

# The Institute for Dance

## Dancer & Family Handbook

### REGISTRATION:

From September – January there is a registration fee of \$40.00 for the first family member & \$25.00 for each additional family member and from February – June the fee drops to \$25.00 for the first family member & \$15.00 for each additional family member & fees are due upon registration. This fee pays for maintaining your account in our system. Students registering after January 24<sup>th</sup> will not be allowed to participate in the June Show.

### TUITION/FEES/PAYMENTS:

All tuition is due by the 14<sup>th</sup> of each month. A \$20.00 late fee will be assessed after the 14<sup>th</sup> day of each month. Cash, Checks, mastercard & visa are acceptable forms of payment. Please make all checks payable to IDance & put in the memo the dancer's name. Tuition is based on an average of 37 classes spread over 10 months paid in monthly installments. Monthly payments remain the same, no matter how many classes a student attends. **Tuition is not pro-rated for absences, or holidays.** All payments must be up to date for dancers to participate in any performances. A \$25.00 returned check fee is assessed to accounts with insufficient funds. The Institute for Dance does not require a contract; however, if a student chooses to discontinue class before the end of the school year, the office must receive in writing a 30 day written notice to avoid continuing to be charged tuition. After 4 consecutive unexcused absences students will be administratively dropped & a registration fee will be required to re-enroll.

*We encourage you to take advantage of our automatic monthly payment program. Your tuition payment will be withdrawn on the 1<sup>st</sup> of each month & can include costumes/production fees, etc.*

### The Institute for Dance Pricing 2008/09

hours/week	Price/month	hours/week	price/month
1	\$55.00	5	\$170.00
1.5	\$70.00	5.5	\$190.00
2	\$85.00	6	\$200.00
3	\$115.00	7 (ind unlm)	\$205.00
3.5	\$125.00	7.5 (family unlm)	\$225.00
4	\$145.00		
4.5	\$157.00		

*\*\*We do offer boys tuition at \$30.00 per month with the requirements that they take ballet, tap & jazz which includes all costume fees!!!*

Above tuition scale is for students high school & under. We now offer a class card for adults that is \$50.00 for 10 classes for either September – December & January – June which includes only 1 hour classes. These classes will not be performing in the June Show.

The Institute for Dance, Inc.  
Automatic Credit Card Billing Authorization Form

If you would like to enjoy the convenience of automatic billing, simply complete the Credit Card information section below, sign the form and return it to the office. All requested information is required. Upon approval, we will automatically bill your credit card for the amount indicated and your total charges will appear on your monthly credit card statement. We can also charge costume fees, production fees, etc. if you would like. You may cancel this automatic billing authorization at any time by contacting us.

Customer Name: \_\_\_\_\_ Phone # \_\_\_\_\_

I authorize the Institute for Dance, Inc to automatically bill the card listed below as specified:

Tuition Amount: \$ \_\_\_\_\_ The first of each month Sept-June

Start billing on: \_\_\_/\_\_\_/\_\_\_ End billing when: \_\_\_/\_\_\_/\_\_\_  
customer provides written cancellation

If you would like to include other charges, please indicate below:

Production Fees \_\_\_\_\_ Costume Fees \_\_\_\_\_ T-Shirts \_\_\_\_\_

The Institute for Dance, Inc accepts the following credit cards: **Visa & Mastercard**

Credit Card Type: \_\_\_\_\_ Card # \_\_\_\_\_ expires \_\_\_\_\_

Card holder's Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*Customer's Signature:* \_\_\_\_\_

## Calendar Information

### Days off – Parent Observation – Special Dates

Classes begin September 6<sup>th</sup>, 2008 & the last day of classes is June 19<sup>th</sup>, 2009

Oct 31 <sup>st</sup>	Halloween (no classes)
Nov. 17 <sup>th</sup> -22 <sup>nd</sup>	Parent Observation
Nov. 27 <sup>th</sup> -29 <sup>th</sup>	Thanksgiving Break
Nov. 22 <sup>nd</sup>	Costume Deposits Due
Dec. 13 <sup>th</sup> & 14 <sup>th</sup>	Holiday Show
Dec. 22 <sup>nd</sup> – Jan. 4 <sup>th</sup>	Winter Break
January 24 <sup>th</sup>	Costume Balances due
March 28 <sup>th</sup>	WBT Audition
April 6 <sup>th</sup> - 11 <sup>th</sup>	Spring Break
May 9 <sup>th</sup>	Holiday Show Audition
May 25 <sup>th</sup>	Memorial Day
June 7 <sup>th</sup> (tentative)	Dress Rehearsal
June 13 & 14 (tentative)	Recital

Finale' Rehearsals will be April 19<sup>th</sup>, May 3<sup>rd</sup>, 17<sup>th</sup> & 31<sup>st</sup>, and June 7<sup>th</sup>!!!

