

Silhouette
DANCE | **STUDIO**



Parent Handbook
2017-2018

Welcome to Silhouette Dance Studio!

This parent handbook is to answer any questions that you may have about our dance program. It also contains important information for the entire year, including our policies and procedures. Please read the entire handbook and sign the last page .

Please take time to read this important information before your child's next class.

Drop off:

Silhouette Dance Studio is located on the bottom floor (Garden level) at 4110 Highland Drive. It is best accessed by the rear double doors (on the West side of the building). This is where the students should be dropped off and should enter for classes.

Pick up:

Please pick up your children at the same doors as they were dropped off at. Please pick up children **on time** so they are not left waiting alone in the lobby or parking lot.

Observation:

Parent/Visitor observation is allowed anytime through the observation window only. Parents and visitors should not sit inside the studio as it can be disruptive to the dancers.

Monthly Tuition:

Every month the tuition remains the same, regardless of how many classes are attended during that time. There will be no refund or discounting for missed classes.

All observed holidays are figured out into the monthly tuition rates.

Tuition Rates:

HOURS PER WEEK (per dancer)	MONTHLY TUITION
.75 Hrs/Week	\$40
1 Hrs/Week	\$48
1.5 Hrs/Week	\$69
2 Hrs/Week	\$88
2.5 Hrs/Week	\$107
3 Hrs/Week	\$120
3.5 Hrs/Week	\$128
4 Hrs/Week	\$136
4.5 Hrs/Week	\$144
5 Hrs/Week	\$152
5.5 Hrs/Week	\$160

6 or more hours a week is \$7.00 per hour at 4 weeks per month.

*Prices per hour are a break down PER STUDENT AND NOT PER FAMILY

(example: 2 hours for one child and 1 hour for another child is:

$\$88 + \$48 = \$136 - 10\% \text{ discount} = \$122.40/\text{month}$)

Family Rate: 10% discount off the total month's tuition with two or more children from the same family.

Yearly Rate: 10% discount is given if the entire year's tuition is paid in full at the beginning of the year (in Sept).

Tuition Policies:

- **Tuition is non-refundable - due the first class of each month unless otherwise noted in the tuition statement.**
- **There will be a late fee of \$10.00 assessed after the 5th of the month unless otherwise noted in the tuition statement. This will be strictly enforced so please just pay on time!** If your account becomes two months delinquent your child will not be able to participate in class.
- **There will be a \$25.00 service charge on all returned checks.**

Holidays:

(no dance classes will be held on the following days)

Labor Day	Monday, Sept. 4, 2017
U.E.A.	Thursday-Saturday Oct. 19-21, 2017
Thanksgiving Recess	Wednesday-Saturday, Nov. 22 - 25, 2017
Winter Recess	Friday, Dec. 22, 2017 - Monday, Jan. 1, 2018
Martin Luther King Jr. Day	Monday, Jan. 15, 2018
President's Day	Monday, Feb. 19, 2018
Spring Recess	Monday, March 26 - Saturday, March 31, 2018
Memorial Day	Friday, May 25 - Monday, May 28, 2018

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I, _____, have read and understand the Parent Handbook in its entirety.

By enrolling myself/my child I certify that I/my child is in good physical condition and able to participate in activities of this nature. I agree that these classes are taken at my own risk and accept this responsibility upon registration. I, with this, authorize SDS to obtain treatment for my child for injury or illness they may suffer while attending classes or performing.

It is also agreed that I will pay all collection costs, legal or court fees, late fees, and interest should I fail to pay my bill in full when it is due or if it becomes delinquent.

By signing this contract, I agree that I fully understand all policies as outlined in the Parent Handbook. I also understand that additional policies may be implemented by the studio. Notice of additional policies will be given in writing as needed.

signed X

Notes sent home

Newsletters and Tuition statements will be via email. Please watch for these emails as they will contain important information and dates that you will need to know. Please keep these newsletters and refer to them often so that important information or dates are not missed. Please make sure to take the time to read all of the information that will be on the newsletters. Everything that you will need to know will be in these emails.

We have a website (www.silhouettedancestudio.com) where these newsletters and other important information will be posted throughout the year. So be sure to look at that periodically for updated news, notes, and information.

Workshops

We will be having different workshops as well as master classes during the year as an added educational opportunity for the dancers. These will not be required but strongly encouraged as these workshops give dancers great insight into the professional dance world.

Student Recognition

Silhouette Dance Studio wants to recognize all of its students accomplishments. During the dance year if your child receives recognition in dance or the arts, please inform us so that we can announce it in our newsletter.

