

# Studio Handbook

## 2018-2019 Season

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### **WELCOME:**

Thank you for choosing the Deborah School of Dance for your dance education. We are a family owned and operated studio that have been in business since 1981. We strive to maintain a family-friendly environmental. We want all our students and parents to feel “at-home” while they are at the studio.

This handbook will provide important information that will help you understand what to expect throughout the dance year. Feel free to ask questions if there is anything you don't understand.

By signing the registration form or registering for classes online you agree to this Studio Handbook.

### **CONTACT INFO:**

5908C Boydton Plank Road  
North Dinwiddie, VA 23841  
(804) 732-6104 or (804) 721-0149  
DSODInfo@aol.com  
www.DeborahDance.com  
Also find us on Facebook

### **SCHEDULE / HOLIDAYS:**

September 10	Classes start
October 31	Closed for Halloween
November 19-23	Closed for Thanksgiving, reopen November 26
December 19-January 1	Closed for Christmas, reopen January 2
April 1-5	Closed for Spring Break
May 31-June 1 (Tentative)	Dance Recital

**We are not closed on teacher workdays!**

### **INCLEMENT WEATHER:**

If the weather is bad due to ice or snow please call 721-0149 or 732-6104 or check our website or Facebook Page for up-to-date closing information. We will also try to send out emails or phone messages regarding any unscheduled closings. Should more than one week of classes be missed due to inclement weather, make-up classes will be scheduled.

### **ATTENDANCE:**

Class attendance is expected each week, including any necessary make-up classes. Attendance will be taken and awards will be given at the end of the year to those students with exceptional attendance. Please do not bring your child to class if they are sick, especially during flu season.

## **TUITION POLICY:**

Class tuition can be paid in monthly or quarterly payments for your convenience. First payment (nonrefundable) is due at time of registration. All remaining tuition and fees are due by the 1<sup>st</sup> of each month with a grace period of 5 days. A \$10 late fee will be applied on the 6<sup>th</sup> of each month for outstanding tuition. After 2 months of non-payment, a child will be denied access to class until tuition is paid up-to-date. If a student decides to quit his/her class(es) after the session has started, you are responsible as the child's parent or guardian to let us know in writing that the child has quit. If you do not, you will be responsible for full payment of the remainder of tuition (full season). Any tuition and fees not paid in full by May 5, a 20% interest will be charged each month outstanding. Any student with an outstanding balance will be unable to register for the next season until paid in full.

## **PAYMENT OPTIONS:**

There are several options to help break down your full season tuition into management payments. They include

- Monthly - Tuition is payable in 9 installments. First installment (nonrefundable) is due at registration. The remaining 8 installments are due the 1st of each month (October-May). A late fee of \$10 will be applied to payments made after the 5<sup>th</sup> of the month.
- <sup>NEW</sup> Automatic Monthly – You now have the option of setting up automatic payments at the time of registration. First payment is paid at the time of registration and the remaining payments are automatically withdrawal the first of each month (Oct-May). You are responsible for making sure all credit card information is kept up-to-date. Late fees will apply if a card is declined for any reason and payment is not paid by the 5<sup>th</sup>.
- Quarterly – Tuition is payable in 3 installments due the 1st of September, December and March. A late fee of \$10 will be applied to payments made after the 5<sup>th</sup> of the month.
- Payment in Full - There will be a 10% discount for those who pay in full. This discount only applies if paid by the first week of classes. Sorry there are no refunds once you pay in full.

You will receive email and/or phone notifications if your account should become delinquent at any time.

Returned Check Fee: There will be a \$35.00 service charge for all returned checks. Returned checks and fees can only be paid via cash or money order only.

No refunds are given for non-attendance. Once registered, tuition will be charged each month (October-May) unless proper notice is provided as stated in the tuition policy above.

## **HOW TO MAKE A PAYMENT**

Payments can be made using cash, check, money order, Visa, or MasterCard. Checks and money orders should be made payable to *Deborah School of Dance*. When making payments at the studio please put check, cash or credit card slip in an envelope and put it in the Payment Box located in the waiting room. Please be sure your child's name is in the memo section of the check, on credit card slip or written on the outside of the envelope so you can be properly credited. You can also make payments via credit/debit online by logging on to our Parent Portal.

Hardcopy statements are no longer printed unless requested. Your account activity is available 24/7 by logging onto the Parent Portal. If you have questions regarding your bill or would like to request a

hardcopy of your statement, you can send an email to DSODInfo@aol.com.

