

EDGE PAC



Youth Teen programs

Ages 7-18 years

Academy School Year Sep-Jun

Summer Dance Jun-Aug

Intensives

Workshops

Performance

Teen Company

Classes

Ballet

Jazz/Ballet Combo

Contemporary

Contemporary Jazz

Hip Hop

Jazz

Jazz Funk

Jazz/Hip Hop Combo

Jazz/Lyrical Combo

Tap

Advanced-study classes

Pre-professional classes

ACADEMY

YOUTH AND TEEN PROGRAMS

ABOUT US

EDGE PAC is known for providing superior training to dancers interested in a commercial dance career. Now we are excited to offer the same quality of dance training to younger dancers (ages 7-18). Conveniently located in the heart of Hollywood, our world-famous facility has an all-star roster of teachers, a friendly faculty, 5 state-of-the-art studios and free parking.

Our committed teachers and comprehensive training programs will help dancers to reach the goals that will set them apart in class and performance. The program is based on tried-and-true multi-style techniques. Training that gives the strength, knowledge and ability to transition easily between styles while specializing in their favorites. Classes are available for all levels of students. Our Teen Company program kicks-up the training for dancers interested in a professional career through a combination of styles and additional company classes with industry professionals.

MISSION AND VISION

The mission of EDGE Performing Arts Center is to provide comprehensive dance training in a friendly and supportive atmosphere. Based in a traditional multidisciplinary approach, we offer an inspirational experience to benefit each student's individual goal. We work to instill our principals of success: knowledge, respect, community, participation and experience, without sacrificing the fun that taking a dance class should provide. We want our students to work hard and strive for their best without the added pressure of "winning"; to learn that the true competition is with themselves, not other dancers. Providing valuable training with a goal of personal growth

ACADEMY CALENDAR

2017-2018	FALL 12-weeks	WINTER 12-weeks	SPRING 12-weeks
Company Audition	AUG 26		
Classes begin	SEP 11	DEC 4	MAR 19
Classes end	DEC 2	MAR 17	JUN 9
Thanksgiving recess	NOV 22-25		
Winter recess		DEC 18- JAN 7	
Winter showcase		Dec 9	
Spring showcase			JUN 2

Other closed dates: Memorial Day, Independence Day, Labor Day, Halloween Day

Catalog 2017-2018; Rev: 08.06.2017

This catalog is updated once per year

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ACADEMY SCHOOL YEAR

School Year: Sep 11 – June 9 (Winter recess: Dec 18-Jan 7)

Days offered: Monday-Saturday

Class styles: Combo class, Ballet, Contemporary, Contemporary Jazz, Jazz, Jazz Funk, Hip Hop, Tap

Divisions: Youth, Teen

Levels: Beginning (includes basic), Level 1 (Intermediate), Level 2 (Advanced), All Levels

Looking for a way to strengthen your technique? Need to increase your fitness level? Find an artistic outlet? Then the EDGE PAC Youth/Teen program can help. The 36-week program runs September to June and is designed to provide a strong understanding of dance techniques and improved performance skills through exposure to styles from concert to commercial dance. Choose from 1-class to multiple-classes per week. Classes are available for all student levels with additional advanced study courses available for dancers interested in a professional career. A Teen Company class is available by audition only. All students have the opportunity to participate in special Intensives and Workshops and perform in our program Showcase. Teen Company members will participate in the annual EDGE summer Show.

Intensives & Workshops

In addition to the regular schedule, special classes with leading L.A. choreographers are offered for an optional additional fee. These classes are held periodically throughout the year and over the summer.

Performance Showcase

All students are encouraged to participate in our annual program showcase, which provides additional learning experience and the opportunity to show family and friends what they have learned. Participants perform a number from each course they are enrolled in and/or a special number. To participate, dancer must be enrolled by the start of rehearsals. Showcases are held in Dec and the end of the school year.

Teen Company

Teen Company is selected by application and audition that is held two-weeks before the start of the school year. It provides all the benefits of our other programs but at a higher-level with special professional training, advanced-study courses and performance for dancers interested in professional career. Company members are required to attend a minimum of 4 courses (ballet required), company class, workshop and master classes. Represent EDGE at our annual show, program showcase and other live and recorded performances.

DIVISIONS

All Dancers

Youth (7-10 years)

Teen (11-18 years)

LEVELS

Level placement evaluation and/or recommendation is required.

Youth Combo Classes

Youth classes are leveled by age and for dancers who have had some experience or have taken a basic level course.

