

**Please complete the following steps to confirm your classes for the
2017 - 2018 Dance Season:**

STEP 1:

From your “Class Assignment Form” located below, please choose the classes you are comfortable with attending and paying for the year. Complete your pink “Confirmation Form” – classes and method of payment.

STEP 2:

Read and sign our “Studio Policy Agreement” and “Liability Waiver” located on the back of your pink “Confirmation Form”. Please remember both parents and dancers 4th grade & up must sign our Studio Policy Agreement.

STEP 3:

Please return the following to us no later than our deadline: **July 25th, 2017.**

- A completed “Confirmation Form” & “Method of Payment” form
- Signed “Studio Policy Agreement” & “Liability Waiver”
- The full tuition total for August
- Half of your Costume Total for the year

THANK YOU!

Remember... classes begin Monday August 7th, 2017

CLASS ASSIGNMENTS

Please keep for your reference – all classes are subject to change depending on enrollment

Dancer Name: _____

Class Type	Day	Time	Instructor	Dance Room	Class rate	Costume rate

Total # of classes per week: _____ Estimated Monthly Tuition: \$ _____ (Subtract 10% if student is taking 5 or more classes a week)

August Tuition total: \$ _____ Estimated Costume Total for all classes: \$ _____ (1/2 is due for deposit)

*Please see reverse for our Studio Policies →

Studio Policies

Thank you in advance for respecting our policies & not asking to be an exception to any of them. Please sign the “**I accept your policies**” lines so I know you have read, accept, & understand our policies. Dancers 4th grade & older will also have to read the policies & sign their name as it is this age group that tends to test the policies.

- ✿ **No Refunds or Credits** are given for missed lessons unless we cancel a class due to instructor illness or other conflicting circumstances. If your dancer acquires a long term injury (broken arms, etc.), we will halt tuition until he/she is healthy and dancing again.
- ✿ **Attendance** is VERY important! Missing three classes in a row is unacceptable and disrupts the flow of class. If dancers miss three or more classes in a row, **including time off for holidays**, it will be the teacher’s discretion to move them to another class or take them out of the choreography. If you know in advance that you will be missing class, please call and let us know.
- ✿ **Cancellation Policy** When you confirm your classes on the enclosed pink form, you are committing to pay for these classes, and to have good attendance until the end of the year performance for your age group. (**See Calendar of Events**). If you wish to cancel a class for one of your dancers, please submit your request in writing or call, and speak to Miss Danielle. All cancellations must be received by the 30th of every month. We will correct your billing on the following tuition month. **There are no credits given mid month.** All lessons must continue to be billed thru the existing month until the next billing cycle. Costume refunds will be given only for classes cancelled before Nov. 15th, 2016. After that deadline, costume orders have been placed and paid for, but we will give you your costume for the cancelled class when it arrives in the spring.
- ✿ **Tuition** is always **due by the first of the month.** We lower monthly tuition for a holiday on your dance day, and increase tuition if there are 5 lessons for that month instead of 4. Lessons begin Monday, August 1st, 2016.
- ✿ **Late fees** ... a late fee of \$25 per family will be added if tuition is not paid in full by the 10th of the month.
- ✿ **No Observers, No Friends** are allowed in the classrooms, theatre or dressing rooms during class. Visiting Grandparents are an exception, but please call in advance so we may notify the instructor. Parents are asked to observe on “**Parents’ Observation Week**” in February; check your calendar of events enclosed.
- ✿ **No Smelly Food** Please do not bring any outside food or beverages into the studio, and absolutely no food or beverages, except water, are allowed into the classrooms. Bad Food examples: Pizza, Onions, French fries, Soda etc. We promote health at Dance Etc. **No gum or candy is allowed in class.**
- ✿ **Responsibility** It is each dancer’s responsibility to carefully put his/her dance shoes & other personal belongings away after each class... we recommend a dance bag so it is easy to keep belongings together. **All shoes, clothes, etc. should have the dancer’s name in them** so they’re easy to find when missing. We have a “lost & found basket” for clothes & shoes in the lobby, and any valuables are held behind the front desk. Every month our lost & found basket is donated to Safe Nest. **Any lost items are not the responsibility of Dance Etc., so please keep up with your belongings.**
- ✿ **It’s a Small Lobby** ... so we ask that parents go home or visit our local merchants rather than waiting in the lobby during classes. Please have your children arrive 10-15 minutes before class - any earlier congests our lobby. It is okay for dancers with a 3:30pm or 3:45pm class to arrive right after school to get ready for class, but all other dancers should go home to get ready after school.
- ✿ **Seasonal Newsletters** will be sent to your home five times a year to let you know all of the “Studio News” for the season. Look for them in September, November, January, March & May. **PLEASE READ YOUR NEWSLETTER!!!** They will also be posted on our studio bulletin board.

Dress Codes:

A good rule for the dress code is “if it is not listed below, don’t wear it.” Instructors will dismiss students from class if not in the proper dress code... Please help your child be prepared for class. Please refer to your registration packet for dress codes for any classes not listed here. Thank you!

Baby Ballet & Pre Ballet: Light pink leotard, pink tights, & pink slippers (with elastic sewn on), no skirts, & hair up.

Ballet (Kinder & up): All hair for ballet must be in a bun **NO EXCEPTIONS.** Pink tights, black leotard, skirts (no longer than mid thigh), and pink slippers (with elastic sewn on). In the winter you may wear a tight shrug or Ballet sweater.

Tap & Jazz Combo: All hair must be off of face & neck; short bangs are OK. Dancers must wear clothes to stretch in. Any color leotard, unitard, or bike shorts. If they wear a T shirt please have a leotard under so they are covered while stretching. A fresh pair of socks, black patent leather Mary Jane taps shoes & Ballet slippers (with elastic sewn) for Jazz. **No Skirts, No Jeans, No Slacks.**

Tap & Irish (1st grade & up): All hair should be in a ponytail, or secured off of the face. Please wear dance clothes, not school clothes. Stretch pants, leotards, etc. **No Jeans, No Skirts, No Slacks.** All Tap shoes should be a black slip on, or lace up oxford tap shoe. .

Jazz (1st grade & up) & Contemporary (5th grade & up): All hair should be in a ponytail, or secured off of the face. Please wear dance clothes, not school clothes. Stretch pants, leotards, etc. **No Jeans, No Skirts, No Slacks, No Shorts above mid thigh without tights.** Acceptable Jazz or Contemporary shoes are as follows: A slip on, split sole Jazz slipper, a tan Jazz sandal, Ballet slippers, or a Contemporary sandal. **There are no Jazz sneakers allowed for Jazz, but they are OK for Hip Hop.** The costume posters hanging in lobby after winter break will tell you the type/color of shoe to wear in the show for all Jazz & Contemporary numbers.