety and the safety of others, please make sure your child wears appropriate shoes: **no flip flops or bare feet are permitted at any time.** (unless bare feet are required for Modern Dance Class). Please dress in comfortable clothing that allows for freedom of movement and stretching. For movement classes, children should wear jazz shoes or ballet slippers or bare feet for Modern Dance class. For stage combat, sneakers are best.

CONDUCT

No food or drink in the studios. Water bottles are fine and recommended. **CELL PHONES**, electronics or toys of any kind will not be permitted in class. We ask that students be dropped off no earlier than 5 minutes prior to and picked up promptly after class. We cannot be responsible for children left unattended before or after their class without prior arrangement.

I have read, understand and agree to the Wiremill Academy, LLC Policies and Waivers.

_____ date _____

signature

© 2011 Wiremill Academy, LLC All rights reserved.



TEACHING YOUNG PEOPLE THE JOY OF DISCOVERY,
THE CONFIDENCE THAT COMES FROM PRACTICE,
AND THE POWER OF CREATIVE EXPRESSION.

WIREMILL ACADEMY SEXUAL MISCONDUCT PROCEDURES AND POLICIES

(REQUIRED BY LAW TO PROVIDE)

PURPOSE: To establish proper preventative measures to protect individuals against sexual misconduct as well as to specify courses of action in the case of allegations or an actual incident regarding sexual misconduct.

STANDARD OF CONDUCT: All workers, volunteer, paid, full-time and part-time, of Wiremill Academy, LLC are expected to comply with the established policy on Sexual Misconduct. Any actions contrary to the school policy will be dealt with swiftly and may include disciplinary measures up to and including termination, as well as legal ramifications when applicable.

DEFINITIONS:

Child Sexual Abuse – “any sexual activity with a child- whether in the home by a caretaker, in a day care situation, a foster/residential setting, or any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim” (National Resource Center on Child Sexual Abuse, 1992)

Sexual activity – may be violent or non-violent, touching or non-touching, and is an exploitation of a child’s vulnerability and powerlessness. It involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Sexual Misconduct – inappropriate behavior relating to or involving a sexual nature.

Pre-screening of Workers:

1. All paid workers, part and full time, will fill out an application.
2. All volunteer workers will fill out an application.
3. All workers, volunteer, paid, full-time and part-time, will be interviewed by Wiremill Academy, LLC.
4. All workers, volunteer, paid, full-time and part-time, will provide a valid form of ID (i.e. state drivers license, social security card, or other acceptable form of ID)
5. All workers, volunteer, paid, full-time and part-time, will provide at least two (2) professional/personal references upon application to be conducted prior to any service with Wiremill Academy, LLC.
6. All workers, volunteer and paid, full-time and part-time, will sign a release for Criminal Records Check to be used at Wiremill Academy, LLC’s discretion.
7. All full-time paid workers will sign a release for Criminal Records Check and undergo a criminal background check prior to any activity of employment with Wiremill Academy, LLC.
8. No applicant or volunteer ever convicted of a sexual related crime is eligible for service in a position with direct relation to children.



TEACHING YOUNG PEOPLE THE JOY OF DISCOVERY,
THE CONFIDENCE THAT COMES FROM PRACTICE,
AND THE POWER OF CREATIVE EXPRESSION.

Common Supervisory Policies and Procedures:

1. Two Adult Rule – minimum of two (2) adults in any setting or activity regarding children. In cases where an adult has a legitimate reason to be alone with a child (i.e. private voice/acting/dance lesson), all workers should obtain the consent of the child’s parent or guardian prior to being alone with the child.
2. Signing in and out of children - All children will be supervised during the periods of time that they are participating in their class or private lesson.
3. Adults will supervise all teenage volunteers or interns.
4. Any supervisor or teacher employed by Wiremill Academy, LLC is responsible for addressing suspicious behavior or any behavior that may be contrary to school policy and to document and report such occurrences to the proper authorities.

Reporting Procedures:

1. All allegations must be taken seriously.
2. All allegations should be reported to the established authority as immediately as possible.
3. The established authority will notify the parents or legal guardian.
4. All situations will be handled forthrightly with due respect for people’s privacy and confidentiality.
5. Full cooperation will be given to civil authorities when applicable.
6. No accused will be addressed by anyone other than the established authorities until the safety of the child or victim is secured.
7. No victim involved in an allegation or anyone responsible for reporting an allegation will be retaliated against.

Investigation of an Allegation:

1. All allegations will be investigated expeditiously by Wiremill Academy, LLC.
2. Any accused worker will be relieved temporarily of his or her duties until the investigation is completed.
3. All details, interviews, and information will remain confidential to those legitimately involved in the investigation. Any individual or group responsible for a breach in this confidentiality is subject to disciplinary action up to and including termination.
4. No individual involved in an allegation or anyone responsible for investigating an allegation will be retaliated against.