

HANDBOOK OF INFORMATION, RULES AND REGULATIONS

CLASSES:

*Our classes are strictly based on technique. Level placement and advancement is based on technique, level of commitment, hours dancing per week, and the ability to PERFECT particular moves. Most students will be in each level for 2+ years. ** indicates invitation only class

Classes, Levels and Length

- | | |
|---|---|
| - Preschool 1 (ages 3-4) - 45 MIN | BOYS Hip Hop -45 min |
| - KinderDance (ages 4½ -6) -45 MIN | Hip-Hop Tots 6-9 -45 min |
| - Level 1 (ages 6-10) Beginner | Tumble Tots 2 ½ yr-4yr. -30 min |
| - Level 2 (ages 8-12) Beg.-Intermediate | KinderTumble 4-7 (must be 4 ½) -45 min |
| - Level 3 (age 9-13) Intermediate* | Tapping Tots (4½ -6) -30 min |
| - Jr. Elite Company (age 10-14)** | Petite Company (age 7-9)** |
| - Teen Company (age 13-17)* | *competition optional |
| - Elite Company (age 14-18)** | **competition required- audition required |
| - Elite Tumble Team** | Jr. Tumble Team** |
| | Petite Tumble Team** |

CLASS REQUIREMENTS:

- *Contemporary- ballet must be taken in addition to contemporary.
- *Modern - students MUST take ballet to be eligible for modern.
- *Pointe - TEACHER PLACEMENT ONLY - please do not purchase pointe shoes until directed to do so
- *Competition - Students must be enrolled in a ballet class to compete (exception, petite company)

COMPETITION Dance CLASSES:

Company classes required to take ballet to compete. Competition Optional on Teen company but must submit in writing if they are not competing by Oct. 1.

TUMBLE TEAM CLASSES:

You are required to take 1 dance class to compete with team. If you are on a team you Must compete.

TUITION & FEES:

Payment is due the first week of the month. TUITION IS BASED ON A TEN MONTH CALENDAR, NOT ON WEEKS IN THE MONTH. Our Calendar runs from September-June. All payments are due before the 15th of the month. If you fall behind Payment arrangements can be made in the office, but if the payment arrangement is not met, it will void the arrangement and all monies owed will be due immediately. Your child can not attend classes if you fail to meet your arrangements until you are caught up. All tuition/after school must be paid to participate in competitions and the end of the year showcase.

Tuition is due whether your child attends class or not. *Accounts past 30 days 10% late fee added.* If your child is injured or ill and will not be able to attend class for a longer period of time, a written doctor's note will be required in order to make changes to your tuition agreement. We will suspend payment until they return.

All credit card and online payments incur a 1.5% service charge.

CERTAIN COSTS INCURRED ARE NOT INCLUDED IN YOUR MONTHLY TUITION

THESE COSTS INCLUDE:

- Showcase (optional DVD \$30, optional T-shirt \$15)
- Showcase tickets - \$13-15 per person
- Costumes – depends on age and level \$40-\$75
- Tights - \$12-15 per pair, not included in Costume price
- Shoes – varies per class
- Competition fees – varies per number of classes
- Dance pictures - professional photos taken in May (not mandatory),

ATTENDANCE:

Please notify the office in the event that your child will miss class. Regular attendance is necessary to ensure students are prepared for performances. Please remember dance/tumble is a team sport, and when a child is regularly absent it effects the choreography and the other students. **COMPETITION STUDENTS** – attendance is mandatory unless otherwise cleared with the office. Exceptions include scheduled school district functions and illness. Frequent absences are not permitted in competition levels, and may result in a student being ineligible to compete.

INCLEMENT WEATHER:

We will loosely follow Upper Perkiomen School District in regards to weather closures. However, if school is open and bad weather develops during the course of the day, we may close. Likewise, if schools are closed but we see significant clearing during the day, we may open that evening. We do our best to open for class if at all possible. If we are closed due to weather, you are still responsible for tuition. Makeup classes will be available. We will send out a REMIND notice if open/closed

HOLIDAYS:

We close for Thanksgiving, Christmas to New Years, Easter, Labor Day, and Memorial Day. These dates will be announced in the studio newsletters. **We do not close on school early dismissal days or in service days.**

PARENT OBSERVATION:

*Parents may wait in the waiting room and view class from the monitor. Parents of children age 5 and under must be present at all times while their child is in class. Children under 7 should be escorted up to the studios for class. Children are to be picked up on time immediately after class. **NO** child under 7 may sit unaccompanied in the lobby. **WE are not responsible for children after/before class.** We do not allow regular parent observation during class. A distraction free class provides the best dance education for your student. **PARENT OBSERVATION WEEK WILL BE THE FINAL WEEK OF CLASSES IN DECEMBER.** We will have a holiday party and you will be invited in the observe class.

