

## HANDBOOK OF INFORMATION, RULES, AND REGULATIONS

### CLASSES:

Level placement and advancement are based on technique, attitude, level of commitment, hours dancing per week, and the ability to PERFECT particular moves. Most students will be in each level for 2+ years.

### CLASS LEVELS

<b>Preschool</b> (ages 3-4) 45 MIN <b>Tapping Tots</b> (4 – 6) 45 MIN	<b>KinderDance</b> (ages 4½ -6) 45 MIN <b>KinderTumble</b> (must be 4 ½- 7) –45 min
<b>Level 1</b> (age 6-9) beginner	<b>Level 2</b> (ages 8-11) Beg.-Intermediate
<b>Level 3</b> (age 10-14) Intermediate	<b>Level 4</b> (age 13-17) Int – Adv.
<b>Jr. Elite Company</b> – Int-Adv II (comp team)	<b>Petite Company</b> (9-11) Beg -Int II (comp team)
<b>Sr. Elite Company</b> – Adv (comp team)	

**TUMBLE Levels** – Ruby: beginner – Emerald: Intermediate – Opals team: Petite team – Diamonds Team: Advanced

### CLASS REQUIREMENTS:

- \*Contemporary- Student **MUST** be enrolled in a concurrent ballet class – NO EXCEPTIONS
- \*Modern –**MUST** be enrolled in concurrent ballet class – NO EXCEPTIONS
- \*Pointe - TEACHER PLACEMENT ONLY - please do not purchase pointe shoes until directed to do so

### TUMBLE TEAM CLASSES:

You are required to take 1 dance class, jazz or ballet, to compete with the team. If you are on a team you Must complete.

### 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 15<sup>th</sup> 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 + late fees will be due immediately. Your child can not attend classes if you fail to meet your arrangements until you are caught up. All tuition must be paid to participate in competitions and the end of the year showcase. LATE FEE OF \$10 MONTH AFTER THE 15TH

-Tuition is due to whether your child attends class or not. If your child is injured or ill and will not be able to attend the class for a longer period, a written doctor's note will be required to make changes to your tuition agreement. We will suspend payment until they return.

### COSTS INCURRED NOT INCLUDED IN YOUR MONTHLY TUITION\*\*\*

- Showcase (optional DVD \$30, optional T-shirt \$15)
- Showcase recital tickets - \$14-15 per person
- Costumes – depends on age and level \$40-\$75
- Tights - \$12-18 per pair, not included in Costume price
- Shoes – varies per class
- Dance pictures - professional photos taken in May (not mandatory),

### ATTENDANCE:

Please notify the office if 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 affects the choreography and the other students. Makeup classes are available but it will not be the same choreography.

### INCLEMENT WEATHER:

We will loosely follow Upper Perkiomen School District in regards to weather closures. However, if the school is open and bad weather develops during 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 the weather, you are still responsible for tuition. Makeup classes will be available. We will send out a BAND 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 a 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 to 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 the desk by Nov. 1<sup>st</sup>.

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

**ALL costume prices and pictures are posted in the lobby in November.**

**DRESS CODE:**

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

**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: Level 4 and up, will be given preference in Private times.****NO PRIVATE TIMES WILL BE GIVEN TO ANYONE OWING PAST DUE TUITION**

\*MUST be enrolled in 3 classes, 1 must be ballet, to be eligible for a solo

\* You cannot miss more than 4 classes all year or you lose your time slot.

\* Solo/duo is permitted to perform at a competition when a 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 canceled if the student is not working to full potential

\*PRIVATE LESSONS COST - \$25 per half hour Duos - \$15 per half hour per student

**Communication:** We will be using the new APP – **BAND** this year. You must download the app to get all communication, forms, calendars, and information for the studio. **YOU ARE RESPONSIBLE FOR READING ALL NEWSLETTERS, PACKETS, AND TEXTS FOR INFORMATION PERTAINING TO CLASSES, PERFORMANCES, AND THE STUDIO!! WE SUPPLY A MONTHLY NEWSLETTER, A FB PARENTS PAGE, AND BAND APP, AS WELL AS PRINTING PAPERS, FORMS, AND PACKETS ON THE BLACK TABLE IN THE LOBBY. YOU ARE RESPONSIBLE FOR READING IT.**

**WINTER CONCERT:** We perform in 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, you supply tights and shoes.

**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 can receive it in time for pictures and Showcase. We charge from the date of enrollment and do not upcharge if you register after September.

**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.

**COMPANY TEAM ACCEPTANCE:**

Company members are chosen by a vote of ALL the teachers. There must be a unanimous vote for someone to be moved into the company.

Company dancers MUST take ballet, jazz, modern, contemporary, and one elective class to be eligible.

**Petite** must take ballet, jazz, and one elective.

Company summer camps are required for holiday/parade routines.

Just because you are a senior does NOT mean you will advance to SR Elite.

Voting is based on technique, attitude, ability, maturity, attendance, and classroom behavior.

Parents' attitudes and behavior are also factoring in teacher decisions.

Company class does not mandate weekend rehearsals but in the event of a surprise performance, one may be scheduled. This has only been done a couple of times in several years.

Tuition must be paid in a timely fashion to compete, and may not be more than 30 days past due at any time.

Company jackets or uniforms may be required.

PLACEMENT is for one season, you may be moved up or out of a company if the student is not keeping with the level of the team. You are NOT guaranteed a team spot more than one season at a time!!!

Teams are for the committed students who attend classes regularly.

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 BAND, in packets, and post in the lobby and are not responsible if you are not reading and saving them.

**PLEASE DOWNLOAD BAND APP- ask for code**

\_\_\_\_\_ parent \_\_\_\_\_ date