Beginning Level: Youth and Teen

Beginning level classes are for Youth and Teen dancers (combined) who have not taken class in the course style or who have had limited training. These classes start with the absolute basics and progress through beginning level.

Steps: Chassé, pas de bourrée, single chaîné, single pirouette, sauté, jeté, shuffles and flaps.

Teen Levels 1 (Intermediate)

Level 1 is for dancers who completed a beginning course and have an understanding of beginning level technique. This class progresses from beginning-intermediate level to an advanced-intermediate level.

Steps: Double pirouette, single-double chaîné, piqué turns, grand jeté, assemblé, double time step, riff walks.

Teen Level 2 (Advanced)

Level 2 is for dancers who have completed an intermediate course and have an understanding of intermediate level technique. This class progresses from beginning-advanced level to an advanced-advanced level.

Steps: Triple pirouette, fouetté turns, tour jeté, second jump, pull backs and traveling time step.

TUITION & FEES

Annual Registration Fee

Individual registration: \$40

Family registration (2 or more dancers): \$40 first dancer, \$15 per additional dancer

SCHOOL YEAR TUITION	NUMBER OF ENROLLED COURSES PER WEEK							
	1	2	3	4	5	6	7	8
Monthly (9 payments)	\$66	\$128	\$186	\$240	\$290	\$336	\$378	\$416
Drop-in Class	\$17							

10% Tuition Discount for yearly tuition paid in full at the start of the school year.

Teen Company: \$75 per month, plus tuition/fees.

SHOWCASE FEES	NUMBER OF PERFORMANCES							
	1	2	3	4	5	6	7	8
Fee (10% discount for 2-8 numbers)	\$75	\$135	\$203	\$270	\$338	\$405	\$473	\$540
Costume fee (est. cost per number)	\$40	\$80	\$120	\$160	\$200	\$240	\$280	\$320
Total (est. combined fees)	\$115	\$215	\$323	\$430	\$538	\$645	\$753	\$860

Showcase fees includes approximately 5 rehearsals and performance.

DRESS CODE

Ballet

Girls leotards: solid color, any style.

Girls tights: pink or flesh colors.

Guys tops: fitted tee or tank.

Guys bottoms: black tights, biker shorts, athletic legging (outerwear).

Ballet shoes (leather or canvas): girls (pink); guys (black), with elastic sewn in place.

No sweat clothes, or cover-ups can be worn when taking class.

Hair must be pulled back from face and off of neck in a pony-tail. Ballet buns are not required.

No Jewelry or watches.

Jazz and Contemporary

Top: any colored fitted top.

Bottom: Tights, leggings, biker shorts, yoga pants, fitted athletic pants or shorts (above knee).

Shoes: Jazz shoe, flexible sneaker, foot undies, or bare-foot.

Hip Hop and Jazz Funk

Style appropriate clothing and shoes.

Tap

Top: any colored fitted dance top.

Bottom: leggings, biker shorts, yoga pants, fitted athletic pants or shorts (above knee).

Shoes: Tap shoes (black).

POLICIES

Enrollment and Attendance

1. To attend, participant must be an active Academy member with paid annual registration fee.
2. Enroll in one or more courses per week creating your class schedule for the school year.
3. A student evaluation/placement class may be required and/or recommendation. The program manager makes all final determinations as to student placement.
4. To enroll, return a completed registration form with payment of annual registration fee and first month of tuition.
5. Enrollment is limited to 30 students per course.
6. Classes are 55-minutes in length.
7. Courses with insufficient enrollment may not be held, or they may be held as walk-in classes. Priority of enrollment is on a first-come, first-served basis and for those who register for the full year.
8. Class waiting-lists are available.
9. Walk-in enrollment is available when class attendance is less than and up to 30 dancers. Walk-in enrollment is done similar to open-class procedures. Do not use School Year registration form for walk-in enrollment.
10. Enroll separately on-line for master classes and workshops.
11. Class transfers are available at select times.
12. Enrollment is open until courses are full, regardless of the course start date.
13. When attending class, sign-in for each class at our front desk.
14. Teen company members are required to attend a minimum of 4 courses per week (ballet required), company class, masterclasses and workshops.
15. If a dancer is signed-up for a full course and has not attended the class for 3 consecutive weeks without an approved request or payment to maintain his or her space in the class, the dancer may be dropped from a class without a refund or credit of tuition paid or owed.
16. EDGE reserves the right to require dancers sit out of class or classes, and forfeit the ability to make-up these classes, if their account has outstanding balances for any charge and for community standards violations.

