



Policies and Procedures 2011-2012

Registration

There is a yearly registration fee of \$50.00 for the first student and \$45.00 for each additional student in the family. In addition, a \$5.00 per class discount will be given to additional students in the immediate family or multiple classes taken by the same student. The registration fee includes the student's t-shirt and administrative costs for the year. *This fee must be paid at registration.*

Tuition

All 30-minute classes: \$25 per month for weekly classes:

Hip Hop I Hip Hop II and Up Dress Up and Dance

All 45-minute classes: \$30 per month for weekly classes:

Jazz/Tap I Beginning Irish Step (2nd grade and up)

All 60-minute classes: \$35 per month for weekly classes:

PreBallet/Tap	Jazz/Tap II	Irish Step III -V
KinderBallet/Tap	Jazz/Tap III	Irish Step IV-VI (twice weekly required for select students)
Primary Ballet/ Ballet I		Advanced Irish Step
Ballet III/IV		
Ballet VI and up		

All 75-minute classes: \$40/ month:

Ballet V

All 90-minute classes: \$45/month:

Thursday Irish Step IV-VII

Incidental Private Lessons: \$25 per 30-minute class, upon arrangement

The class schedule and yearly duration of class will be based on the enrollment. All schedules are subject to change based on the existing registration.

Payments

No payments will be accepted at the studio.

ALL payments are due on the 1st of every month and are delinquent as of the 10th of every month. There will be a \$5.00 late fee assessed if payment is not received by the 10th. **THERE ARE NO EXCEPTIONS TO THIS POLICY.**

We are a non-profit organization and depend on your timely payments to meet our operating expenses. **If tuition payments become 1 month delinquent, the School of Dance will have no choice but to drop the student from the School of Dance roster. All costume balances must be paid in full by December 10th or the student cannot participate in the end of the year recital.**

ALL payments are to be mailed to: Williston School of Dance
P.O.Box 416
Williston, Florida 32696

Payment slips and addressed envelopes will be provided for your convenience. Please do not send cash. Please include payment slip or put student's name on the check or money order to insure your account is credited properly. If your check is returned due to insufficient funds, you will be required to pay by money order or cashiers check. Again, there are **NO EXCEPTIONS** to this policy. The School reserves the right to dismiss any student, for reasons including but not limited to, negligent payment history, as determined by the School.

Costume Fee

There is a \$50.00 costume fee for each class. A \$25.00 costume deposit is due with October's payment. The balance will be due no later than December's payment. You are welcome to pay the full costume fee at any time prior to the final payment date. Costumes will be ordered for all paid students unless we are instructed **not to order** by December 10th. Some classes do not have costume fees because they borrow a costume from the school. In this instance we are asking for a \$20.00 cleaning fee so that the costume can be cleaned afterwards. This fee is due with the December payment.

Withdrawal

Absences **do not** constitute a withdrawal. To withdraw from classes, you must send a written withdrawal notice to the treasurer, Julie Suggs of Perkins State Bank.

Drop-Off and Pick-Up at the School of Dance

All students and parents are asked to enter and exit from the side door. **For your child's safety**, parents must come to the door to drop off and pick up your child. It is neither safe nor acceptable for a child to be dropped off at the road. Students are to be picked up promptly from their class. We are not responsible for supervision of students before and after class. Late students may be asked to observe the class. After the last class of the day, the Artistic Director will wait five minutes. After five minutes a fee of \$1.00 per minute will be assessed. If a parent is continually late, the student will be withdrawn from the School of Dance.

Holidays

School of Dance will observe the following holidays; Labor Day, Thanksgiving (Thursday and Friday), Christmas Break (2 weeks), Spring Break (1 week), Memorial Day. The School of Dance is open on all other holidays and teacher work days. Months that are shortened due to Christmas and Spring Break are compensated for with months that have five weeks in them and by extra time for recital. Classes will be held on early dismissal Wednesdays. If classes are cancelled due to instructor illness or hurricane related weather, arrangements will be made for make-ups.

Visitors

There will be four family observation weeks, two per semester, with dates to be announced by the Artistic Director.

Parents are not to leave other children, which are not enrolled in the School of Dance, unattended.

