



# Holly Hughes Dance Academy Inc.

251 Edinburgh Rd. N., Guelph, Ontario N1H 5S2 ♦ Ph: (519) 836-7402

[www.hollyhughes.ca](http://www.hollyhughes.ca)

[www.facebook.com/HHDAGuelph](https://www.facebook.com/HHDAGuelph)

Instagram: [hhda\\_guelph](https://www.instagram.com/hhda_guelph)

**Welcome Back, We Missed You!**

**Looking forward to spending time together...in studio classes, recitals and competitions!**

Holly Hughes founded her own studio upon studying dance her whole life. The Holly Hughes Dance Academy is celebrating 38 years in business! Located in Guelph, Ontario, the Holly Hughes Dance Academy offers girls and boys a wide selection of classes in technique, style and advancement. Dancers can begin at the age of 2 years old and continue well into adulthood with our many classes for all ages and dance abilities. Our qualified instructors encourage each child's natural love of movement while providing essential dance technique training. When enrolling your child (or yourself) at the Holly Hughes Dance Academy, you will see a strong sense of self-discipline, self-motivation, art appreciation and a determination to meet new challenges.

## **Mission Statement**

At the Holly Hughes Dance Academy we believe that dance is not only a fun recreational activity, it is also a means of learning self-discipline, poise, posture and self-confidence that dancers will carry with them for the rest of their lives. Young dancers anticipate their weekly lessons however, for many of them, it becomes a way of life. They eat, sleep and breathe the art of Dance.

*"Dancing teaches you a sense of accomplishment. The Discipline of Dance teaches you self-discipline. You know you can achieve what you set out to do, not just with Dance, but with anything you choose. Dancing is the loftiest, the most moving, the most beautiful of the arts, because it is no mere translation or abstraction from life, it is life itself."*

--- Martha Graham

**Registration begins August 3rd, 2021**

***To Register ...***

Call: 519-836-7402 on Tuesdays, Wednesdays & Thursdays (9am – noon)

or Email: [hollyhughesdanceacademy@gmail.com](mailto:hollyhughesdanceacademy@gmail.com)

In-person ... August 25th (5pm-8pm) or August 28th (10am-1pm)

*\*Payment can be made with Visa, Mastercard, or Debit.*

**Classes will commence Tuesday, September 7th, 2021**

# **Dance Classes Offered**

*\*Class times subject to change if class does not fill to minimum required dancers by September 18th, 2021.*

## **Tot & Parent Intro to Dance (2 years old)**

This 30-minute day program is for our littlest dancers aged 2 years old who are accompanied by a parent/guardian. In these introductory dance classes, your child will be introduced to the world of dance. Children will learn how to follow instructions in an instructor-lead environment and mimic the teacher through dance and movement. Fun songs, stories, creative movement and dance await your young dancer in this class as they grow and develop their spatial awareness, listening and learning skills. This program requires a parent or guardian to participate with the dancer. Classes will run if minimum registration numbers are met.

## **TUTU Preschool (3-4 years old)**

An introductory class that brings dance alive! Teachers encourage natural joy of movement and imaginative mime, while introducing the fundamentals of ballet, tap and jazz dance technique in these 45-minute classes. Children develop greater body and spatial awareness and improve their fundamental motor skills. Movement, rhythm, improvisation and learned dances are introduced in a lively and creative atmosphere. A dance assistant will help the teacher on a regular basis from September to June. *(Depending on class size)*

## **Pre-Primary Ballet (5, 6, 7 year olds)**

Children are exposed to classical ballet and study the Pre-Primary level of the R.A.D. and C.D.T.A. syllabus. Classes also include a progression of tap and jazz steps at a Primary level and creative movement activities.

## **Ballet (ages 8 & up)**

Students are trained in classical ballet through the R.A.D. and C.D.T.A.. The lower grades concentrate on the pleasure of movement and musicality, with the development of technique, artistry and self-discipline evolving throughout the levels. Emphasis is placed on proper posture and alignment, correct and safe technique, and a genuine sense of performance including classical ballet, character and free movement.

## **Jazz (ages 5 & up)**

Students have the opportunity to learn a combination of several jazz styles to give a broad experience in this dance form through the C.D.T.A. The children's work is age appropriate material based on natural movements: walking, running, jumping and skipping, as well as isolations and rhythm. Classes will include traditional and up-to-date jazz and hip-hop movements, which improve coordination, balance, strength, flexibility, and rhythmic awareness.