Make Up Policy

1. Missed classes can be made-up in a class of the same level or lower or same age range within one-month from the date the class was missed after which time they expire.
2. Make-up classes are not transferrable.
3. No credits or refunds are given for missed classes after their expiration date (one month). It is the dancers' responsibility to keep track of the classes they miss and their expiration dates.
4. To make-up a class, sign-in at the front desk and receive a make-up slip to give to the teacher. Before issuing the make-up slip, an EDGE representative will verify that the make-up class is available.
5. Classes missed due to Memorial Day, Independence Day and Thanksgiving closures are available to be made-up within one-month from the date they were scheduled to be held.

Class Withdrawal and Transfer

1. Request for a Class Withdrawal or Transfer is completed in-person or by email, by submitting a signed Class Withdrawal or Transfer form. The effective date will vary depending on the specific request. A confirmation notice is provided that states the request effective dates. Withdrawals and transfers are not available over the phone.
2. Class Withdrawal may be done at any time, but classes not withdrawn from before the 1st of the month will be charged for the full month tuition.
3. Non-attendance is not considered a valid request or notice to withdraw from a class.

Withdrawal from the Academy

1. Dancers may withdrawal from the Academy by submitting an Academy Withdrawal form. After EDGE receives the request, the withdrawal may become effective the following month or immediately depending on monthly tuition paid. Academy Membership and privileges will discontinue on the Academy Withdrawal effective date.

2. Dancers who withdraw and have paid the current month's tuition can continue in class until the 1st day of the following month. Dancers who have not paid the current month's tuition are withdrawn immediately. No credit, refund or transfer of tuition is available for dancers who withdraw and who pay tuition monthly.

Students Records, Authorizations

1. Student records are confidential and restricted. Authorization to access student records is granted to the parent or legal guardian responsible for the student account and those listed within the account during registration. To change authorization, Parent or legal guardian must submit a Change Authorization form and receive a confirmation. EDGE accepts no responsibility for violations.
2. By registering, you agree your unidentifiable student data may be used By EDGE and third-parties we work with for analytical and marketing purposes. The use of student data by EDGE and/or third-parties may be restricted by submitting a Non-disclosure of Student Data form. Except for internal use, student data does not include information that would identify or associate it with a specific student account.

Tuition

1. Pay your full tuition at the start of the school year and receive a discount, or you can choose to make monthly payments (9 months) with auto-pay or other payment.
2. Tuition fees are due upon registration. Monthly tuition is due on the 1st of each month. Auto-debit accounts are charged on the 5th day of the month. A \$10.00 late fee is charged for monthly tuition payments made after the 15th of the month.
3. Payment is required, or may be required, to reserve attendance for a class, master class or workshop.
4. Tuition fees for visiting students may include an additional fee.
5. Monthly tuition charges are based on the entire school year (September through June) that is billed in nine monthly payments from through May.
6. Academy breaks and vacations, such as Winter break, do not include classes and are not included in tuition. No discount, credit or refund is available for Academy breaks and vacations.
7. See Make Up Policies for classes during Memorial Day, Independence Day and Thanksgiving closures.
8. No credit, transfer or refund is given for expired classes.
9. Master Class and Workshop fees are paid for individually and are non-refundable.
10. There is no pro-rated tuition for missed classes, holidays or program breaks.
11. Approved make-up classes expire one-month from the date they were missed or scheduled to be held.
12. Refunds are available for yearly tuition that is paid in full at the beginning of the school during the first three (3) months of the school year (only), unless for an approved medical or relocation event. The refund amount is the remaining tuition, minus the current month and any previous month, plus a \$150 administrative fee. Refunds are made to the Payee of tuition within 45 days after a cancellation or withdrawal is authorized by EDGE.

Payment, Billing and Fees

1. A credit card is kept on file for all students regardless of the payment choices. This card will be used for auto-payments and past due charges. Tuition can be paid by cash, check, debit card or credit card. When paying by check, include the student's name and what the payment is for on the check. We accept debit and credit cards (Visa, MasterCard, American Express, Discover).
2. Payment by mail must be postmarked by any due date.
3. Tuition payments, other than auto-payments, must be made by the 5th of each month or the credit card on file will be charged for the monthly payment.
4. A late fee of \$10.00 is charged for tuition paid after the 15th of the month.
5. There is a \$25.00 fee for all returned checks.
6. Showcase performance and costume fees are payable by the due dates. Fees and other outstanding balances on the student's account must be paid in full to participate in the Showcase, receive costumes and pre-ordered tickets to the showcase.
7. Annual registration, showcase, intensive, workshop and costumes fees are non-refundable.
8. Monthly statements are not provided unless otherwise requested. Sent by email only.
9. Mail payments to: EDGE Performing Arts Center, 6300 Romaine Street, Suite 100 Los Angeles, CA 90038

