



Policies and Procedures 2010-2011

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 your insurance payment for the year. *This fee must be paid at August's registration.*

Tuition

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

Junior Jazz/Tap Hip Hop
Irish Ceili Club Dress Up and Dance

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

Ballet I Beginning Irish Step Jazz/Tap II Advanced Tap

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

PreBallet/Tap Intermediate Ballet (twice weekly required, with Pointe included)
KinderBallet/Tap Irish Step II
Ballet II Irish Step III-IV
Ballet III Intermediate Irish (twice weekly required)
Ballet IV-VI (twice weekly required)

Private Lessons: \$30 per 30 minute class

The class schedule and yearly duration of class will be based on the enrollment. All schedules are subject to change based on the current 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. ****NEW****: 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 will not 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 coupons and addressed envelopes will be provided for your convenience. Please do not send cash. Please include payment coupon 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.

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 November'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 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 October payment.

Withdrawal

Absences **do not** constitute a withdrawal. To withdrawal from classes, you must send a written withdrawal notice to the treasurer.

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 will 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. It is not safe for your child or the Artistic Director to wait in the dark for a parent. 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 Artistic Director illness or Hurricane related weather, arrangements will be made for make-ups.

Visitors

There will THREE family observation days, one in fall, winter, and spring each, 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, with the exception of only tiny stud earrings

BALLET-ONLY CLASSES: Ballet Classes should observe the following guidelines:

1. A leotard, any color or sleeve length (no "skirted" leotards permitted)
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, pants, or shorts permitted
7. Winter warmth: legwarmers, wrap sweaters, and dance shrugs are permitted
8. No nail polish is allowed.

COMBINATION BALLET/TAP CLASSES FOR PRESCHOOL AND KINDERGARTEN:

1. non-skirted leotard, and color and sleeve-length
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, shorts, or skirts permitted

COMBINATION JAZZ/TAP CLASSES:

1. non-skirted leotard, any color and sleeve length
2. footed tights in tan or pink - students in a back-to-back ballet class require pink
3. Black Mary-Jane tap shoe with buckle or ribbon tie
4. Jazz/Tap II and up have the addition of TAN jazz shoes (not necessary for Junior Jazz/Tap)
5. Dancer's name or initials **MUST** be written inside both shoes - trust us!
6. No shorts or skirts permitted
7. Winter warmth: jazz pants, fitted wrap sweaters, and shrugs may be worn

TAP-ONLY CLASSES: Tap-only Classes should observe the following guidelines:

1. Girls: Leotard and tights any color or style. Dance skirts or athletic shorts (no khakis or denim) may be worn over the leotard - no long pants.
2. Boys: White t-shirt and athletic shorts (no khakis or denim) - no long pants.
3. Shoes: Black tap shoes (oxford styles for girls and for boys)
4. Hair securely up off of the neck and away from the face

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

1. Girls: Any color and style leotard, 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 sox.
5. **BLACK** hip-hop sneakers (these are not everyday sneakers but dance shoes)

Irish: 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.

Irish I - shoes should be black ghillies for girls and black jazz shoes for boys - these are available at dance specialty shops in Gainesville and Ocala or over the internet.

Irish II and Up- shoes both soft and hard shoes are required. Hard shoes may be purchased over the internet, new or used - all hard shoe sizes are European, so they will need to be converted to American sizes (most Irish shoe websites offer conversion charts.) Some used shoes may also often be available from other students' families.