## **Tap (ages 5 & up)**

Students will learn traditional tap skills, including steps, combinations and rhythms, as well as the history and theory behind them. Students are trained in the C.D.T.A. tap syllabus, which encourages good rhythm, expressive style, and correct technique.

## **Modern (ages 5 & up)**

Students are trained in both classical ballet and jazz styles of R.A.D and C.D.T.A. Students will concentrate in the pleasure of movement and musicality while developing technique, artistry and self-discipline.

## **Hip Hop (ages 5 & up)**

Hip Hop is a refined form of Street Dance, and borrows its concepts from contrived and stylized dance. It is not mandatory, however we recommend that students in Hip Hop should also take one Jazz or Ballet class to maintain strength and flexibility.

***Important Note:** All of our classes (preschool to advance) include a 10 - 15 minute warm-up period, which includes stretching, strengthening, flexibility, and balance. This is an important part of any physical activity.*

## **Conditioning & Technique training (ages 6 & up)**

45 min and 1.5 hour conditioning and technique training classes are available for recreational students who are strong, hardworking and focused dancers. In these intensive classes strength, flexibility and dance technique is taught weekly. A strict dress-code must be followed for these classes and weekly attendance is mandatory. Students must purchase 2 therabands for work in class and at home – older dancers will also require small weights. These classes are paid in 2 parts and separately from recreational classes, September to December and January to May. Anyone interested in these classes please speak with Holly Hughes or office staff for more information.

## **Adult Classes – 8 week sessions**

We offer many adult classes in Jazz, Tap, Ballet, Hip Hop and Strength & Conditioning. Each adult class will provide a basic training in each dance discipline running in 8 week sessions. These classes are offered on an interest basis and will continue September-May if minimum sign-up is met. Please note that payment for these classes is due on/before the first class.

## **Competitive Dance Classes**

Our Competitive dance classes allow students to train in many different dance styles to be highly competitive while promoting team building and self-confidence. All of our teams compete in 4 competitions throughout the year. Our Competitive teams continue to win multiple overall awards, specialized awards and many special judge awards at every competition we enter. Way to go dancers on Comp B, C, D, and E. We are so proud of you. We are excited to begin our season and see our dancers back on the stage!



## 2021/2022 RATES AND FEES

At the Holly Hughes Dance Academy, we strive to make paying for your child's dance class as easy and convenient as possible with many different payment options: **Visa, MasterCard, Debit, or Direct Bank Withdrawal.**

### Dance Lessons

\$41.00/month+ HST - Tot and Parent Class (30 minute class)

\$50.00/month + HST – Preschool & Beginner levels (45 minute class)

\$54.00/month + HST – Junior levels (45 minute class)

\$56.00/month + HST – Senior levels (45 minute class)

### PAYMENT POLICY

All dance fees are charged on a monthly basis and due the 1st day of each month. Payments will be processed on the 1st of each month with receipts sent home with your dancer. Please have your credit or debit information to the office by September 1st to allow payment to be taken at the first of the month. Please ensure payment is made in full before the end of the first week of every month so your dancer can continue to participate in the classes. Dance lessons are charged on a monthly basis and the full amount is due regardless of how many times a dancer has class that month.

### Private Lessons

\$70.00 + HST per hour

\$60.00 + HST per 45 minutes

\$48.00 + HST per half hour

*Any students interested in private lessons should book at the first of each month.*

### Service Fees

- Any overdue accounts will be charged 20% per month.
- A \$50.00 administrative fee will be charged on any refunds for services and/or classes during the 2021/2022 dance year.

### Discounts

- Any families with one or more students totalling two or more classes a week will be given a discount on monthly dance lessons. This will be discussed with you at the time of registration and is only applicable to monthly dance lessons. If you are a returning dancer, please remember you have already been discounted from the previous year.

## DRESS CODE

All students are expected to dress as required for their classes. Dancers hair must be neatly pulled off the face and up in a ponytail, regardless of age. At the Holly Hughes Dance Academy, we follow an all-black dress code with the exception of tights and some shoes. Dancers aged 2-8 are expected to wear a black bodysuit with the appropriate dance tights to class, while older dancers can choose to wear an all black tank-top or dance top paired with black dance shorts, capris or pants if they wish.