Auto Debit

1. Monthly tuition can be automatically debited from a credit card on the 5th day of each month.
2. Auto debit authorization forms are available at the front desk or on our website.
3. Customers utilizing Auto Debit whose credit card transaction is not approved, may be charged a \$10.00 late fee if paid after the 15th of the month.
4. You must separately authorize non-tuition charges (Eshop, Showcase, costume fees).
5. Customer must submit a new auto debit form each year.

OTHER

Illnesses, Injuries

Missed classes for short term illnesses and injuries can made-up under the same conditions as other missed classes. However, if it is an injury or illness that a physician has suggested the student be limited from physical activity, the student must provide a doctor's note to hold their space in the classes without be charged. Additionally, the ill or injured student must be cleared by a physician (in writing) to return to dance. No refunds or credits will be given for injuries after the student is authorized to return to class.

Class Observation

Parents, friends and siblings are NOT allowed in classrooms during class. This rule helps students keep focused without distraction. Each studio has observations windows for viewing. Observers are not allowed to interact with students in class or video any class.

Parking

EDGE provides validated parking while studying, rehearsing and performing at the studio. Bring your parking slip with you to have validated at our front desk. Parking without validation is charged at the posted parking rates.

STUDIO POLICIES

Youth & Teen Program

Casual Class Program

WHO CAN TAKE CLASS

1. To take class, all students must be registered with a signed Waiver and Release form and have a valid Class Card.
2. The Casual Class program is avocational and includes Teen (some restrictions) and Adult divisions.
3. Casual classes are open and on-going, except when noted. Dancers can attend any unrestricted open class per their age division in which they meet the minimum skill requirements of the class.
4. Proof of age may be required for dancers under 18 years of age. Acceptable documents include birth certificate, passport, state or school ID if it includes birth date.
5. International dancers visiting the US on a tourist visa can take Casual classes. These classes are avocational and are not part of an educational program.

EDGE AGE DIVISIONS

Youth and Teen Programs (enrolled)

Youth Division: ages 7-10

Teen Division: ages 11-18

Casual Class (open, on-going classes)

Teen and Adult Divisions: 11 years and above.

7-10 YRS	Can take Youth Program classes only.
11-12 YRS	Can take Teen Program classes (enrolled). Can take Casual classes (Casual Class Card required) including Basic and Beginning Ballet, Basic Jazz and Jazz 1, Beginning Hip Hop and Basic Turns without receiving permission to attend. Dancers can receive permission to attend other Casual classes by receiving permission from the teacher and including the teacher's authorization in their student records. To receive permission, dancers must contact the manager at the front desk before the class begins.

13-18 YRS	Can take enrolled Teen program classes and Teen Company (by audition). Can take Casual classes (Casual Class Card required), unless a class has an age restriction or other attendance requirement.
18+ ADULT	Can take and open Casual class unless otherwise restricted.

REGISTRATION

1. Casual Class students register on-line. Groups can register by completing a Group Registration form. Youth and Teen Program register by completing a registration form. You can download registration forms from our website and return by email or mail to complete registration.
2. If you need to register, we recommend arriving thirty minutes (30 min) before your first class to complete your registration.
3. You may register without purchasing a Class Card; however a Class Card must be purchased before taking class.
4. Before registering be sure to review our policies. Our front desk representatives are available to answer your questions.

How to Complete a Casual Class Registration Form

Information on how to complete a Casual Class registration is available on our website.

GROUP REGISTRATION

1. Groups of 10 or more dancers can register for Casual classes by using the Group Registration Form. See our website for more details.
2. For groups of 10 or more dancers interested in Youth or Teen Program drop-in classes, contact our program manager and they will assist you.

