

JANE'S SCHOOL OF DANE POLICIES 2009-2010

(Changes have been made so please read carefully)

- Registration: An annual registration fee is due from each student upon enrollment. This fee is **non-refundable or transferable** to any other account. **Registration fee is \$30** (siblings \$15). **\$20 for returning students** (additional siblings are **\$10**) if paid by recital of 2009 and **\$25/(\$12.50)** after recital. An additional \$95 deposit is due for solos and \$70 for duets which will be applied to May's tuition. Enrollment ends Dec. 1, 2009 for students 4 and older.
- Tuition: Tuition is based on a yearly fee divided into monthly payments, i.e. total \$/week (\$6.50/half hour) times the number of weeks from Sept. through June (dependent upon specific night the class falls) divided by 9 months (Sept. through May). Tuition may also be paid yearly or by semester. Please note vacation and holidays have already been subtracted out.
- Payments: Tuition payments are due in the office by the **10th of every month**. Payments made after the 10th will be subject to 3% late fee that will automatically be charged to your account. The studio address is PO Box 86; Versailles should you wish to mail your payment.
- * Once enrolled in class, students are charged whether present or not. If a student falls behind due to illness or for personal reasons, make-up classes can be arranged. If student discontinues class please notify the office in writing so we can close your account. You must cancel before the first of the month in order not to be billed for that month. When making payments, please put the student's name, class night and account number on the check or on an envelope with the cash inside for cash payments. Receipts are given for cash payments on the day of payment; receipts for payments by check will be ready the following week. Ask the office manager or check the office counter.
- Duet & Solos: Solo classes are \$25/half hour; duets are \$20/student/half hour. Please check with Jane before registering for a solo or duet. Class will not be scheduled until the deposit is paid. Students that take solo and duet classes must **cancel 24 hours in advance** by contacting the office in order not to be charged for the time missed. To cancel a Monday class you must call by 5:00 PM on Friday. A separate solo recital is held in conjunction with our regular recital.
- Pre-Dance: This class is for our 2 and 3 year old students. To register for this class the student must be at least 2 years old and not turn 4 prior to Sept. 1, 2009. This class is designated to be fun and an introduction to moving to music and following directions. These students are not in the recital; however, they will have a performance at the studio. Enrollment is accepted until April 1, 2010.
- Cancellations: Classes are not always canceled when the schools close due to weather or other reasons. When in doubt, please call 873-8717. All snow days missed will be made up. Please do not deduct snow days missed from tuition payment.
- Parent Visitation: **Visitation will be for the entire class one week in January and June.** PLEASE REFRAIN FROM TALKING OR CREATING A DISTURBANCE OF ANY KIND. NO YOUNG SIBLINGS. During visitation in June we will be giving out last minute recital information and costumes.
- Dress Code: GIRLS: **solid, plain, black** leotard (**no skirts**), **pink** tights, pink (Bloch) leather ballet shoes, tan tap shoes. **Hair must be securely fastened.**
BOYS: solid white t-shirt, solid black tights or jazz pants, white socks, black ballet shoes, black tap shoes.
(dress code for company members are exceptions)
- Recital: Our annual recital is in June (date to be announced) at the Lexington Opera House. All students must purchase a costume which they keep. A **non-refundable** deposit of **\$70** is due on **each** costume; **\$35/costume by Nov. 10th** and **\$35/costume by Jan 10th**. One costume is ordered for each child in every class. Tights, shoe paint, etc are automatically ordered, if needed, so everyone is the same color/style; this is usually covered by the costume fee. If classes are discontinued after the costume is ordered, one may be picked up after the recital (size is not guaranteed). Tickets are sold 3 weeks before recital with studio tenure determining ticket purchase times.
- Office Hours: 5:30-7:30 Mon. – Thurs. If you have any questions or concerns please call the office (873-8717) during these hours. Jane and Megan teach every day and cannot leave class. Each student deserves their full attention. If you need to talk to Jane or Megan, please leave a message and your call will be returned.