Boys – Black fitted t-shirt, black shorts or black pants, appropriate footwear.

### Tot (age 2) and TUTU Preschool (ages 3 to 4)

*Required:*

- black bodysuit
- pink ballet tights
- pink ballet slippers with pink elastic
- pink dance headband

*Optional:*

- ballet skirt or tutu

### Ballet

#### **Ages 5-6**

*Required:*

- black bodysuit
- pink ballet tights
- pink ballet slippers with pink elastic

*Optional:*

- ballet skirt



#### **Ages 7 and up**

*Required:*

- black dance tank or bodysuit
- black dance shorts or capris
- pink ballet tights or unitight
- pink ballet slippers with pink elastic\*

\*pointe classes require pink pointe shoes with pink elastic & ribbon

*Some classes of dancers aged 9 and up may require character, jazz or 1/2 sole modern shoes.*

*You will be informed in November/December if this applies to your class)*

### Jazz

#### **Ages 5 to 6**

*Required:*

- black bodysuit
- beige or black dance tights
- black jazz shoes

#### **Ages 7 and up**

*Required:*

- black dance tank or bodysuit
- black dance shorts or capris
- beige dance tights or unitight



## Modern

### **Ages 5 and up**

*Required:*

- black dance tank or bodysuit
- black dance shorts or capris
- beige dance tights or unitight
- beige ½ sole or 'foot undies'



## Tap

### **Ages 5 to 6**

*Required:*

- black bodysuit
- beige or black dance tights
- black tap shoes

*(with either buckle or elastic instead of laces)*



### **Ages 7 and up**

*Required:*

- black dance tank or bodysuit
- black dance shorts or capris
- beige dance tights or unitight
- black tap shoes

*(buckle style preferred over lace up or slip-on)*



## Hip Hop

### **Ages 5 and up**

*Required:*

- black dance tank or bodysuit
- black dance shorts or capris
- beige dance tights or unitight
- black hip hop shoes

### ***SPECIAL NOTE***

*Tap, Jazz, Ballet, Modern, and Hip Hop students may wear appropriate fancy dance wear to the last lesson of each month. (8 years and under)*

—————The Holly Hughes Dance Boutique —————

(519-836-4100)

Conveniently located inside the studio providing dance apparel, dance shoes (except pointe shoes), dance bags, and dance accessories for all your dancers needs.

## **IMPORTANT STUDIO INFORMATION**

- Make sure to check if your dancer is dancing in Studio A or B during registration.
- Class times are subject to change if the class does not fill to the minimum required students by September 18, 2021.
- We lock our studio doors 15 minutes after the end of the last class. Teachers and staff are not responsible to wait with students after that time.
- Please check your email, the studio bulletin board and your dancer's bag regularly for important studio newsletters.

### **Waiting Area**

Due to the current COVID-19 health standards, dancers are asked to only stay in the waiting area if they are waiting for their class to start. Parents/guardians are not permitted in this area at the present time. Strict social distancing measures must be adhered to at all times to keep our dance families safe. Masks are mandatory while in this area. Covid rules are subject to change as restrictions are modified. No Tap shoes on the tile floor. Please wait until you are in class to put on your tap shoes.

### **Washroom Facilities**

There are washroom facilities for your child's use. In your child's first class he or she will be shown where the washrooms are, however, we do stress that washroom purposes be done at home or before class.

### **Parent's Day**

During the year, there will be special classes when the parents will be able to sit in on the classes to see their child's progress. Please note this is subject to change with regard to current COVID-19 guidelines.

### **Studio Secretary & Office**

Studio office dates and hours will be posted on the office window. If there are any questions or concerns, please contact the studio secretary and it will be forwarded to the teacher. If the secretary or myself cannot be reached, kindly leave your message on the answering machine and your call will be returned as soon as possible (519-836-7402) or email [hollyhughesdanceacademy@gmail.com](mailto:hollyhughesdanceacademy@gmail.com)  
Please do not disturb the teachers before, during or after classes.

### **Recital 2022**

The 38<sup>th</sup> Dance Recital is scheduled for June 6th - 11th, 2022 at The River Run Centre. The staff at the River Run Centre and the Holly Hughes Dance Academy will work together to insure a safe, fun and professional environment for all our dancers and their families.

