



## 2017-2018 Handbook

**Tuition:** Based on the hours of instruction over the dance year which runs from September to June

Mommy & Me - Ages 18 months to 3 years - 45 minutes per week - \$400 per year

Creative Dance - Ages 2-4 - 45 minutes per week - \$400 per year

Pre-Ballet/Tap - Ages 5-6 - 1 hour per week \$500 per year

Hours per week	Yearly Tuition	
	1 <sup>st</sup> child	2 <sup>nd</sup> child
45 min.	\$400	\$300
1 hour	\$500	\$400
1.75 hours	\$750	\$600
2 hours	\$950	\$800
3 hours	\$1,350	\$1,150
4 hours	\$1,750	\$1,450
5 hours	\$2,000	\$1,700
UNLIMITED	\$2,250	\$4,000

**Payment Terms:** There are 2 options:

- Pay in full by September 15th and receive a 5% discount
  - Pay in 10 monthly payments beginning September 1
- ⇒ **All payments are due on the first of the month**
- ⇒ Overdue accounts will be assessed a 10% late fee on the 6<sup>th</sup> of the month
- ⇒ If an account is overdue by more than 2 weeks the student will be suspended from class until the account is up to date
- ⇒ If you wish to withdraw your child from classes you must do so in writing and you will be charged a Withdrawal Fee that is equal to your monthly payment.
- ⇒ Private lessons available throughout the year at \$35/hour - Please see the director

**Tuition payments are not refundable**

**Payment Methods:**

- Cash/Check - There is a \$25 returned check fee plus any accrued bank fees
- Credit/Debit Card at the studio. Please only use this method for bills over \$100

**Costumes:** Each dancer is required to purchase costumes for recital.

- Costumes are \$80 each and include tights.
- While we do everything possible to ensure proper fit, parents are responsible for any alterations that may be needed. Shoes are not included.
- There is one costume per class plus a "Finale" costume (Intermediate and Advanced Jazz require 2 costumes)
- Costume Payment - There are 2 options:
  - ⇒ Pay in full by September 15th and receive a 5% discount.
  - ⇒ Pay in 4 equal monthly installments beginning in September - Final payment must be made by December 15th or your child will not be able to participate in the recital.
- Costumes begin arriving in April and will not be given out until balances are up to date.
- Costumes not picked up by May 1 become the property of the studio.

**Costume payments  
are not refundable**

**Attendance:** Regular attendance is essential for a dancer to make progress.

- We realize conflicts arise ~ Please let the instructor or management staff know ahead of time if you know there is a class your dancer will be missing.
- We are not necessarily closed every school holiday or for inclement weather as schools are. In case of studio closing, we will send out mass emails and texts as well as update our Facebook page and website. **Text @fd09 (zero nine) to 304-596-0564** to be added to the studio text messaging list.
- Tuition is not pro-rated for missed classes due to student's absence.
- Missed or cancelled classes may be made up with permission from the RNM Director in a class of similar age and genre. RNM does not generally schedule make-up classes.
- Classes must be made up within 2 weeks.
- **Attendance in May and June are Mandatory** - Please keep these weeks free to allow for extra rehearsals.

**Recital:** This performance displays the progress dancers have made over the year. It gives them an opportunity to perform on stage with costumes, make-up, full stage lights, music and an audience and is one of the best teaching tools we can offer your dancer.

- Recital will take place in June and will require additional practice time and dress rehearsals.
- Recital packets will be given to each dancer before Spring break with ALL dates and times and necessary information.

**PRACTICES & ATTENDANCE IN MAY & JUNE ARE MANDATORY**

**Etiquette:** All dancers are expected to follow these rules.

- Arrive on time and ready to dance! Tardiness disrupts the concentration of dancers and instructors during class.
- No food or drinks in studios or hallways at any time! (Bottled water is OK)
- No gum chewing
- No talking during class
- No cell phones
- NO STREET SHOES ON DANCE FLOOR
- Please use the restroom before class (especially the little ones)

**Behavior:** All dancers and parents are expected to be respectful to everyone. Please follow the Golden Rule: Treat others like you would like to be treated.

- Any student demonstrating disruptive or inappropriate behavior will be issued a verbal warning.
- If the behavior persists, the student will be asked to sit until ready to participate appropriately.
- If behavior still does not improve, the student will be asked to leave class and sit up front - parents will be notified.

### **Open Door Policy:**

Parents/guardians, if there are any concerns or questions with regard to your dancer or the instructor in any class, please call us or bring it to our attention as soon as possible.

- Do not let anything go until it is too late to correct it - we encourage you to come to any one of us at any time.
- If it is a money/tuition concern, please bring this to the attention of the director.
- If it is about instruction or your dancer's ability, please bring this to the instructor of that particular class.
- We don't anticipate any problems, and we want this to be a place for you and your dancer to come and be with friends and positive influences.
- Please be assured that we will do everything we can to take care of any situation you bring to us.

**Dress Code:** Proper attire is required for each class!

- Hair is to be pulled back neatly, completely out of a dancer's face and in a bun for all Ballet and Pre Ballet classes.
- Buns should be properly secured with a hair net and bobby pins or hair pins.
- NO loose, long pants as they obstruct the view of the dancer's body & feet.
- Label shoes on the **inside** with a Sharpie. NO tap shoes from Payless!
- NO cover-ups, NO midriffs should be exposed by any dancer at any time.
- NO underwear or bras

**Creative Dance:** Pink or Black leotard, Pink tights, Hair in bun, No bangs, Pink ballet shoes

**Pre-Ballet/Tap:** Pink or Black leotard, Pink tights, Hair in bun, No bangs, Pink ballet shoes & Tap shoes

**Ballet:** Black leotard, Pink tights, Hair in bun, No bangs, Pink ballet shoes

**Hip-Hop:** Loose clothing (No jeans), Hair out of face, Any indoor only sneakers

**Jazz:** Leotard, Black dance bottoms, Hair in ponytail, Any style jazz shoe

**Lyrical/Modern/Acro:** Leotard, Tights or dance bottoms, ponytail, Bare feet

**Tap:** Leotard, Tights or jazz pants, Hair in ponytail / bun, Tap shoes

**Boys:** White or black fitted shirt, Black dance pants, Black dance shoes

**DATES TO REMEMBER**

August 28	Classes Begin
September 4	<b>Labor Day - CLOSED</b>
September 30	Mini Fair
October 20-22	Dance WV Fall Festival
October 13-15	Sleepy Hollow
November 22-28	<b>Thanksgiving Break - CLOSED</b>
Dec. 22-Jan. 2	<b>Christmas Break - CLOSED</b>
February 17-18	WVDF Adjudication
March 2-4	Wizard of Oz
March 16-18	Dance Works
April 2-8	<b>Spring Break - CLOSED</b>
April 27-29	WV Dance Festival
May 28	<b>Memorial Day - CLOSED</b>

**June is Recital Month!**

The date is currently TBA

Please do not schedule vacations until after June 18<sup>th</sup>