CHANGES IN ENROLLMENT:

When a student drops/adds a class a form must be filled out and given to the office to ensure proper tuition changes. We will continue to charge you for tuition until this form is received. Please be advised, tuition and costume payments previously made are **NON REFUNDABLE**, even if your child drops a class.

COSTUMES:

All costume payments are non-refundable. Costume companies require deposits to order a costume and they **DO NOT** return any money received. A 50% deposit for each costume will be due before costumes can be ordered. Also any costumes that are ordered late will be charged a late fee from the costume company.

You may set-up a payment plan for as little as \$10 per week to pay for costumes beginning the first week of October.

Costumes must be paid in full before you take them home. Costumes prices listed in costume book on desk by Nov.1st.

Costume packets will be sent out November with information on costumes payments and more!!!

ALL costume prices and pictures are posted in the costume book on the desk in the lobby in November.

Costumes price range: Preschool \$50-55 Kinder & Tots \$55-60 Level 1-2 \$55-60 Level 3 \$57-65

Tumble \$40-55

DRESS CODE:

Studios on Main is committed to a traditional studio etiquette. Proper attire and classroom demeanor allows students to concentrate on instruction and allows teachers to make the most progress with your students. Proper attire helps the us view the student's body mo[re clearly and make corrections regarding movement and positions.

*Shirts must reach to belly button.

*No chewing of gum is permitted at any time.

*NO cell phones are to be in the Studios!

***PLEASE CHECK WITH THE OFFICE BEFORE PURCHASING DANCE SHOES FOR YOUR CHILD!**

SPECIFIC SHOES ARE REQUIRED FOR EACH CLASS! See Dress Code form

ALL STUDENTS ARE REQUIRED TO WEAR THEIR HAIR UP FOR CLASS

- Buns in the hair are required for ballet, pointe, modern, and contemporary!
- -Tights are to be clean and free of holes.
- -All students should arrive/leave the studio in cover-ups over their dance/tumble attire.
- -Dance shoes are NOT to be worn outside the studio. Street shoes are NOT to be worn inside the studio
- -No jewelry is permitted for class except for stud earrings.
- -Only water is allowed in the studio! No phones!

PRIVATE LESSONS:

NO PRIVATE TIMES WILL BE GIVEN TO ANYONE OWING PAST DUE TUITION

- *MUST be enrolled in 3 classes to be eligible for a solo
- * You cannot miss more than 4 classes all year or you lose your time slot.
- * Solo/duo must be in a competition class to perform a solo at competition and only IF teacher approves it.
- * Solo/duo payments are paid weekly
- * Solo/duo students must start their solo by Nov. 1 to be eligible for showcase and/or competition
- * Solo/duo classes are considered a privilege and will be cancelled if student is not working to full potential
- *PRIVATE LESSONS COST - \$25 per half hour Duos - \$15 per half hour per student

Communication: We send out information regularly. We use monthly newsletters, email, Facebook and messaging to communicate with parents. We use REMIND a free phone app that lets us send you information via texts. It is free and works best when you download the APP. We will enter you phone and email to have information sent to both unless you state EMAIL only. This works with anonymous phone numbers so we do not have your personal information when sending you text. You may also contact the studio using the same app to contact us directly. We also supply a costume packet in November and a Showcase packet in March/April.

Christmas Show: We do a Holiday performance in Nov/Dec. that is optional, if your class is chosen please make sure to tell their teacher if you do not want to participate. Tickets average \$8-10 approx. No costume fees for this performance, tights and shoes only.

Make up classes: You can make up any class missed by attending the same class or you may try something new. A make up class must be in the same level as your student. If you do not know what class to do as a make up contact the office for help. You can do make up at any time all year long.

Rolling enrollment: We do REGISTRATION all year round, but we can not guarantee costumes for the end of the year Showcase after February. You must contact the office for us to see if we are able to receive it in time for pictures and Showcase.

Picture Day: We do pictures in May. You may purchase photos but are not required. All students should attend Picture day because we will post all groups on our walls.

Cut here and return to the office -----

I have read and understand all the above information and understand it is subject to change due do to unforeseen fees or charges. All changes will be posted in the newsletter, packets or lobby.

I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO READ THE NEWSLETTERS, REMIND MESSAGES, COSTUME & SHOWCASE PACKETS!! We send everything out in a Newsletter, on Remind, in packets, and post in the lobby and are not responsible if you are not reading and saving them.

_____ parent _____ date