### **Holidays**

Our holidays will follow that of the Public Schools. Please check your email, studio bulletin board and newsletters for any changes. The studio answering machine will also provide this information (519-836-7402).

### **Drop-Off Area**

You are welcome to use our convenient drop-off and pick-up area but please remember to drive slowly and cautiously. Young children enter and exit these doors on a regular basis. Please watch out for them. Parking is available in the front, in the back and along both sides of the building.

**Please do not park at Royal City Automotive, they will tow vehicles.**

### **Inclement Weather Class Cancellation**

In the event of inclement weather (snow storms, power failure, etc.) CJOY Radio Station 1460 AM, Magic 106.1 FM or the studio's answering machine (519-836-7402) will provide information on class cancellations. Cancellation notices will also be on Facebook and Instagram.

### **Studio Rules**

- Everyone at the Holly Hughes Dance Academy has the right to have a fun and safe environment. Absolutely no bullying of any kind will be tolerated.
- Students are expected to attend each class scheduled for them. There will be no refund or make-up date for a class that is missed due to illness, vacations, inclement weather etc.
- Students must always be on time for their class, and in the proper dress code.
- Students must always be quiet and well behaved while waiting before and after their class.
- No smoking, vaping, e-cigarettes or littering
- Please DO NOT wear your tap shoes on the waiting room tile floor.
- Please do not disturb the teachers during or between classes.
- Parents, please check your email, child's dance bag, and studio bulletin board for newsletters.
- Please respect the dance studio and treat it as you would your home.

### **Privacy Statement**

The Holly Hughes Dance Academy respects your privacy. We protect your personal information and adhere to all legislative requirements with respect to protecting privacy. We do not rent, sell, trade or display our mailing lists. The personal data you supply to us is used for the following purposes:

- Manage, develop and enhance our programs and services
- Process and collect fees for service and provide receipts
- Communicate with our clients
- Collect data for statistical and fundraising purposes
- Provide staff with pertinent and relevant information



## Holly Hughes Dance Academy Covid-19 Safety Policies & Procedures

We are very pleased to be able to provide your children with the opportunity to return to dance at our studio. We are confident that the policies and procedures outlined below will address concerns that you may have during these unprecedented times. We want your child's dance experience to be positive and safe.

It is important to know that this safety policy and described procedures represent our best efforts, at this time, to protect our dancers, family members and the HHDA staff. These policies are subject to change as the Ministry of Labour, Occupational Health and Safety, Health Canada, Wellington- Dufferin- Guelph Public Health continue to advise, and as safety guidelines evolve.

**\*these policies and procedures are subject to change**

**Studio Tour - COVID-19 Link:** [https://www.instagram.com/tv/CDM\\_k6ZJE-M/?igshid=2chfjdh190ib](https://www.instagram.com/tv/CDM_k6ZJE-M/?igshid=2chfjdh190ib)

### **Physical distancing**

- 2 metres / 6 feet in the studio will be expected at all times by all individuals that enter the building. Constant monitoring and competent supervision of the dancers will be the key. Educating our staff and dancers with reminders as well as constant encouragement will help to keep everyone safe. Parents are asked to drop their dancer at the door and not enter the studio. Physical distancing will be expected by both the dancers and by the parents at all times both inside and outside of the studio. The less people we have inside of the studio the easier it will be to social distance.

### **Class Sizes/Scheduling**

- We have reduced summer class sizes to accommodate for social distancing to be maintained around each dancer at all times. In accordance with the Wellington- Dufferin- Guelph Public health guidelines we have reduced summer class sizes to accommodate for social distancing to be maintained around each dancer at all times. At no point during a dancer's experience inside the HHDA will dancers be permitted to make physical contact with a) each other, b) HHDA staff, c) any other family/friends that are not a part of the same household. We have also scheduled staggered start and end times for classes to help reduce the amount of traffic in our lobby, front doors and waiting room areas. Our entrance will remain locked at all times to ensure no one enters the studio without the proper health screening. Because of this we ask that dancers arrive only 1-2 minutes before your scheduled class time and wait in your car until the door opens.