Heads-up on Fees

Class uniform fee will be due with October Tuition

Recital Fee will be due with Feb tuition

Half of the costume fee will be due with March tuition and **remaining costume fees** will be due with April tuition. Notes will be sent home to remind parents of the fees above, but please plan accordingly so that all fees can be paid on time.

- Tuition may be sent by mail or dropped in the payment box at the studio. You can set up automatic withdrawal/bank transfer or payments can be made online with credit/debit cards. DO NOT give your payment to the teachers.

When paying with cash, please put it in an envelope and write the month and dancer's name(s) that you are paying for.

When paying by check, please put the month and dancer's name(s) that you are paying for on the lower left line.

Automatic Withdrawal can be set up thru your bank. You just need to use our *deposit only* bank account # and routing # that we can provide for this payment method.

Online Payment, with echeck or credit/debit cards can be made thru our secure website processing center. The link for this payment method is on our website and will be on all the monthly tuition statements.

Withdrawal Procedure

If a student is unable to continue classes for any reason, SDS must receive a written statement notifying us of your termination. **Parents or students will be responsible for all fees until SDS receives written notification of the withdrawal. All payments already paid - tuition, recital and costumes fees are non-refundable!**

Attendance

Students really need to be consistent in their attendance to class so that they do not fall behind. Especially when dancers begin learning their dances for recital, it is necessary to be in class each week so they can keep up with the choreography.

Policy for Make-up Classes

There will be no credit for missed classes. If a class is missed for any reason it can be made up that month in another class of the same age or ability level. (Refer to the studio brochure for class days and times.)

Dress Code

We ask that the dancers at Silhouette Dance Studio follow a dress code to help encourage continuity and discipline in the classroom. The required uniforms for preballet will be purchased through the studio and will range in price from \$25.00-\$40.00. In September, after students are settled in their proper classes, we will measure them for their class leotard. Students can wear whatever leotards they have until the class uniforms arrive. Once uniforms have arrived it is required to wear that leotard to class every week.

For Ballet/Pointe classes, students must wear ballet tights, a black leotard, and ballet/pointe shoes. Older girls may wear a ballet skirt over their leotard but please no jazz pants or sweats.

For Jazz classes, students should wear a leotard or tight fitting tank top/shirt, jazz pants, and jazz shoes.

Tap classes please wear the same as for jazz but with tap shoes.

For Hip Hop classes, students should wear the same as for jazz class, clothes they can move and stretch in, and tennis shoes or jazz sneakers.

For Lyrical classes please wear the same as for jazz but with bare feet.

If your child needs to get new tights and shoes we recommend purchasing the following brands and colors of items:

Ballet tights - Bodywrappers brand, 'BALLET PINK' color, without seams or Revolution Pink (bought thru the studio)

Ballet shoes - Capezio or Bloch Brand PINK, split sole ballet shoes

Jazz Shoes - Capezio or Bloch TAN gore boots for jazz.

Tap Shoes - Capezio or Bloch BLACK oxford style tap shoes

Hip Hop Shoes - Sneakers/Tennis shoes/Converse

All Preballet/Tap classes need to have ballet pink tights without seams, but they can use any brand of ballet shoes as long as they are pink. They can use any brand of tap shoe as long as they are black- they do not need the oxford tap shoes!

Hair for Dance Class

Combination classes - hair must be pulled away from face, preferably in a ponytail.

Ballet classes - Hair must be pulled away from face and in a bun.

All other classes - Hair must be pulled away from face in a pony tail.

Parents, please make sure your child comes to class dressed properly with their hair pulled back. When children come to class looking and feeling like a dancer, they will behave accordingly. If parents can be a partner along with the teacher, by reinforcing the dress code at home, before their child leaves for dance class, there shouldn't be any problems with children coming to class dressed improperly.

Selling Shoes

We will have a box at the studio desk for anyone that outgrows their shoes and would like to sell them. Therefore anyone who is looking for new shoes can check this box to find a used pair of shoes that will work for them. Please securely attach a paper with your name, size of shoe, and the asking price. This will hopefully help reimburse a small portion of the dance costs for the year.

Yearly Performances

Christmas Open House-this will be in December and there will be no costumes or admission fee.

Spring Recital- this is the end of the year performance that will be in late May or early June. Students will have to purchase a costume for each dance class they are in. Costume prices usually range between \$55.00-\$80.00. We will keep the costume prices as low as possible. A Recital fee will be issued to each family/account. This is to cover recital expenses such as insurance, building rental, janitorial fees, programs, scenery, etc. This fee will be approximately \$75.00.