### QUESTIONS, CONCERNS:

Frequently through the year, you may be faced with questions that need to be answered. We have created many ways to keep the doors of communication open. They are as follows:

**Web:** [institutefordance.org](http://institutefordance.org)

**Email:** [idancewbt@verizon.net](mailto:idancewbt@verizon.net)

**Phone:** [757-229-1717](tel:757-229-1717)

**Fax:** [757-229-4953](tel:757-229-4953)

## NOTICES & MESSAGES:

It is the responsibility of each student/parent to check the bulletin board & to keep their email current. Class information, recital information, & important notices are posted on the School bulletin board, website & sent out by email.

**PLEASE CHECK BULLETIN BOARDS IN THE HALL!!!**

## GENERAL RULES:

- Keep the noise level down in the hall and please no running
- No street shoes allowed in the studio
- Dance clothing & shoes are not to be worn in the parking lot
- No gum, food or drink in the studio
- Keep all valuables with you or leave with your instructor
- Hanging on the ballet barres is prohibited
- Use restrooms prior to class
- Do not drop children off more than 15 minutes before or pick up more than 15 minutes after class. The Institute for Dance is only responsible for children during scheduled class time.
- Parents are responsible for watching siblings that are not attending classes while students are in class.
- Parents are not allowed to observe classes without special permission from the instructor. There will be a scheduled week for parent observation in November.
- Classes with less than 5 students will be canceled. All students will be notified & assisted in finding an appropriate alternative class. If no alternative class is available, a tuition refund or credit will be applied.
- When James City County schools are closed due to inclement weather, morning classes are canceled. Please call the studio for information regarding afternoon/evening classes.

**Students not dressed properly will be asked to observe class.**

## ATTENDANCE & MISSED CLASSES:

Regular attendance is expected and appreciated. No make-ups or refunds will be given to students who miss a class. During the months of January through June, our attendance policy becomes much more demanding, as we are preparing for our annual recital. In addition, when a student does miss a class, they should seek help from a friend or the student teacher to learn missed material.

After 4 consecutive unexcused absences students will be administratively dropped & a registration fee will be required to re-enroll.

## DRESS CODE:

Intro to Dance & Pre-Ballet – Pink leotard, pink-footed tights, pink ballet slippers, black tap shoes. Hair neatly secured off the neck & face.

Ballet I – Advanced Ballet - Girls – Black leotards, pink tights, pink ballet slippers, hair neatly secured off the neck in a bun. Boys – Black tights, white t-shirts, white socks, black ballet slippers

Tap, Jazz, Hip Hop, Musical Theatre, Lyrical – Tight fitting black dance attire & any |-Dance apparel. Black tap &/or jazz shoes. Hair neatly secured off the neck & face.

Modern – Leotard with footless tights or unitards. Hair neatly secured off the neck. Bare feet

Character – Black leotard, pink tights, Black character shoes & character skirt. Hair in a bun

*You must have appropriate dance shoes for each class!!!*

Dance Attire may be purchase on line through our website- [institutefordance.org](http://institutefordance.org) or by calling Dancer's Boutique at 220-6703.

*ABSOLUTELY NO STREET CLOTHES ARE TO BE WORN DURING CLASS!!!*

STUDENTS NOT DRESSED PROPERLY WILL BE ASKED TO OBSERVE

## RECITAL INFORMATION:

### Costumes

- Costume deposits are due November 21<sup>st</sup> with the balance due by January 31. Costumes will be ordered for each student enrolled in a class unless the office receives a written notice January 17<sup>th</sup> stating otherwise. **DEPOSITS ARE NON-REFUNDABLE**
- Homemade costumes are at the teachers discretion.
- Distribution

Costumes will be distributed when all outstanding balances (including tuition and fees) are paid in full. To ensure that there are no costume problems, students should not wear their costume or accessories prior to dress rehearsal.

- Withdrawal

No refunds will be made if a parent or guardian withdraws a student from classes after costumes have been ordered and prior to recital. Parents or guardians may pick up purchased costumes at the studio at the time of general class distribution and up to 15 days after the performance. Costumes not picked up after 5 days will become property of the Institute for Dance, Inc.

- Parents are expected to volunteer for the June Show!!

The Institute for Dance, Inc. is overseen by a Board of Directors. Board meetings are open to all interested parents and patrons of the Institute for Dance, Inc. Meetings are held the third Sunday of most months at 7:00pm at the Institute for Dance studios.

THE INSTITUTE FOR DANCE BOARD MEMBERS  
2008/09

Putul Rogowski ~ President

[rogowskis@cox.net](mailto:rogowskis@cox.net)

John Burton ~ Vice President

[jc.burton@cox.net](mailto:jc.burton@cox.net)

Laura Colvin ~ Treasurer

[lcolvin@oldpoint.com](mailto:lcolvin@oldpoint.com)

Laura Ekstrom ~ Secretary

[lwekst@wm.edu](mailto:lwekst@wm.edu)

The Institute for Dance, Inc., is open to everyone regardless of race, sex, color, religion, and national or ethnic origin.  
The Institute for Dance, Inc. is recognized by the IRS of the U.S. Government as a tax-exempt, non-profit organization.