CASUAL CLASS CARDS

1. Payment for class is due before taking class.
2. A Class Card is valid for the stated number of open classes and for a specified number of days. It does not represent a series of classes with any one teacher.
3. Class Cards expire depending on the card purchased. Expiration dates can be by the class, or within 1, 2 or 3 months from purchase. The Class Card chart includes the expiration date for each card. Class Cards purchased with a gift certificate expire accordingly beginning from the date the certificate is first used.
4. We do NOT notify dancers when their Class Card has expired.
5. To receive the professional tuition rate, you MUST show a current union card. Entertainment unions include: AEA, AGMA, AGVA and SAG-AFTRA.
6. All unpaid and past due classes will be charged at the single class rate.
7. All change left behind at the front desk will be credited to your account after 1 week.
8. No extensions, transfers, credits or refunds.
9. Payment is accepted in U.S. currency, by check (US accounts only), Travelers Checks, Money Order, Bank Debit Cards (EFT), MasterCard and Visa. There is a \$25 service charge for returned checks.

TAKING CLASS (ALL STUDENTS)

1. All students must be registered and have a valid class card to attend class.
2. Dancers without classes who are attending a class will be asked to step out of class and purchase a Class Card before continuing.
3. All studios have observation windows. We recommend dancers watch a class before participating. We do not credit or refund classes.
4. Sign-in before each class at our Front Desk. PLEASE PRINT CLEARLY. If we cannot read your name, we may have to disturb you in class.
5. EDGE permits a grace period of 10 minutes from when the class starts to change your mind and not get charged for the class. If you have already signed-in for class and decide not to take the class within the grace period, you are responsible for crossing your name off the sign-in sheet by drawing a single line through your name. Do not make your name unreadable or we will not be able to credit your account.
6. Dancers arriving more than 15 minutes late to class must have the permission of the teacher to join the class.
7. The teacher determines who can attend their class and whether the student demonstrates the minimum abilities required for the level.

8. The teacher determines the number of dancers allowed in their class. Teachers may restrict and put a limit on attendance.
9. Traditional classroom etiquette is observed. Disruptive students may be removed and barred from a class or the studio. Parent/guardian may be contacted for students under 18 yrs.
10. DO NOT TOUCH OR LEAN AGAINST THE MIRRORS AND WINDOWS.
11. DO NOT REST OR PUT THE SOLES OF SHOES ON THE WALLS.
12. Please WIPE YOUR SHOES ON THE FLOOR MATS BEFORE ENTERING THE STUDIOS. Please be mindful when wearing street shoes into the studios.
13. NO FOOD, GUM OR OPEN LIQUID CONTAINERS allowed inside the studios.
14. NO POWDER, TALC, ROSIN OR WATER ON THE FLOORS.
15. Please bring a towel or exercise mat to avoid perspiration, body oils and lotions from transferring to the floors. Report all damp and wet floors immediately to the teacher or manager. Avoid this area and do not dance on any damp or wet area.
16. Please silence phones while in class.

OTHER HOUSE POLICIES

1. The teachers at EDGE are also choreographers, coaches and performers and their availability may vary. Should a teacher become unavailable, another teacher will be offered the space.
2. We do not notify individual dancers when a teacher becomes unavailable to teach their class.
3. Observers are not allowed in the studios at any time.
4. Minors who are not participating in class must be accompanied by a chaperone. Disruptive individuals may be restricted from visiting or attending class at EDGE.
5. VIDEO RECORDING RESTRICTED. EDGE respects the privacy of our customers. STILL PHOTOGRAPHY, VIDEO AND AUDIO RECORDERS ARE RESTRICTED AT ALL TIMES INSIDE THE STUDIO. Photography and video recording of reception and classes is prohibited without the permission of the studio (see manager), the teacher and anyone captured.
6. NOTE TAKING IS PROHIBITED unless the note taker has the permission of the teacher and is paying for the class.
7. DO NOT LEAVE DANCE BAGS or any other personal item unattended. EDGE and the teachers are not liable for lost, stolen, or damaged personal items.
8. Found personal items such as clothing and shoes are placed in the Lost and Found bins. The bins are emptied every two weeks.
9. Report all accidents and injuries immediately to the teacher and our front desk staff. Accidents and injuries must have an Accident Report issued at the time of the event. An Accident Report form is available at our front desk.
10. Pets are not allowed. Only service animals are allowed in the building.
11. EDGE is a private business. The use of EDGE's public WiFi is for EDGE customers (only) and by the terms set forth at the WiFi sign-in.
12. Loitering is prohibited. EDGE reserves the right to refuse service.
13. Schedule is subject to change without notice.

