



Serving the Lord in the pursuit of excellence

Studio Policy, 2017 / 2018 Dance Year

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Dear Parents and Students.

Welcome to dance in the light, we are honored that you have chosen us for your dance education!

We are “Dance in the Light” of what is pleasing to God. We love the Lord and want His light to be reflective in our choice of music, movement and costuming. We are committed to providing a Christian emphasis in all areas of dance.

Please take a moment to review the important information contained in this document

Tuition

Registration is a onetime non-refundable fee of \$20 per student. This is due at time of registration

Costume Fee is a onetime charge per student per class of \$65. Costume fees are not refundable after Dec 1st 2017. Also, if you drop after Dec 1st 2017, you forfeit receiving the costume. Costume fees are due as follows.

- If total family amount is less than \$300 then costume fees are due by September 15th 2017
- If total family amount is greater than \$300 we offer the option to split into 4 equal monthly payments due the 15st of Sept, Oct, Nov and Dec 2017. You must request this option at the desk. If you do not you will be charged in full on Sept 15th

Tuition Rates are shown in below table. Please take note of our generous family discounts!

Length Of Class	Charge Per Month
45 min	\$40
60 min	\$48
90 min	\$68
Performance and Floorbarre	\$25

Discounts will be applied in accordance with the below table. Family discounts apply to whole families living at the same address and excludes Performance, Floorbarre and Adult classes

Family Discount

Number of Classes in Family	Total Discount per Month
1	\$0
2	\$5
3	\$15
4	\$30
5	\$50
6	\$75
7	\$100
8	\$125
9	\$150
10	\$175
11	\$200
12	\$225
13	\$250
14	\$275
15	\$300

Other Discounts

Multiples Gift	Tuition is charged as one child for any twins enrolled in the studio. The twins do not have to be in the same class. Enrollment and costume fees are charged per child.
Veterans Discount	20% Discount for students whose parents are veterans or current military, we thank you for your service.
Family Cap	Tuition will max out at \$350 per family
Individual Cap	Where there is only one student within a family, tuition will max out at \$250

Online Registration is available on our website. Click on manage my account

Late fees will be added to each account with outstanding balances on the 15th of each month. Late fees will be \$30 per account. If accounts are not current by the last working day of the month we reserve the right to drop students from the class with no refund

Returned Checks will result in a \$30 charge to your account unless bank error.

If you are *absent* from a class you will not be refunded (other than extended health issues). Furthermore, we do not refund classes for holidays; this is all worked into the price of tuition.

If you wish to *Drop* a class please ask for a drop form from the front desk. If you do not fill out a form then you will continue to be charged for that class.

If Classes are cancelled due to weather you will be notified by email. The cancellation will also be on our website and we will post to our Facebook page.

These classes are not made up, although makeups will be considered if we have multiple snow days.

Fundraisers will be organized by the studio to help dancers raise money for our annual trip to Dance Revolution dance convention. Additionally some studio parents are generous enough to organize the occasional fundraiser for the studio if there is something we need to purchase. None of these fundraisers are compulsory and you should not feel compelled to participate if you so not want to.

We try to offer as many opportunities to perform as possible. Sometimes we need to charge a small amount to cover the cost of extra rehearsal time, again this is not compulsory and you should not feel compelled to participate if you don't want to.

All of our students get the opportunity to perform in our December Christmas Show and our Spring show at the Lincoln Cultural Center, 240 Warren Ave, Kankakee. Tickets are sold for these events. We will have class pictures professionally taken prior to the Spring show, please refer to the studio calendar for these dates. The Christmas and Spring Shows will be recorded and DVD's will be made available for purchase

Payment Options are described in the below table

Payment Plan	Description	Tuition Payment Due Date	Register Online?
Credit Card / Bank Draw Monthly	Register a credit card or bank account with us and we will automatically draw your monthly tuition amount on the 1 st of every month	Sept 1 st , after that the 1 st of the month	YES
Pay Monthly at desk	Pay each month at the desk by cash or check *If your account from last year was ever overdue you may not be eligible for this option*	1 st and last month's tuition payment, at time of registration, after that on the 1 st of the month	NO
MANA / SCRIPT	When you use manna / script from your Christian school to pay for tuition, we donate a percentage to your child's education	1 st months tuition payment, at time of registration, after that on the 1 st of the month	NO

NOTE – If you select MANNA / SCRIPT you will be required to also register a credit card. If your MANNA / SCRIPT payment is not received by the 15th of the month, your credit card will be charged for the amount due. This charge will not be refundable or exchangeable for MANNA / SCRIPT credit. MANNA and SCRIPT Coupons can only be applied to tuition and registration. All other fees such as late fees and Costume fees are excluded.

