

DANCE TIME POLICIES & PROCEDURES - READ THIS!

Tuition & Registration

There is a one-time (per school year) registration fee of **\$20.00 per child**, to be turned in with the 1st month's tuition.

Class Tuition:

ALL 45-55 min classes **\$50.00 a month per child**.

Ballet 2: \$70 per month, per child (1.5 hrs)

Ballet 3: \$90 per month, per child (3 hrs.)

(***A \$5.00 monthly discount is given for each additional child enrolled from same family.)

Monthly fees remain the same regardless of the number of lessons taught within a month due to holidays or regardless of child's absences.

TUITION IS DUE THE 1ST OF EACH MONTH.

Last day for tuition is the 10th of each month, after which a \$10.00 late fee will be applied. NO EXCEPTIONS!

Cash or checks are accepted forms of payment. There are **2 drop boxes** for your convenience! Please include child's name!

Please write checks to: *Becky Jones*

****Returned checks will be charged \$25.00 to cover INSF bank expenses.**

Class Procedures:

Before class: dancers are not to arrive any earlier than 15 minutes prior to class and must be supervised by an adult until class time. Please have dancer ready and dressed in the proper attire and shoes.

Proper technical warm-ups are done at the beginning of class and are vital to preventing injuries.

After class: please instruct your child to wait **inside** the studio for their rides. **Students will not be allowed to wait outside for rides.**

Attire

Ballet: for any dancers taking ballet or a ballet combo class, it is necessary that you wear a leotard, tights and ballet shoes. Please put shoulder length or longer hair in a bun! Thanks!

Hip Hop: all dancers **must** have jazz shoes.

Tap/Clogging: all dancers **must** have appropriate tap dance or clogging shoes.

****** For all dancers it is recommended that they wear comfortable clothes or dance wear that will allow them to move freely.

Class Size:

Class size will be limited to 10-12 students.

Watching

Feel free to stay and watch your child practice. If you choose to drop your child off with the instructor, you must wait until session has started before leaving and then return at least **10 minutes** prior to end of class to pick child up.

Due to the small area for parents to sit and observe, please be courteous to other parents and the dancers by not allowing young siblings to run around, be loud or to be distracting to the dance students.

Absences:

Missed classes are not refundable. Tuition is still due to hold the spot for your child. There are no refunds if you drop a class(es) in the middle of the month, choose other activities over dance class, or simply skip class. If your child has a contagious illness or is injured please keep them out of class until they are recovered and can participate fully without risk of relapse or re-injury.

Class Cancellation/Changes:

DANCE TIME! reserves the right to combine classes, change times, provide substitute teachers or replacement teachers, and cancel or combine any class with 4 or less students.

WEATHER cancellations will not always affect the dance day, but if **school is cancelled, there is no dance!**

IF more than 2 days of class is cancelled, tuition will be adjusted.

Dropping/Adding Class

DANCE TIME! Has an open enrollment policy throughout the school year, space permitting. However, **if you drop or withdraw from weekly classes for more than 4 weeks, you will be charged a \$20 fee to return and only IF there is space for your dancer.** For a lengthy absence or withdrawal, tuition will be due each month to hold your child's spot. Please talk to me about it! ☺

**** NO** new students will be accepted after Nov 1st for recital preparation purposes.

Recitals & Performances

There will be **1 recital** each year, most likely held in late May. There will be **extra expenses** for recital outfits and props. More information will be shared as recital time draws closer. Sun Faire and other performances (if decided upon) will be optional for all dancers.

Questions? bjdancetime@gmail.com

Cell # 989-1846

www.dancetimeothello.com