### **Health Screening**

- Prior to dancing at the studio, anyone entering our studio will need to pass a temperature reading and always **SUBMIT** a written health screening to your instructor (the last page of this document). Until further notice, this will need to be submitted each visit. Dancers will also be required to wear a mask. Sick, coughing dancers with a physical appearance of illness, will not be permitted to dance or be present. Passive screening will include safety information signs to be placed in our waiting room as well as Health and Safety information. Signage includes topics such as hand hygiene, physical distance reminders etc. We will also educate and encourage staff and dancers who may feel that they are experiencing symptoms of COVID-19 to access the online assessment tool. This is an effective tool to guide any HHDA family member if they have been exposed to someone with the virus or are incurring symptoms themselves. Masks must be worn in boutique.

### • **Intensive Cleaning**

All common areas at the studio will continue to be cleaned and disinfected **several times daily**. Main touch points such as door handles, floors, barres, sinks, ledges, etc. will be the key targeted areas.

### **Waiting Room**

- Dancers will be required to arrive to dance ready to go into the studio only 1-2 minutes before your scheduled class time. If you have a break between classes please social distance in the waiting room or outside. Dancers will be asked to bring dance bags into the classroom to contain their movement around the studio. HHDA is normally a comfortable, clean space for all to enjoy, however upon re-opening we would ask for parents to drop off and pick up children from their dance classes and not enter the studio. If parents are in the waiting room, then everyone is at a greater risk. The studio will have Alcohol-Based (60%) Hand Sanitizer (hand hygiene), COVID-19 cleaning / Disinfectant Spray Solution (touch points throughout studio) and Signage in studio (Passive Screening of safety protocols).

### **Feeling ill?**

- Dancers/family members who become ill or are displaying or feeling COVID-19 symptoms must self-isolate and will not be permitted to partake in dance classes. Dancers that awake ill or with any potential symptoms will be instructed to not come to dance. If a dancer expresses COVID-19 related symptoms their family will be notified and advised to contact the local Public Health Unit to advise of their symptoms.

### **Reporting Illness**

- The symptoms of COVID-19 are similar to other illnesses, including the cold and flu. At this time, it is recommended that any dancer **who has any respiratory symptoms of illness not be admitted into the studio**. Public Health Ontario has provided helpful guidance on self-monitoring and self-isolation. In addition, the Holly Hughes Dance Academy advise the dancers family to complete the online self-assessment or call either: Telehealth: 1-866-797-0000 or their primary care provider (for example, family physician).

### **HHDA Policies**

The Holly Hughes Dance Academy will post and communicate COVID-19 policies to their staff and families. These policies will cover how your dance studio will operate, including, but not limited to:

- the sanitization of the workplace
- how staff/students report illnesses
- how to ensure physical distancing
- how dance will be scheduled screening measures

### **Acknowledgement**

The COVID-19 Prevention Plan along with other Health and Safety Measures will be posted at the entrance and dancers/families will be encouraged to review these precautions before dancing. This safety policy is subject to change as medical authorities advise accordingly and we research/consider safer procedures as we approach the new dance season. It is not to be considered foolproof and will require the diligence of all dancers and families to apply the recommended safety precautions at all times.

This COVID-19 Prevention Plan has been created with support from the Ministry of Labour, Occupational Health and Safety and the Wellington-Dufferin-Guelph Public Health Unit. We thank these offices for their continued support and look forward to working together to continue to provide all of the necessary precautions to ensure the health and safety of our HHDA families.

## QUICK REFERENCE

### COVID-19 Policies



Physical Distancing - All individuals entering the building please follow the arrows measured 6 feet (2 metres) throughout the studio.



Waiting Room closed to non-dancers - Please drop dancers off at the door 1-2 minutes prior to class, please come dressed to dance with minimal belongings.



Reduced Class Sizes - At no point will dancers be in contact with each other. Must stick to their 6ft x 6ft marked personal dance space.



Intensive Cleaning - Dancers must sanitize their space before and after dance. Staff members will continue to clean and disinfect several times a day.



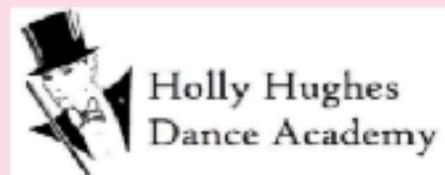
Health Screening - Dancers must pass temperature reading upon entering the studio, as well as submit written health screening sheet every class.