## **DRESS CODE:**

### Class Attire

Girls – Pink Tights, any color leotard, no street clothes

Boys - Sweatsuit or shorts & T-shirt, no jeans or street clothes

No street clothes are allowed in any class!

### Shoes

#### Ballet & Tap

- Age 2-Grade 5: Pink ballet shoes/ Tan flat buckle or velcro taps
- Grade 6+: Pink ballet shoes / Tan Bloch Tap On Buckle Taps
- Boys: Black ballet shoes/ Black lace up tap shoes

Jazz – Tan jazz shoes

Baton students – Tan jazz shoes

Gymnastic students - Bare feet

Hip Hop students – Black jazz sneakers

Absolutely no dance shoes shall be worn outside and no street shoes are allowed in the classrooms.

## **DANCE SUPPLIES:**

Dancewear, shoes and supplies are available at the studio. We will be happy to measure your child for shoes and dancewear. If not in stock, all items are available in approximately one week.

### Shoe Trade-In Program

Does your child have a pair of gently used dance shoes that are too small or are no longer needed? Turn in those shoes and receive a \$5 credit toward your purchase of a new pair at the shop. Shoes must be in good condition and in colors described in the dress code. Used shoes are also available for sale.

## **CLASS RULES:**

- Hair must be worn up, away from face at all times.
- Proper dance attire must be worn or the student will be unable to participate. No loose fitting shirts or pants.
- Proper hygiene is expected.
- No jewelry (Only post earrings allowed).
- No cell phones in the classrooms.
- No iPods, MP3 players, or gaming systems in the classrooms.
- No chewing gum.
- No food or drinks allowed in classrooms.
- No talking back to the teacher(s).
- No walking out of class without permission from the teacher.
- Proper respect for all teachers and assistant teachers is expected.
- No one is allowed in the classroom except students and teachers. Parents, friends or guest must wait in the waiting room.
- Students must be on time and ready for class, which would include proper dress and shoes.
- Students must be picked up no later than 10 minutes after class has ended.

- Students are to remain in the building until a parent or guardian comes inside to pick them up.
- **Absolutely NO dance shoes should be worn outside. Dance shoes are not made to hold up in outdoor conditions and wearing them outside brings dirt into the studio and can damage the dance floors. Wearing dance shoes outdoors will also shorten the life of the shoes. Please be courteous, protect your investment so we can protect ours.**

### **DANCE RECITAL AND COSTUMES:**

Beginning in January, all classes will begin working on dances that they will perform at our end of year performance – dance recital. This performance is usually scheduled for late May-early June and will be held at Virginia State University. Exact date will be posted once available.

All classes require a costume for the recital. Dance tights are included in the price of costumes. Kinderdance through Grade 1 classes will have 2-in-1 costumes; all other classes require one costume per class. A 2-in-1 costume is one costume that can be worn in two or more ways for different looks.

Price of costumes: All classes (all sizes)      \$75.00 per costume

Half of the costume money is due by November 1. A \$10 late fee will be applied if not paid by November 5. The second half is due by December 1. Again, a \$10 late fee will be applied if not paid by December 5. Costumes not paid in full will not be ordered. No child will receive their costume(s) until full payment of tuition and fees is received. Costumes will be passed out during Parents' Week in May.

All costumes are ordered before January 1. Costume orders cannot be cancelled thus there are no refunds should your child decide to quite classes after that date. You will be responsible for full payment of costume(s) once they are ordered. We cannot guarantee on-time delivery of costumes ordered after January 1 due to late payment. If the option for expedited shipping is available on late orders, that additional fee will be passed to the parent.

If your child will not be participating in the recital, please let us know no later than November 1.

### **PARADES & SPECIAL PERFORMANCES:**

Participation in the parades is optional. A Deborah School of Dance sweatsuit may be required for participation.

Dinwiddie Christmas Parade                  Saturday, December 8

### **NEWSLETTERS:**

The staff of the Deborah School of Dance likes to keep you informed of all upcoming events throughout the year so there are no surprises, especially for any newcomers. All newsletters will be posted on the studio bulletin board and on our website. They will also be emailed to the address provided on the registration form. Please be sure your email is up-to-date in order for you to receive all important information through the year. You can update or add email addresses by logging into the Parent Portal.