

## JANE'S SCHOOL OF DANCE POLICIES 2011-2012

- 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 for new students is \$30** (siblings \$15). **\$20 for returning students** (additional siblings are **\$10**) if paid prior to 6/16/11 and **\$25/ (\$12.50)** after 6/16/11. An additional \$95 deposit is due for solos and \$70 for duets which will be applied to May's tuition. Enrollment ends Dec. 1, 2011 for students 4 and older.
- Tuition:** Tuition is based on a yearly fee divided into monthly payments, i.e. total cost/week (\$6.75/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). A yearly Account synopsis will be given to you upon enrollment. Tuition may also be paid yearly. Please note vacation and holidays will be subtracted out.
- Payments:** Tuition payments are due in the office by the **10<sup>th</sup> of every month**. Payments made after the 10<sup>th</sup> 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. Payments must be **postmarked** by the 10<sup>th</sup>.
- \* 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.
- Duet & Solos:** Solo classes are \$25/half hour; duets are \$20/student/half hour. Please check with Jane or Megan 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
- 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, 2011. This class is designed 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. Costumes: A Non-Refundable Deposit of \$36 is due for the Pre Dance Performance. One payment of \$18 is due by Nov. 10<sup>th</sup> and another payment of \$18 is due by Jan. 10<sup>th</sup>. Enrollment is accepted until April 1, 2012, but there is no guarantee that a costume will still be able to be ordered.
- Cancelations:** Classes are not always canceled when the schools close due to weather or other reasons. When in doubt, please call 873-8717 for a recorded message. Closings will also be posted on our website [www.janesschoolofdance.com](http://www.janesschoolofdance.com) and on the local news channels. All snow days missed will be made up. Please do not deduct snow days missed from tuition payment. Make up classes will be scheduled sometime before the end of the season.
- Parent Visitation:** **Visitation will be for the last 15 minutes of class twice during the season.** The first will be the Dancer's **last class in January** and the second will be their **last class before recital week** when they will also receive Recital Costumes/Instructions. 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. It is very important that you attend that class.
- 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.
- Recital:** **Our annual recital is usually the second or third weekend in June at the Lexington Opera House.** The exact date will be determined by September 1<sup>st</sup> 2011. . A separate solo recital is held in conjunction with our regular recital. Tickets are sold 3 weeks before recital with studio tenure determining ticket purchase times.
- Recital Costumes:** All students must purchase a costume which they keep. A **non-refundable** deposit of **\$72** is due on **each** costume with **\$36** per costume due by **Nov. 10<sup>th</sup>** and **\$36** per costume due by **Jan 10<sup>th</sup>**. Teen classes, lines, solos/duets are different amounts, please see yearly account form. 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).
- Office Hours:** 5:00-7:30 Mon. – Thurs. If you have any questions or concerns, please call the office (873-8717) during these hours. If you have questions regarding your account please call Laure after 7pm Mondays and Thursdays. If you need to talk to Jane or Megan, please leave a message and your call will be returned.