

LOST & FOUND

All clothing, bags and shoes brought to the studio should be clearly marked with the name of the student. A lost and found box is located in the corner of the dressing room. Many items are left unclaimed - please remind your child to check for all belongings before leaving the studio each day. Older unclaimed items will be donated to charity. The Dance Class is not responsible for lost items.

INCLEMENT WEATHER

When we enter our winter months, the weather gets colder. Please wear sweaters and sweat pants over your dance attire. The temperature can hit freezing temperatures and we want everyone to stay warm. Along with winter come the ice, snow, fog and school delays. If you are in a **morning class** (Creative Movement), please listen to your radio for school cancellations and/or delays. In the case of delay or cancellation, morning classes will be cancelled.

Most **afternoon classes** will not be cancelled unless severe weather occurs. If this is the case, please call The Dance Class at 943-3871 to verify classes are going, before you leave home. If no one is available to answer the phone there will be a message on the answering machine. Class cancellations will also be posted on our web site.

COMMUNICATION

Communication is extremely important for the studio to run smoothly. We make every effort to keep parents and students informed.

Important class information and announcements will be **posted on our whiteboard** as you enter our studio.

Our website is kept up-to-date (www.thedanceclass.com) with studio information from class schedules, policies, events, etc.

E-mail is used to send statements, notes and any last minute changes. Please make sure we have your current e-mail address on file.

STUDIO HOLIDAYS

The studio will be closed on the following holidays:

Thanksgiving: November 25-30
Christmas: December 19 – January 3
Spring Break: March 27 – April 10
Memorial Day: March 31

We will be open all other holidays unless notified. Please mark these dates on your calendars.

TUITION

Tuition is due on the first lesson of each month. Tuition remains the same whether it's a long (5 week) or short (3 week) month and regardless of absences, vacations or holidays. Do not pro-rate monthly tuitions. All classes have been scheduled so as to average a four lesson month. Tuition is non-refundable. November and December are full tuition months and have been compensated for in other months. June tuition will be one half the usual fees and will be collected along with May tuition.

We DO NOT refund or pro-rate tuition for missed classes. If for some reason you are unable to attend all of your classes of the month in which you have paid, you must make-up in another class. Missed classes may be made up in a similar class. These classes should be made up in the same month in which they are missed. Please check with your teacher for suggested make-up times.

A \$10.00 late fee will be charged if tuition payment is not received in the month it is due. No statements will be sent out, unless your account is past due.

You must notify the office of any changes in the month prior to the change or you will be charged the full amount if you have dropped a class or withdrawing entirely. Monthly billing will continue until the office receives written notice.

No student with an outstanding tuition balance will be allowed to participate in our spring performance.

A \$20 fee will be assessed on all returned checks.

CLASS WITHDRAWAL

We understand issues arise that may require a student to withdraw from class. If this occurs, **you must notify the office** (not the teacher) of any changes in **the month prior to the change** or you will be charged the full amount. This notification is to change classes, add or remove a class, or completely terminate dance classes. Monthly billing will continue until the office receives written notice. All tuition and costume fees are non-refundable.

REGISTRATION FEE

A non-refundable registration fee of \$20 is due at the time of registration. This registration fee covers the current dance year, September through June.

REGISTRATION CARDS

All students, whether new or returning, need to return a registration card. This will ensure you of class placement. It will also help us determine class size, and let us know if we need to set aside more time for a specific level.

TYPES OF PAYMENTS

Payments payable to The Dance Class can be in the form of **Cash, Check or Money Order**. We do not accept Credit Card payments at this time.

If you are paying by check, please write the students name on the bottom of the check to insure that it is posted to the right account.

When making cash payment, please place monies in an envelope (available at desk) with the students name on the front and please ask for a receipt.

PICTURES/VIDEOS

Throughout the dance year pictures may be taken of your child and we may use these in the paper, ads or on our website. Please let us know if you DO NOT wish to have your dancer(s) picture taken.

SPRING RECITAL

Each dance year ends with our annual recital. The annual recital gives students the opportunity to showcase what they have learned throughout the year and is meant to be a fun and exciting way to cap off the season.

PLEASE LET THE STUDIO KNOW AS SOON AS POSSIBLE, IF YOUR CHILD WILL BE UNABLE TO PARTICIPATE IN THE RECITAL.

Our Tap/Jazz/Hip-Hop Recital is tentatively scheduled for June 11 and June 12. All students are expected to perform both nights. Our Ballet Recital is tentatively scheduled for May 22. Please mark these dates on your calendar.

Recital costumes generally range in price from \$45-\$75 and must be paid for in full by Friday, January 8, 2010. Costume orders are non-refundable. No costume will be ordered until paid in full.

Professional group and individual pictures, flowers for performers, and recital T-shirts are all optional and arranged by the studio for the enjoyment of students and families.

Personal video taping of our recitals is not permitted, although you may take pictures at dress rehearsal. A professional videographer will be present to video our recital, and you may order a copy through this

company. No photography is permitted during the show.

Tickets for recitals generally go on sale during the first week of May.

More information on specific dates for these performances will be given as each approaches.

DANCE CLOTHING & MORE !!!

Please visit Danc'n Wear located inside the studio for all your dance wear needs. We carry most shoes, tights, and accessories that your child will need for class and performances. In addition, we also carry dance bags, t-shirts, sweatshirts, garment bags, jackets, and more!!!

Payments payable to **Danc 'N Wear** can be made in the form of Cash, Check or Money Order. We do not accept Credit Card payments at this time.

ATTENDANCE

Students are expected to attend classes regularly and on time. Please try to arrive at the studio in plenty of time for the dancers to put on their dance shoes and be prepared to dance. The first few minutes of class are very important because they contain exercises designed to warm-up the body before graduating to larger movements.

Absence and tardiness can have a negative effect on the entire class. Please make a special effort to have your child present and on time for every class.

PHONE/ADDRESS CHANGES

Please notify the studio should you have a change of address or telephone number. This information is vital in trying to reach a parent or guardian in the event of an emergency.

E-MAIL ADDRESS

Please notify the studio if your e-mail address changes. We will continue to send information to your e-mail address as long as it is kept current.

DANCE ATTIRE

Proper dress for class is extremely important. Teachers need to be able to see a dancer's body in order to correct proper body placement and technique.

• **Ballet**

Leotard and tights. No tights over leos or shorts.

Color of Shoes: Pink ballet slippers
Hair pulled back in a bun - no exceptions!

• **Jazz**

Jazz pants, leo, sports bra or tank top (no jeans or baggy attire)
Jazz Shoes
Hair in ponytail, etc. - must be off your face.

Color of Shoes for Jazz:

Beginning – Elementary
Check with appropriate teacher
Teen and Pre-Teen: Black
Intermediate - Advanced: Black

• **Tap**

Jazz pants and top (no jeans)
Hair in ponytail, etc. must be off your face.
Tap Shoes
Color of Shoes for Tap: Black

SHOE SWAP

Many of you have dance footwear that is still very usable but just the wrong size. If you have shoes you would like to sell, please bring them to the studio on or before **Friday, September 11**. All shoes must be placed in a baggie and clearly marked with the size, price and your name and telephone number. All shoes will be available for purchase on Saturday, September 12 from 10am to 2pm.

QUESTIONS/CONCERNS

All parents are paying for valuable class time, so please refrain from interrupting the instructors. Any questions or concerns should be directed to our Office Manager. She will be available during class times for questions such as tuition, schedules, sickness, etc. She will also let the teachers know if you would like to speak with them individually.

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