

Gardner Dance Studio Policy Sheet

Fall classes start September 2nd, 2007 and end on June 6th, 2008.

Tuition is: \$45.00 per month for 1 hour classes, 2nd class \$38.00 per class

\$65 per month for Private Lessons

\$70 per month for 1½ hour classes

\$95.00 for the 8-week 1 hour classes,

\$105 Couples Classes / \$90 Single (in couples class)

Registration fee is \$25.00 per new family / \$20 per returning family.

- Tuition is due the first lesson of each month. Please put your student's first name in the memo area of the check, and last name if it is different than the person paying. If you pay by cash, please have the desk helper fill out a receipt from the pad on the information desk if no one is at the desk please fill one out yourself, leaving the yellow copy in the book. Place the money and receipt in an envelope with the students name on it and place it in the tuition box.
- **There is a \$20.00 late charge for any tuition account that is not paid by the 10th of the month.** *If you are paying after the 10th please add the \$20 to your check, we will send out notices even if you have paid the tuition part and not the late fee.* Late notices will be passed out through classes. If you are 30 days late, you will receive a phone call to make arrangements for payment. If you are 60 days late, your student will not be allowed to return to class until the balance is paid in full.
- There is a \$30.00 charge on all returned checks.
- Unless we are notified in writing that your student will not be returning to class you will continue to be billed for your student's tuition. After 3 classes are missed we will try to contact a parent to see if your student is returning.

- All students must have a signed enrollment form on file. Please report any changes in your address or phone numbers so that we will have the correct information in case of an emergency or studio closing due to weather that happens after school.
- Please call the studio or teacher if you student will not be able to attend a class.

8-week Classes — we will be offering an 8 week classes during the regular year for anyone interested. We are offering these classes for anyone who is interested in trying something new or just want a little extra experience, please see the class schedule or talk to Sherry.

Make up Classes: Make up classes are available and are recommended but they do not count towards perfect attendance record. Check with your student's teacher to see when classes are offered for your student's age. A missed lesson will not be deducted from your monthly fee.

Snow days: Gardner Dance Studio classes will automatically be canceled when the Gardner Edgerton School District #231 cancels or dismisses early due to bad weather. If weather becomes bad after school has already let out you will receive a phone call from the studio. Snow days will not be deducted from your monthly fee.

Breaks: There are some school holidays that the studio will still have classes. The studio will be closed for Thanksgiving Break, Winter Break, & Spring Break based on the USD #231 School District schedule.

Newsletter: Parents will receive a newsletter the first week of every month that will contain information about the studio and upcoming events and schedule. Extra copies of the newsletter will also be available in the lobby and can be viewed online at www.gardnerdance.com.

Dance Apparel: If you have any questions about appropriate apparel please ask your students teacher.

- **Pre-Dance, Combo Classes:** Leotard, black ballet shoes, black tap shoes, hair pulled back out of the students face.
- **Jazz / Hip-Hop:** Leotard, black jazz shoes — NO baggy clothes.
- **Ballet:** Black or pink leotard, skirt, ballet shoes and hair pulled out of the student face.
- **Tumbling:** Leotard, socks (optional) no tights, hair pulled into ponytail.

- All shoes are to have elastic strap across instep. All shoes should have the child's name in them. We have many "missing" shoes during the years and this is a huge help.
- **No street clothes allowed for dance class (blue jeans, tennis shoes, etc.)**

Dance Apparel Orders: New shoes and dance apparel can be ordered by filling out an order form and paying in advance. Order forms can be found in the lobby at the information desk. Make checks payable to Gardner Dance Studio. Please add \$2.50 for shipping and handling to the amount of the shoes that you are ordering.

Student Pick-up / Drop-off: We ask that you pick up your student at the proper time unless otherwise discussed with the instructor. We can not insure their safety if we are teaching another class. We ask that all students wait inside the lobby until they are picked up.

Class Observation: When you come to observe or wait for your student, please keep your other children under your control. Do not allow them to run in the building, interfere with the class that is in session or be disruptive in any fashion. If toys are taken out please be sure they are out away.

Additional Information: Please do not hesitate to give us any information concerning your student that could help us in teaching them (hearing impairment, learning disability, physical or emotional problems.) This will help us and your student at the same time.

Please contact us if any issues arise, we can't help with a problem if we don't know it exists.

Recital information: The recital is optional. If you do not wish to participate, please let your instructor know as soon as possible. We rely on help for the parents to make the recital a success please note on the enrollment form if you are interested in volunteering. Opportunities to help at the studio:

- Sewing: Help with alterations on costumes, light sewing such as adding sequins or beads to fabric.
- Props: Help with stage design for recital and making props that students use for dances.
- Backstage: Moms help backstage with the students changing costumes, make-up, and hair at the recital. 1-2 per class, if you are interested please let your teacher know.
- Competition Mom: Someone to help with fundraiser, setting up dates for girls to perform around town.

Recital Costumes: Two recital costumes will be ordered for a total of approx. \$80.00. Money is due November 15th, 2008. There is a \$15 late fee if costume money is paid after this date because we have to special order the costume. Once costumes have been ordered the money is not refundable. Tumbling costumes will only have one costume for approx \$45.00. Finale costume information will be sent out in the newsletter at a later date. The finale is done by tumblers only every year. We try to order one fancy costume and one that can be worn again in class. This amount does not include tights or shoes. If any additional ordering is needed (hats, props, etc) and they are not provided by the studio that information will be found in your newsletter closer to the recital and the amount will not exceed \$10.00. Please write a separate check for costume money.

Costume Fundraiser: We will be doing a costume fundraiser in the fall, it is completely voluntary. If you choose to participate 40% of your total sales, it will be deducted from the costume fee, if more than \$80.00 is earned the rest will be deducted from the next tuition payment.

Pre-recital / Post-recital shows: We will be performing in mini-recitals in the Gardner area. If you know of any event or activity that we could perform at please call Sherry Ellis. We would love to have a volunteer to help find events in the area where we could dance.

We are proud of our dance studio and proud to have your student enrolled. Thank you!!!