



Premiere Dance Company

2011-12 Guidelines

404 Scott Road
Fort Wayne, IN 46814
260-625-3874

www.premieredancecompany.com

Classes begin Monday, September 12, 2011 and end on Thursday, May 24, 2012.

- ❖ **REGISTRATION** – The Fall schedule is posted on our website. Online requests will begin July 11, 2011 for existing families. Open registration begins July 13. Registration is on a first-come, first-served basis. The registration fee for existing students is \$10.00 and \$15.00 for new students (with a maximum of \$25.00 for each family). After an online request is made, an e-mail will be sent within one week to confirm your child's registration. The first month's tuition, registration fees, and registration forms must be received within one week of enrollment confirmation to guarantee placement. Payment instructions will be given with your e-mail confirmation. New registration forms must be completed for all students each year. The online request is NOT a registration form. Please print a form from the website to mail with your payment.

- ❖ **TUITION** - **TUITION IS DUE BY THE 1ST OF THE MONTH, EVERY MONTH, NOT THE FIRST LESSON.**

Monthly Tuition Rates

30 minute class = \$35.00
45 minute class = \$41.00
55/60 minute class = \$49.00

Tuition is payable to Premiere Dance Company.

Tuition is divided into 9 equal payments (September-May), and is not based on the number of lessons per month (whether three, four, or five weeks in the month). If your tuition is not paid in FULL by the 7th of the month, a \$10.00 late fee will be added to your account. Monthly invoices will NOT be sent out as a reminder that tuition is due. Payments may be made monthly, in thirds (due in September, December, and March), or for the full year. You can pay at the office (check, cash, or credit card), or you can send a check in the mail to ensure that your account is paid in full. Please mail your payments to **Premiere Dance Company, 404 Scott Road, Fort Wayne, IN, 46814**. All payments made by mail for tuition, costumes, fees, and tickets should be postmarked on or before the due date to be considered ON TIME. Post-dated checks will not be accepted. At any time during the dance year, you may fill out a form that authorizes us to charge your credit card on a monthly basis for your tuition and/or other required fees. Returned checks will incur a \$30.00 bank charge.

LATE FEE – The \$10.00 late fee applies to all students and all circumstances. Please plan accordingly for unexpected absences, vacations, or studio closings. We have waiting lists for most classes; therefore, tuition must be paid each month to hold your child’s spot, even when on vacation. Unpaid late fees will accumulate and be added to the following month’s tuition. Please note that late fees will accumulate every month that tuition is not received by the 7th, regardless of whether paying monthly or in thirds. All late fees must be paid within 30 days or the student will be unable to attend class. All outstanding fees must be paid in order to participate in the recital.

DISCOUNTS – Families enrolled in two or more classes per week will receive a 10% discount on their monthly tuition. You may pay for the entire year (by September 29), to receive a 5% discount. (For families enrolled in two or more classes per week and paying tuition annually, both discounts will apply.) Tuition is pro-rated for new students starting after the first lesson of the month.

- ❖ **REFUNDS** – There are absolutely no refunds...for tuition, costumes, or additional fees.

- ❖ **WATCH WEEKS** – **October 17-20, Nov. 28-Dec. 1, Jan. 30-Feb. 2, April 30-May 3**
It is our observation that students learn best without an audience. Many students are self-conscious about trying new material with people watching, and most little ones are easily distracted. We realize that parents want to observe their children’s progress in class, so as indicated above, there are scheduled observation times throughout the year. Parents may attend the end portion of the class (the last 10-15 minutes), when invited into the dance room by the instructor.

- ❖ **HOLIDAYS** - We follow Southwest Allen County Schools’ holidays. Classes will not be in session on the following dates: Halloween (10/31), Thanksgiving (11/23 – 11/27), Winter Break (12/17 – 1/1), Spring Break (4/1 – 4/8), and Memorial Day (5/28). **EXCEPTIONS** – Classes will be in session during these days: Teachers’ In-Service days, Martin Luther King Day and President’s Day. Please note: January and April tuition is still due on the 1st, even though the studio will be closed. You are welcome to pay in advance or mail it to us.

- ❖ **HOLIDAY PARTIES and SHARING** – Fall Parties are held during the week of October 24-27. Students are allowed to wear costumes and bring treats for their class. Young students should bring a treat bag to collect all their goodies! Dancers should wear their leotard and tights under their costume, unless the costume is appropriate to dance in during the entire class. Our students may also bring treats to share on their birthday, before any holiday that they celebrate, or before school breaks. We do ask, however, that all baked goods be in an easy-to-carry, take home bag – and **no** balloons. Please let us know if your child has any allergies!

- ❖ **CANCELLATION POLICY** – We will use Southwest Allen County School closings as a guideline for our decision to close the studio due to bad weather, but will not always follow their cancellations. Please check the voice message and/or our website by noon to determine if classes are in session for the evening. If students are dismissed early from school, or after school activities are cancelled due to sudden bad weather in the afternoon, please check the voice message and/or the local television stations for information about the studio closing early.

