

The Institute for Dance 2009/10

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 24th will not be allowed to participate in the June Show.

TUITION/FEES/PAYMENTS:

All tuition is due by the 14th of each month. A \$20.00 late fee will be assessed after the 14th 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 Your tuition payment will be withdrawn on the 1st of each month & can include costumes/production fees, etc.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	\$60.00	5	\$175.00
1.5	\$75.00	5.5	\$195.00
2	\$90.00	6	\$205.00
3	\$120.00	7 (ind unlim)	\$215.00
3.5	\$130.00	7.5 (family unlim)	\$235.00
4	\$150.00		
4.5	\$162.00		

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: Contract expires: ___/___/___
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 12^{th, 2008} & the last day of classes is June 28^{th, 2009}

Oct 31 st	Costume Deposits Due
Nov. 16 th -21 st	Parent Observation
Nov. 25 th -28 th	Thanksgiving Break
Dec. 12 th & 13 th	Holiday Show
Dec. 21 nd – Jan. 2 nd	Winter Break
January 31 st	Costume Balances due
April 3 rd -11 th	Spring Break
May 8 th	Holiday Show Audition
May 31 st	Memorial Day
TBD	Dress Rehearsal
TBD	Recital
TBD	WBT Auditions

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

E-mail: 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 I-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 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 21st 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 17th 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

2009/10

Putul Rogowski – President

rogowskis@cox.net

John Burton – Vice President

jc.burton@cox.net

Laura Colvin – Treasurer

lcolvin@oldpoint.com

Laura Ekstrom – Secretary

lwekst@wm.edu

Penny Jackson – Member

Kathy Martin-Palmo – Member

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.