Code of Conduct

We Pride ourselves on providing a safe, uplifting, Christian dance education. We will start classes with Prayer and we use mostly Christian Music, as well as classical, show tune and clean era music. Any concerns with our Studio or teaching staff should be immediately brought to the attention of Miss Ruth, the Studio Director.

We expect our students and parents to refrain at all times from gossip and any other unpleasant behavior.

Attendance is important particularly when preparing for performances. The teachers and other students rely on good attendance. Please be punctual to class and be sure to inform the front desk if you are going to be absent

Cell Phones are not allowed in class. Students who need cell phones can leave them in the cubby room or behind the desk.

The Cubby room is available for all dancers located off the waiting area. All items are left at the dancers own risk. We do not monitor belongings in this area.

Dress Code

All girls must wear a leotard and tights with hair pulled up off face and neck and secured tightly. We do not have a 'color' dress code, but do require a leotard and tights be worn in every class including Hip Hop. Garments that are permissible over the leotard and tights base are: Dance shorts, dance pants, dance skirt, leg warmers or any dance warm ups.

The correct dance shoes in the correct color must be worn according to class being taken (therefore no one will have to buy the correct color shoes for the performances). Acrobatics – black, Ballet – pink canvas, Jazz – tan, Tap – black or tan, Hip Hop – black, Point – Pink.

The wearing of jeans or jean shorts in dance class is strictly prohibited.

Students enrolled in Ballet class must wear, any color leotard, pink tights, canvas split-sole ballet shoes and hair neatly secured in a bun. Please use hair spray and a hair net to achieve a neat 'Clean' bun. This is good practice for our performances! A hip alignment belt must also be worn. A ballet skirt or knitted ballet shorts, leg warmers or other knitted warm ups may be worn as well.

Boys: No jeans or other restrictive clothes may be worn. Sweat pants or dance pants with a tight fitting tee shirt tucked may be worn. Black shoes will be worn according to class style being taken.

Shoes

Ballet and tap shoes bought from Target, Wal-Mart K-mart and Payless etc. are not acceptable. They do not stay on the dancers feet and do not match the rest of the class. We request that you buy your dance shoes from Dance in the Light. Our shoes are less expensive and / or better quality, and are fitted to the child's feet. The class can run smoothly if the teacher is not constantly putting ill-fitting shoes back on students.

Other Information

Dance In The Light does not carry medical or accidental insurance for its students. It is required that all students be covered by their own family insurance policies, and if injury occurs it is understood that the students' own policy is the only source of reimbursement. Dance In The Light is committed to conducting all activities in a safe manner and holds the safety of all students in high regard. Dance In The Light insists that all students follow safety rules and instructions that are designed to protect the student's safety. However, students / parents / guardians must recognize that there is an inherent risk of injury when choosing to participate in recreational programs. Students are not to be in the dance studio if a teacher is not present. Please consider the health and fitness of the child for the activity of dance and consult a doctor prior to enrollment if necessary.

We have parking available on the west side of the studio, off the alley. We also have permission from Westphal Jewelers to park in their lot, excluding the first four spaces, on the east side of their building Monday thru Friday after 5:30 pm, Saturday after 4:00 pm. No parking is allowed in the parking lot of Chicagoland Aquarium (fish store) at any time. Of course there is always street parking where available.

Please leave the waiting area in good order! Only water is allowed in the store and waiting area. Absolutely no pop, juice, or food in the store or the main waiting area. Food is allowed on the tiled floor of the waiting area. Please be responsible and clean up after yourself. Please do not leave your child unsupervised, the studio is not responsible for children outside of classes.

Our Calendar of events is available on our website, most events will also be posted to our Facebook page so please be sure to like us, so you always have the most current news