Tuesday Morning Class Policy: If there is a 2-hour delay for Southwest Allen County Schools on Tuesday, all **morning** dance classes will be delayed by ONE hour.

- ❖ **ATTENDANCE** – Good attendance is a very important part of your child’s dance education. It is not fair to your child or the others in class when lessons are missed on a regular basis. If at all possible, call the studio when your child will be absent. It is especially important to inform the office about vacations or lengthy illnesses. We care about your child and worry if they are not in class.
- ❖ **MAKE-UP LESSONS** – Make-up lessons are allowed when your child is absent from class due to illness or vacation, within two weeks of the absence. Your child may take a different class in their age category as a make-up lesson, if a comparable class is not available. After November, however, classes will be working on individual dances for the recital, and a make-up lesson may not be as beneficial.
- ❖ **DRESS CODE** – Proper attire and neat hair is a sign of responsibility and respect. Just as a football player needs correct equipment, dancers need correct attire and secure hair in order to learn to the best of their ability. Please help your child to follow these rules.

Our dress code can be obtained from the office or our website. Each age category requires a different color. All dancers must wear a PLAIN leotard – cami tops and T-shirts are not acceptable. Your child may wear any sleeve length or leotard style that you feel is appropriate. Ballet skirts (black or class color) over leotards are welcome. Short black dance shorts or skorts may be substituted for black jazz pants. Only dance sweaters that are form-fitting are permitted over leotards. All combo classes wear tan tights. Girls must wear tights in all classes. Boys wear a T-shirt that is the class color or white, and black shorts or jazz pants. Boys in hip hop may wear black sweat pants.

Hair of every length **MUST BE PULLED BACK IN A BUN FOR EVERY CLASS AND ALL AGES**. All students, including those with hair above shoulder length are expected to use the proper hair products and accessories to secure their hair. Students should not enter class until they are dressed in the proper attire and have their hair complete. Children not dressed properly will be asked to step back into the dressing room. Teachers do not have time to help with student’s hair.

If you have questions about acceptable dance attire, please ask your instructor before purchasing new items.

- ❖ **DANCEWEAR/PDC LOGOWEAR** – All dancewear may be purchased through Premiere Dance Company at a very reasonable cost. We will size your child, order, and deliver your items...making it convenient for you! We will also exchange dancewear, for the first time, at no cost. Any additional exchanges will incur a \$5.00 exchange fee.

We also offer our own PDC LogoWear! We have T-shirts, sweatshirts, dance bags, etc. that feature our Premiere Dance Company logo! Check out a few items on display in the lobby of our studio.

Order forms for dancewear and PDC LogoWear are available only at our office. For the dates that dancewear and PDC LogoWear can be ordered, please refer to our 2011-12 Calendar Schedule.

- ❖ **STUDIO/LOBBY ETIQUETTE** - Students should not arrive more than 15 minutes before class. Dancers are not to enter the dance room before their scheduled time, and should wait until the instructor invites them in. They should enter by themselves, and only bring items necessary for dance class into their dance room; leave all other items in the dressing room.

If your child is late to class, please do not accompany them, as this creates more of a distraction to the other students.

Students arriving late will miss the beginning of their warm-up. Missing the warm-up may be harmful, especially to our students over the age of 8. Please make every effort to be on time.

Students should be picked up within 10 minutes of the end of class. For your child's safety, please ask your child to wait inside the building for their ride.

Please make sure your children are supervised while in the studio lobby and dressing room. Remind your children of proper studio behavior. Please do not bring food and drinks into the building, other than water. Dispose of any trash in the trash bins. The dressing room is for our female dance students; others should remain in the lobby. We ask that our male students change in the main bathroom when necessary; boys are not permitted in the dressing room. We would like to keep your children safe and provide a nice environment for everyone. Please respect YOUR studio.

- ❖ **NEWSLETTERS** – Most newsletters/reminders are emailed, but occasionally, we issue newsletters to parents via the child. Please read these completely; they are for your benefit. All information that is emailed or sent home with our students can also be found on our website.
- ❖ **INFORMATION/REMINDERS** – We encourage all families to use the website as a convenient and easy way to stay in touch and be up-to-date. Our website is constantly updated with important news about upcoming events at our studio. Reminders and upcoming events can be found in the “NEWS” section of our home page.

The dry-erase board in our lobby will be updated to remind you of any upcoming events. For your convenience, all dates are in the guidelines and calendar that are available on our website. However, we also post weekly reminders for you on the dry-erase board, so please check it when you bring your child to class. We will send e-mails (if an e-mail address is given on the registration form) to remind you of important upcoming dates.

The bulletin board in the lobby is for our families to post used shoe and dance attire sales or exchanges. If you wish to buy/sell dance attire, you may put your information on our board. We will not post that information on our website.

NOTE: Please keep us informed of any changes to your contact information (i.e. home phone, cell phone, work phone, address, and e-mail). At times we have had to contact a

parent regarding a sick child, so it is very important that we have numbers where you can be reached.

