

BLAIR DANCE CENTER
Studio Policy Letter 2009-2010

Jill Sailors, Director

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Studio Address: 745 Washington St., Blair, NE. 68008

Classes Begin Monday, August 31, 2009

The following is a list of the Studio Policies and Information for the 2009-2010 Season. Please read the following information and **sign the form at the bottom of page 2, and return it to the studio. We must have this signed form in order for your child to participate. Keep this letter handy for future reference.**

TUITION

45 minute class...\$35 per month 1 hour combination class...\$40 per month

"Add On" classes include Pom, Pointe, Hip Hop Jazz, and Funk Tap. The first "Add On" class is \$30, the second \$25, the third and fourth, \$20.

Tuition payments are due the first lesson of each month. Tuition that is not paid on or before the 15th of each month will be subject to a late fee of \$5. There will be no exceptions. If your child is absent and cannot bring the check to class, you should mail it to Penny Johnson (bookkeeper) 1233 Kristin Cir. Blair NE 68008. It must be postmarked by the 15th of each month in order to avoid the late fee.

You may receive a 5% discount if paying for the year in full.

You may set up an auto pay account through your bank

There are no refunds for missed classes. Please ask your instructor for a class time if you wish to make up a missed lesson. Tuition is paid in nine equal payments beginning in September and ending in May. Please make checks payable to the Blair Dance Center, and please write your child's name and class time in the memo. A \$20 fee will be charged for all returned checks. **Please put your payment in the payment box in each studio waiting area. The box outside the studio is for U.S. Mail. We cannot be asked to collect money owed us from ex spouses, grandmothers, etc. The custodial parent will be held responsible for costs incurred for their student.**

BAD WEATHER CANCELLATIONS

No classes will be held at the Blair Dance Center, if Blair Public Schools are cancelled or dismissed early because of extreme weather. (except for heat). This rule applies to weather related closures only. You may check our website for weather cancellations under the on the newsletter page, or you may call the studio for a voice mail message. Classes cancelled because of weather will not be made up unless they exceed two on the same week day. You may attend another class, as mentioned above. All classes will be held on teacher in service days and conference days.

The only time classes are cancelled is in the case of inclement weather and the holidays listed below.

Studio Holidays - These dates are BDC Holidays and do not necessarily

Follow any public school holidays

Thanksgiving , November 25 and 26 Easter/Spring Break to be Announced

Christmas , December 18 - January 10

DRESS CODE

Proper dress - Leotard and tights of any color, or other dancewear okayed by the instructor. Absolutely no T-shirts or sport shorts will be allowed. **Tights must be worn at all times.** Anyone not dressed properly or without the proper shoes will be asked to sit out after the second instance. All students wear pink leather ballet shoes, tan tap shoes, and tan jazz shoes. Your class will be notified when they are to purchase jazz shoes and high heeled tap shoes. Funk tap students, Adults, and male tap students will wear black jazz/tap shoes. **Hair must be tied back.**

CLASS PLACEMENT

Placement is made with the ability of the student in mind and advancement is not by classes as a whole, or by carpools. There is often a two or three year age span in each class. If a student shows unusual progress during the year, she will be transferred to a more advanced class. Pointe shoes are granted on the same basis - when the instructor feels she is strong enough, regardless of her age or number of years of study. Students must be registered in a combination class to be eligible for "Add On" classes, such as pointe, pom, funk tap, or hip hop jazz.

STUDIO RULES

Absolutely no gum, food or drink, other than water, is allowed in the building. Please do not drop your child off for class earlier than 5 minutes prior to class time. We have limited waiting space available. Also, please pick your child up promptly after class; especially if your class is the last class of the evening. We are responsible for your child during the time she is in the classroom. **Please discuss business related matters by phone with Jill.** Before and after class is not a good time to ask questions, as your teachers need to stay on schedule and be involved with the children. **Assistant teachers are not qualified to answer your questions. We reserve the right to refuse service to anyone.**

COSTUME DEPOSIT

No Student is required to participate in the recital. You must notify Jill in November if you do not wish to participate. Your child may continue lessons and learn all the material.

A costume deposit is due on or before November 30. A \$50 deposit is due from students enrolled in a 45 minute class. A \$80 deposit is due for students enrolled in an hour class. The average costume cost is \$50 - \$55 per costume. **"Add On" classes require an additional deposit of \$50 for each class.** No Child's costume will be ordered unless this deposit is made. There can be no refund on costumes should you not be able to participate in the recital. You are responsible for the full costume fee, once orders are placed. You will be billed for any balance due for costumes or accessories after the final orders are placed. We will be holding a fund raiser for your participation, to help defray these expenses. **No costume will be handed out before all fees are paid, including tuition paid in full through May and any late fees incurred. New tights are required for recital and must be purchased through the Blair Dance Center. This is so all dancers will look uniform on stage. Consider the tights as part of the costume.**

You may pay on your costume account through out the year. Please write costume and the dollar amount for that account in the memo of the check for proper bookkeeping.

RECITAL FEE

A Recital fee of \$40 per family is due in April. This covers the cost of the auditorium rental for rehearsals and performances, scenery, sound, programs, backstage help, etc. This fee is in lieu of selling tickets. Open seating is available for all shows.

RECITAL

The TENATIVE recital dates for 2009-2010 are June 4-6th.. **Dress rehearsals will be June 2 and 3. Spacing rehearsal for advanced classes and Pom classes will be held on stage at a date to be announced. Attendance to dress rehearsal and any additional spacing rehearsals is mandatory in order to appear in the show.** Please do not ask us to make exceptions. If enrollment is sufficient, We will have three recitals, with different children's classes performing in each show. This is in order to accommodate our large audience and keep the show in Blair.

If you have more than one child in dancing, we cannot guarantee they will be in the same show. **Advanced classes and "Add On" Classes will perform in all recital performances.**

We realize your children are involved in many activities, but we would like them to make dance attendance a priority, especially in the spring months when we are teaching recital material. Dance Class is like a team sport...if team members are continually absent, it hurts the whole team, due to formations, partners, etc. **Therefore, we reserve the right to drop a student from a third routine due to excessive absences, without refund of costume expense.**

Thank you for your cooperation on these matters. We look forward to teaching your children and watching them grow and develop as dancers and young adults in the years to come. Please feel free to call Jill at home if you have any questions or concerns.

Please sign and return the form below to your teacher by September 17th. We must have this form on file in order for your child to participate in dance class.

STUDENT NAME _____

CORE CLASS DAY & TIME _____ Studio A ___ B ___

I have read the 2009-2010 Policy Letter and I **understand the financial obligations and rules of the studio. I understand that tuition is due by the 15th of each month, with a late fee added after that date, and that I will be charged if I fail to notify the Blair Dance Center in writing of a class drop. I understand that no account will be allowed to remain unpaid longer than 30 days.**

I am aware that in Dance and Pom, as in any sport involving physical activity, the risk of serious injury is present. I release the Blair Dance Center of liability for any injuries resulting from these classes. The student named above has my full consent to participate in classes at the Blair Dance Center.

I understand that candid Studio and Performance Photos, as well as class photos with my child's image may be used in advertisements and on the Studio Website.

Parent/Guardian (or Self, if 18 years old or over)

_____ Date _____

Signature