Masks - Masks must be worn inside the dance studio - once class begins dancers will have the option to remove their mask.

Feeling ill? - Please **STAY HOME**, and take the self-assessment at [www.covid-19.ontario.ca/self-assessment/](http://www.covid-19.ontario.ca/self-assessment/)

**With Your Cooperation We Can Keep Our  
Dance Family Safe - Thank You!**





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## Covid-19 Screening Declaration

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**Dancers must bring a hard copy of this form with them each time they enter the studio.**

Are you feeling unwell with any of the following symptoms?

Fever	YES	NO
Cough	YES	NO
Difficulty breathing	YES	NO
Abnormal Fatigue	YES	NO
Sore throat	YES	NO
Runny nose	YES	NO
Diarrhea	YES	NO

Have you experienced any of the following?

Have you traveled outside of Canada in the last 14 days?	YES	NO
Does someone you are in close contact with have COVID-19 (ex. household or workplace)?	YES	NO
Are you in close contact with someone who has recently traveled outside of Canada or someone who is in self-isolation?	YES	NO
Have you had your first dose of a Covid-19 vaccine?	YES	NO
Have you had your second dose of a Covid-19 vaccine?	YES	NO

\_\_\_\_\_  
Dancer Printed Name

\_\_\_\_\_  
Dancer Signature

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Today's Date

If you have answered YES to any of the above questions you will not be permitted to be inside the Holly Hughes Dance Academy and we advise you to complete the online self-assessment or call either: Telehealth: 1-866-797-0000 or your primary care provider (for example, family physician)

## Holly Hughes Dance Academy - 2021 Registration Form

Note: This registration form must be completed in full each year and returned to the studio by September 18th, 2021

<b>Student name:</b>			
Street:			
City:	Postal Code:		
Phone #:			
Birthdate:	M/	D/	Y/

Returning student same info as 20/21

Please charge my credit card/bank information on file on the 1st of each month for dance fees

Please ✓ the class(es) the above student will be taking:

Tot & Parent (2 yrs)		Hip Hop	
Preschool		Modern	
Ballet		Character Ballet	
Tap		Pointe	
Jazz		Adult	
Zumba			

Please state any medical conditions or allergies we should be aware of:

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**New to our studio? How did you hear about us?**

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<b>2nd Student:</b>			
Birthdate:	M/	D/	Y/

Please ✓ the class(es) the above student will be taking:

Tot & Parent (2 yrs)		Hip Hop	
Preschool		Modern	
Ballet		Character Ballet	
Tap		Pointe	
Jazz		Adult	
Zumba			

Please state any medical conditions or allergies we should be aware of:

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<b>3rd Student:</b>			
Birthdate:	M/	D/	Y/

Please ✓ the class(es) the above student will be taking:

Tot & Parent (2 yrs)		Hip Hop	
Preschool		Modern	
Ballet		Character Ballet	
Tap		Pointe	
Jazz		Adult	
Zumba			

Please state any medical conditions or allergies we should be aware of:

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**OFFICE USE ONLY - do not fill in**

Family Code: \_\_\_\_\_

Class Time(s): \_\_\_\_\_

Price/Month: \_\_\_\_\_

	Date	Method	Total	15%	Other
Sep					
Oct					
Nov					
Dec					
Jan					
Feb					
Mar					
Apr					
May					
Jun					

**Costume Deposit(s) - \$85 each due Nov 2, 2020**

**Automatic Monthly Payment**

<input type="checkbox"/> Visa	Automatic
<input type="checkbox"/> MasterCard	Costume Dep. <input type="checkbox"/>
<input type="checkbox"/> Debit	

I have read the 2021 registration newsletter and I understand the rules and procedures of the Holly Hughes Dance Academy and agree to the payment terms and conditions.

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Cell/Alternate #: \_\_\_\_\_

Parent email: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ (if dancer is over 14)

\*Parents of the dancers assume all risks and danger and release the Holly Hughes Dance Academy of all liability for personal injury and property loss before, during and after dance class, rehearsal, recital and any other scheduled performance. By signing this registration form, I am aware that group and individual photos may be shown on the Holly Hughes Dance Academy website and/or for use of advertising purposes & consent to the studio staff or volunteers to contact me via phone, mail or email.