- ❖ **LOST AND FOUND** – We have a “Lost and Found Box” in our dressing room, which seems to fill up quickly. If you have an item missing, please check the lost and found. All dancewear and shoes should be labeled with first and last names. Any items remaining in the box will be taken to Goodwill during our Winter Break, Spring Break, and after the recital.
- ❖ **ANNUAL RECITAL** – Our 14th annual recitals will tentatively be held on June 2 & 3, 2012 at Homestead High School. Our younger students (age 3-8) will perform in the “Twinkle” recital at 1:00pm on Saturday, June 2. The dress rehearsal for the “Twinkle” show will begin at 4:30pm on Thursday, May 31. All other students (age 9 and up) will perform in the “Stars” recitals on BOTH Saturday, June 2 at 5:00pm and Sunday, June 3 at 2:00pm. The dress rehearsal for the “Stars” recital will begin at 4:30pm on Friday, June 1. Dress rehearsal is MANDATORY for all performing in the recital. Those who do not attend the rehearsal will not be allowed to participate in the recital. NO EXCEPTIONS. Please be aware that purchasing a costume and agreeing to be in the recital is a commitment that should be honored.

COSTUME/TIGHTS – Students participating in the recital are required to purchase a costume and tights. Capezio tights can be purchased through our studio (child - \$11.00; adult - \$13.00), or at Standing Ovation in Olympic Village near Chuck E. Cheese. We will take measurements of your child and record them for you on a costume order form, which will be sent home with your child. The name of the costume company and the balance due will also be on this form. Please refer to the size charts located online and in our lobby, and choose the costume and tights size you would like to order. Be sure to return the costume order form along with your balance by the final due date. Parents are responsible for choosing their child’s costume size; however, we are happy to answer any questions you may have. When you receive the costume, you will also receive a Costume Instruction Letter. Please make sure to try the costume on your child as soon as possible, to check for proper fitting. If necessary, alterations can be made by you, or you can take it to a seamstress. However, if there is no choice but to exchange the costume with the company, there will be an additional cost of \$8.00 for shipping and handling. It is always a priority to keep costume prices as low as possible. We continue to look for bargains every year, but anticipate most costumes to cost between \$60.00 and \$80.00.

DEPOSITS – A costume deposit of \$35.00 (per class) is due November 7-10, and the balances are due December 5-8. All mailed payments should be postmarked by the due date. Costumes that are not paid in full by the due date will NOT be ordered. Costumes will not be ordered for, or distributed to, those students with any outstanding balances. In the event of bad weather during the second week of December, the due date will be extended to the following week.

CD – If your child would like to practice to the music of their recital song, you may purchase a CD of your child’s song(s), for \$2.00. Children and siblings with several songs may purchase one CD with all of the songs. CD orders are placed in December with your recital costume balance payment and will be distributed in March.

TICKETS – Tickets will be sold in advance from May 7-24, 2012. Prices are \$9.00 (ages 13-adult) and \$6.00 (ages 3-12). Please plan to buy your tickets during the pre-sale! After May 24th, any remaining tickets will be sold for \$1.00 more per ticket on the day of the recital.

DVD – Recital DVDs may be purchased with your ticket order. They will be available in July at our studio. The pick-up dates will be announced on our website in the NEWS section.

SAFETY – Dancers under the age of 10 are allowed to have only one parent stay with them during rehearsal. No other family members should attend. For the safety of our students, we will require that each dancer (and the one parent) is checked-in to rehearsal. No students will be allowed to leave the recital early, so please plan accordingly. Premiere Dance Company must be notified at least 6 weeks in advance of exceptions for weddings, etc. and will issue a written permission to leave the premises early. Officers from the Allen County Sheriff's department will monitor the exits during the shows.

- ❖ **STUDIO HOURS** – Our studio is open from Monday through Thursday. The hours are posted on our website, and on the front door of the studio. Our lobby doors open 15 minutes prior to the first class of the evening.
- ❖ **CONTACT US** – If you need to contact us, you may call our studio at 625-3874. You may leave a voicemail if you are unable to reach us during off-hours, or in the event that our receptionist is with a student or parent and cannot immediately answer your call. We will return your call as soon as possible. Out of respect for their privacy, we ask that you do not call the home of any staff member. The instructor, with whom you need to speak, will contact you when she is available at the studio. Before classes, the instructors use their time to prepare for the evening. Our receptionists will be able to answer most questions, or they will forward your message. If you prefer, you may address your questions and/or concerns to any staff member via e-mail at info@premieredancecompany.com at any time.
- ❖ **QUESTIONS/ANSWERS** – Many of the questions about tuition, the recital, studio closings, etc. are answered in these PDC Guidelines. If you require a copy, you can print one from our website, or ask the receptionist in the office. We also have a copy hanging on the bulletin board in the lobby for your convenience.

Please direct all questions or concerns regarding the policies and guidelines of PDC to Amy Shelton or Lisa Root. The receptionists and instructors cannot change policies or make exceptions on behalf of the owners of Premiere Dance Company.