



# 2020-2021 Handbook

Tuition is based on the hours of instruction over the ENTIRE dance year which runs from September to June - Prices do not include 6% sales tax

Hours per week	Yearly	Monthly	Semester 5% Discount	Yearly 7% Discount
45 min	\$420	\$42	\$199.50	\$390.60
1 hour	\$525	\$52.50	\$249.38	\$488.25
1.5	\$756	\$75.60	\$359.10	\$703.08
1.75	\$882	\$88.20	\$418.95	\$820.26
2	\$997.50	\$99.75	\$473.81	\$927.68
3	\$1,470	\$147	\$698.25	\$1,367.10
4	\$1,890	\$189	\$897.75	\$1,757.70
5	\$2,205	\$220.50	\$1,047.38	\$2,050.65
UNLIMITED	\$2,467.50	\$246.75	\$1,172.06	\$2,294.78

**Discounts** - Tuition payments made with cash or check will receive a **5% discount**. Further, paying for a semester receives a **5% discount** and for the entire year receives a **7% discount**.

Discounts are also available for multiple family members.

**Tuition  
payments are  
NOT  
refundable**

**Payment Options** - There are 3 to choose from:

- Pay in Full by September 30th and receive a **7% discount**
- Pay per Semester (Sept 30 and Jan 30) and receive a **5% discount**
- Pay in 10 monthly installments beginning September 1 - **When choosing this option, FIRST AND LAST month's tuition are due upon registration.**

**Payment Terms** -

- ⇒ **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.
- ⇒ **Tuition payments are NOT refundable.**

**Costumes:** Each dancer is required to purchase costumes if they will be in our 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 - OR - 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.

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

**Costume  
payments are  
NOT refundable**

- 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 @rnm dance to 81010 to be added to the studio text messaging list.**
- 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.
- 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

**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 near 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 are expected to be respectful to instructors and other students.

- 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.



**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 cover-ups, NO midriffs should be exposed by any dancer at any time.

**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 31	Classes Begin
<b>September 7</b>	<b>Labor Day - CLOSED</b>
October 28?	Trunk Or Treat - No classes
November 8?	Veterans Day Parade
<b>Nov. 25-29</b>	<b>Thanksgiving Break - CLOSED</b>
December 5? Martinsburg	Christmas Parade in Martinsburg
December 13	RNM Christmas Party
<b>Dec. 21-Jan. 3</b>	<b>Christmas Break - CLOSED</b>
<b>January 4</b>	<b>Back To Dance</b>
February 27?	WVDF Adjudication
March 12-14?	Dance Works - Ages 9+
March TBD	TPDC Spring Performance
<b>April 5-10</b>	<b>Spring Break - CLOSED</b>
April TBD	WV Dance Festival - Ages 12+
<b>May 31</b>	<b>Memorial Day - CLOSED</b>

**Recital Week is in Early June**

Items marked with a “?” are not certain  
due to the pandemic