

**Miss Heather's School of Dance
Student Guide
2009/2010 Season**

Welcome to Miss Heather's School of Dance 2009/2010Season. I am glad that you have selected our studio for your dance training needs. I hope this will be a great experience for both the student as well as the parent. To ensure we have a successful season, please take a few minutes to review the following policies.

Dance Attire:

- After the first month of classes all students should have their appropriate attire. (Listed on website)
- Students will receive a dance attire notice if appropriate attire is not worn.
- Students should have a dance bag for all their belongings.
- Students name should be written inside all dance shoes as well as dance bag.
- No jewelry is to be worn for safety reasons. The Studio will not be responsible for any damage or loss.
- Hair must be worn away from the face. Intermediate & Advanced ballet and all Pointe classes must wear hair in bun.
- No gum chewing, no food or drink should be brought into the studio. Water may be brought into the studio if permitted by the teacher.
- No dance shoes should be used outside the dance studio. Including Jazz Sneakers.

Attendance:

- Regular attendance is a huge part in the student's progress. We encourage perfect attendance so that the student does not fall behind.
- Notify the studio as soon as possible if student is going to be absent.
- Make-ups should be scheduled within two weeks of the missed class. (If make-ups can not be utilized there will be no deduction in tuition)
- If a student drops a class, two weeks notice is required. This notice must be in writing. (NO refunds of tuition or any other expenses that were made prior to dropping)
- During inclement weather, call the studio machine for cancellation notice. The studio is not responsible for making up classes due to inclement weather. You must call the studio and set up a time for a make-up.

Waiting Area:

- Students must be ready to walk into class at the appropriate start time. Students should be dressed in class attire (including shoes) that are required for the beginning of class.
- Students may utilize the bathrooms for preparing for class. Just a reminder: please make sure that younger students have used the bathroom before class.
- While in the studio or around the shopping center all persons should conduct themselves in an orderly fashion.
- Please be courteous to all persons in the waiting area.
- You are responsible for cleaning up after yourselves. Please utilize the trashcans for any trash that you may have.
- You will find two monitors set up in the waiting area, which will allow you to watch your children during class.
- For safety reasons, students will not be allowed to wait outside the studio for a parent/guardian. Please pick up your children in the waiting area.

Student Placement:

- Students are placed in an age appropriate class with respect to physical development and individual potential.
- Students are placed with their best interest in mind.
- Students will be evaluated the first few weeks of class. If after evaluated, students need to be moved to a different class, we will call you to discuss the change.

Yearly Production:

- Production week this year is tentatively scheduled for Middletown – June 2-5 & Smyrna – June 9-12, 2010.
- All students are expected to participate in the show each year.
- As we get closer to the date, you will receive a detailed packet of information.

Newsletters:

- A monthly newsletter will be generated to announce all events and activities happening with the studio.
- Students will receive their newsletter at the end of class monthly. Please look for this in your child's dance bag if they do not hand it to you.
- If your child is absent the week we hand out the newsletters, please stop by the desk and ask for a copy.

Tuition:

- Please refer to the website for tuition rates.
- Tuition will include months September – May.
- June's Tuition will be a part of the recital fees.
- First and last months tuition is due at registration.
- Tuition may be paid in cash, check or credit card
- We offer a discount if payment is made before the 5th of each month. Payment is required regardless of holidays and/or weekends.

- We offer a discount for automatic payments (ask us how to set up).
- There is a service charge of \$10.00 for any payments made after the 15th of each month.
- All fees are non-refundable and nontransferable.
- There will be a \$35.00 charge for any checks returned by the bank and \$10.00 redeposit fee/collection fee.
- If your child needs to drop a class please notify the studio in writing at least two weeks in advance. Tuition will be charged until we receive that letter.
- No drops accepted after April.
- We have a referral program. For every student you refer, you receive a \$5 credit towards your account to be used for tuition or equipment. Please stop by the desk for a referral form.

Fundraising:

- We will do several fundraisers throughout the year. Fundraising keeps expenses down, as well as tuition!
- Fundraising information will be sent home in the monthly newsletter.
- Fundraising items can be purchased with cash or one check (no credit cards please).

Insurance:

- Students are expected to have their own accident and medical insurance, either under their parents or their own.
- Instructors of Miss Heather's School of Dance (AHAA, Inc) are safety conscious and follow safety procedures.
- Miss Heather's School of Dance (AHAA, Inc) and staff will be held harmless from liability or claims resulting from your child's participation in this program.

Equipment and Costumes:

- If it is a production year for the year end show:
 - We will require a \$70.00 (more detailed figure will be given during the season) deposit (cash or check) for each costume by the first week of December.
 - If there is a balance for your costumes that will be due the first week of February.
 - Once costumes are ordered there are no refunds.
- If it is a recital year for the year end show:
 - We will require (for some classes) a \$10.00 to \$15.00 deposit (cash or check) by the first week of December.
 - Once the item, prop or costume is ordered there are no refunds.
 - Costumes, recital fees, tickets and pictures for the show may be purchased with cash or check (no credit cards please) (depending on how late into the season we may only accept cash or credit card)
- If you order equipment:
Equipment should be paid for in full (cash, check or credit card accepted) before the order will be placed. If the equipment that we ordered especially for you arrives, and you cancel the order, we will charge a 15% restocking fee.

2009-2010 Season Calendar:

- Open House and Orientation: Middletown = Aug 31, 2009 & Smyrna = Sept 1, 2009 from 6:30-7:30 pm
- **Classes start on September 8, 2009.** (Both Locations)
- A Parent Meeting will be held twice a season. To go over high level information for the recital and another to go over detailed information for the recital.
- We are closed for the following holidays: (Both Locations)
 - Thanksgiving Day: Nov 26-28, 2009
 - Winter Break: Dec 24, 2009-Jan 2, 2010
 - Spring Break: April 2-8, 2010
 - Memorial Day: May 31, 2010
- Last day of regular classes will be held in May.
- Tech week will be held in May. (This includes rehearsals and photos at the studio)
- Performance Week (tentative) Middletown – June 2-5 & Smyrna – June 9-12, 2010. (This will include dress rehearsals and performance in the auditorium)