Dress Code

ALL CLASSES:

1. No gum chewing
2. No jewelry or silly bands, with the exception of only tiny stud earrings
3. Slick hair, pulled back off the neck and away from the face

BALLET-ONLY CLASSES: Females should observe the following guidelines:

1. ABT® National Training Program Official Leotard, in specific color and style (see following page for color specifics)
2. PINK footed tights
3. PINK canvas or leather ballet slippers (slippers should be secured over the foot with a sewn elastic; ribbons should be knotted and cut off, not tied in bows; NO satin slip-on shoes)
4. Hair in a secure ballet BUN, off the neck and away from the eyes and face
5. NO PONYTAILS
6. No dance skirts or pants. Fitted black ballet shorts may be worn in 6th grade and up.
7. Winter warmth: legwarmers, wrap sweaters, and dance shrugs are permitted
8. No nail polish is allowed.

MALE ballet students should wear black ballet shoes, a solid white t-shirt, white socks, and black athletic shorts or overights.

ABT® LEOTARD GUIDE FOR GIRLS IN BALLET CLASSES:

(ABT National Curriculum Official Uniform is available through Arabesque Dance and Active Wear, in Gainesville's Thornebrook Village, and online at www.danceandshop.com.)

1. PreBallet/Tap - White skirtall with ABT logo on hip
2. KinderBallet/Tap- "Candy" (pink) skirtall with ABT logo on hip
3. Primary (formerly I and II) - Yellow skirtall with ABT logo on hip
4. Level III/IV - Lilac tank leotard with ABT logo on hip
5. Level V:
 - Tuesday class: Aqua tank leotard, and matching skirt, with ABT logo on hip
 - Thursday class: any color/style/brand solid black leotard (need not be from ABT line)
6. Level VI (Pointe):
 - Monday class - Bluebell tank leotard, and matching skirt, with ABT logo on hip
 - Thursday class: any color/style/brand solid black leotard (need not be from ABT line)

***Dress Up and Dance - any brand/color/sleeve style non-skirted leotard
- no skirts allowed at this level**

COMBINATION BALLET/TAP CLASSES FOR PRESCHOOL AND KINDERGARTEN:

1. ABT® National Training Program Official Leotard (see above)
2. pink FOOTED tights
3. pink canvas or leather ballet shoes - no satin "play" slipper
4. Black Mary-Jane tap shoe with buckle or ribbon tie
5. Dancer's name or initials **MUST** be written inside both shoes - trust us!
6. No pants or shorts permitted

MALE ballet/ tap students should wear black oxford taps, black ballet shoes, solid white t-shirt, and black shorts.

COMBINATION JAZZ/TAP CLASSES:

Female guidelines:

1. non-skirted leotard, any color and sleeve length
2. footed tights in tan, except for students in a back-to-back ballet class that requires pink

3. Black tap shoe, oxford, tie, or buckle
4. Jazz/Tap II and up have the addition of TAN jazz shoes (not necessary for Jazz/Tap I)
5. Dancer's name or initials **MUST** be written inside both shoes - trust us!
6. Jazz pants and spandex dance shorts are permitted
7. Winter warmth: jazz pants, fitted wrap sweaters, and shrugs may be worn

Male Jazz/Tap dancers wear black oxford tap shoes. (Level II and up have the addition of tan jazz shoes.) Athletic shorts and a t-shirt are also worn.

HIP-HOP CLASSES: Hip-Hop classes should observe the following guidelines:

1. Girls: Any color and style leotard, black or tan tights, and black hip-hop sneakers.
2. Dance or athletic pants or shorts may be worn over the leotard - no t-shirts.
3. Long hair pulled up off of the neck and away from the face in a ponytail.
4. Boys: t-shirt and athletic pants or shorts (no khakis or denim) and black hip-hop dance sneakers over socks.
5. **BLACK** hip-hop sneakers (these are not everyday sneakers but dance shoes)

IRISH CLASSES: Irish Step Dance classes should observe the following guidelines:

Attire for all Irish Classes:

1. White t-shirt, knit shorts (no khaki or denim).
2. Girls wear white poodle socks and boys wear regular white socks.

3. Shoes should be black ghillies for girls and black jazz shoes for boys - these are available at Gainesville and Ocala dance boutiques or over the internet. The best brands are Rutherford and Hullachan.

Irish III and Up- shoes both soft and hard shoes are required. Hard shoes (aka heavy shoes or jig shoes) or potentially at Ocala's Dancers Outlet - All hard shoe sizes are European, so they will need to be converted to American sizes (most Irish shoe websites offer conversion charts.) **Hard shoes MUST be "flexible sole", "flexie", or "super" or "ultra" flexie" - no "beginner" or "full sole" shoes.** Some used shoes may also often be available from other students' families.

Remember - no jewelry, watches, or silly bands at any dance class!

No fingernail polish at ballet!