COMMUNITY STANDARDS

1. Disruptive customers may be removed and barred from a class or the studio.
2. EDGE is a violence-free, discrimination-free, harassment-free studio. Policy includes but is not limited to violence, threats, or implied threats of violence and intimidation, destruction of property; discrimination based on race, nationality, religion, creed, color, age, gender, sexual or gender identity, or disabilities; harassment at any time or place whether verbal, written or otherwise, including sexual harassment, hate crimes and bias-motivated incidents.
3. As a studio dedicated to fostering the dignity of each person, EDGE strives to encourage learning and promote justice. The studio seeks to create an environment that is free of exploitation and unlawful harassment or discrimination that undermines the integrity of the studio. EDGE strongly discourages consensual relationships of a dating, intimate and/or sexual nature between teachers or staff and any customer.
4. Report emergencies and issues of concern to a manager. An Issues and Concerns Statement form is available at our front desk and on our website. EDGE provides for anonymous statements. Delivery instructions are on the form.
5. EDGE prohibits retaliation against any person who in good faith reports violations of these policies.
6. EDGE also prohibits the filing of knowingly false or misleading reports or information.
7. False statements, illegal actions, violations of policies or community standards are reasons for refusal of service.

PARKING - VALIDATED PARKING

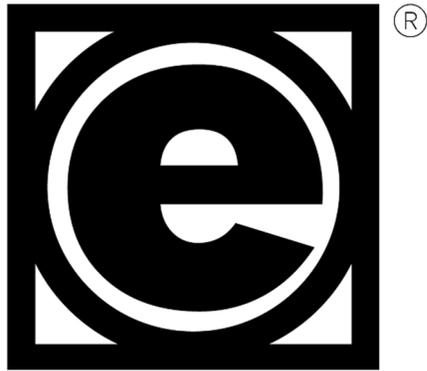
1. We validate parking for each class you take.
2. The parking lot is now fully automated and charges a standard parking fee. Fees are posted at the parking entrance. Parking machines accept credit cards only that are located at each exit. There is a Security and Parking Office next to EDGE in the unlikely event of an issue.
3. EDGE visitors can park anywhere in the parking structure or outside lot, except for spaces that are marked "Reserved" or similar restriction.
4. Parking availability is not guaranteed. Park and lock your vehicle. EDGE is not liable for fire, theft or damage to or loss of the vehicle or any article therein. No bus, trailer, camper or motor home parking. No overnight parking. Improperly or illegally parked vehicles are subject to towing at the owner's expense.

LIABILITY DISCLAIMER, RELEASE & WAIVER

Dancing is a strenuous activity from which injuries could arise. EDGE Performing Arts Center, L.A. DanceForce, Inc., the teachers and employees are not liable for personal injuries, or loss of, or damage to personal property. Each student may decline to participate in any activity. Please inform EDGE and instructor of any physical limitations you may have. If you are in doubt as to your physical abilities, please consult your physician before participating. I represent that I am, or my child is, physically able to participate in all activities. I hereby authorize any and all medical attention to be administered to myself or child, in the event of accident, injury, sickness, etc., under the direction of EDGE Performing Arts Center, until such time as I or the appointed emergency contact person may be contacted. I assume the responsibility for the payment of any such treatment. I have notified EDGE of any special medical needs or information required for myself or child. I, for myself, my child, my spouse, heirs, legal representatives and assigns, expressly release, waive, discharge and hold harmless EDGE Performing Arts Center, and L.A. DanceForce Inc, its officers, directors, employees, teachers, agents, successors, predecessors, sponsors, legal representatives and assigns from all claims, demands, losses, actions, judgments, suits, executions and liabilities of any kind. In addition, this release is for the entire premises of EDGE Performing Arts Center, including but not limited to common areas, restrooms, changing rooms, studios, offices, sidewalks, stairwells, elevators, parking areas and grounds and any location an activity may be held.

CUSTOMER RECORDS / ACCOUNT INFORMATION

1. Customer records and account information are confidential.
2. Verification of identity is required to access records.
3. For dancers under 18 yrs, the parent/guardian listed on the registration form also has access to the customer's records.
4. Customer records are ordered by written request by completing an Authorization to Release Records form. Request must include the signature of the customer and payment (when applicable). Order forms may be hand delivered, emailed, mailed or faxed. Phone orders are not accepted. EDGE provides up to two reports per year at no charge (excluding service and postage fees). Additional reports are \$3 per report. Processing times vary per the selected service level. For Regular Service: allow 7 days to process your request. Rush orders: allow 48 hours to process your request (\$15 Rush service fee). All copies are sent by first-class mail unless otherwise specified. Express delivery (FedEx, UPS, and Express Mail) is available. Postage and delivery fees apply.



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