

Nicole's school of dance

Policies 2015/2016

Please read all of the enclosed information.

Class Policy: We do our best to begin and end on time. Dancers should arrive to class no more than 10 minutes prior to start time. Please be prompt to ensure proper warm-up. Please pick your dancer up immediately following their class. There is no adult supervision in the waiting rooms.

Dress Code:

All Classes-No baggy clothing is permitted. If needed, students may wear warm-ups at the beginning of class. No dangling earrings, necklaces, or bracelets are permitted. **All dancers are required to wear their hair pulled back.**

Ballet: All levels must wear dancewear. Tights are recommended.

Pre I & II: Pink leather ballet shoes required
Level I & Up: Pink split sole ballet shoes and foot undeez

Tap: All levels must wear dancewear. Tights are recommended.

Pre I – Level III: Caramel Mary Jane Capezio Tap Shoe
Intermediate & Up: Black Tap Shoes

Jazz: All levels must wear dance attire (leotard, hot shorts, dance top, etc.). Tights are recommended.

All levels: Bloch Tan Jazz

Pointe/Technique: All levels must wear a black leotard and pink tights, no exceptions.

All levels: Pointe Shoes/Ballet Shoes
Make sure your pointe shoes are approved by an instructor prior to sewing on ribbons to ensure proper fit.

Please understand that it is very important to ensure the fit of pointe shoes. **Depending on the strength of your dancer's foot, multiple pointe shoes may need to be purchased throughout the year.** Your instructor will send a note home if your shoes need replaced. Broken pointe shoes can cause injury.

Tumbling: All levels must wear a leotard, hot shorts are permitted. No long pants or baggy shirts.

All levels No shoes and absolutely no dangling jewelry

Level Placement: Dancers are placed in class by age and ability. Dancers may be moved to other classes, if their instructor feels necessary, and if it is in the best interest of the dancer. We try to keep consistency in class levels according to ability, technique, attitude, attendance, and physical readiness.

Make-up classes: If you are absent from your class, we ask that you attend a make-up class. The schedule will be posted on our website. Try to attend the same level as your classes. If a class at your level is not offered, you may attend a make-up class within one level of your own. Once recital choreography is started, you will only be allowed to attend make-up classes within your level. If there is not another class offered, it is the dancer's responsibility to learn what was taught. **We reserve the right to remove dancers from routines or sections of routines due to multiple absences.**

Attendance: Attendance is very important for the growth of each dancer. We ask that you notify us by e-mail if your dancer is going to be absent. Always try to take a make-up class. **Elite Classes:** If you are part of an Elite class, attendance is required. If a dancer has more than 2 unexcused absences, at any time through the year, they will be removed from their Elite classes.

Communication: Monthly newsletters are emailed the first week of each month. Newsletters will also be posted in the waiting rooms and on our website. If you are not receiving our monthly email, please notify NSOD. If you need to contact an instructor, please contact them through e-mail. Please limit questions asked between classes.

Studio Cancellation: There is one make-up class built into your schedule. If more than one of your classes is cancelled, there will be a make-up time offered.

Weather Cancellation: Nicole's School of Dance follows the Ankeny School district for weather closings. If school is cancelled, dismissed early, or cancels any evening activities due to weather, we will not have dance. If school is delayed evening classes **WILL** still be held. Our website does not always reflect weather cancellation. Please always use discretion when traveling during bad weather.

Tuition and Fees: There is an annual administration fee due at the time of registration. Recital fee is also due at registration. Our recital fee covers the rental of the auditorium, lights, backdrops, music, programs, etc. Monthly tuition is due in 9 equal payments. Your May tuition payment is due with registration. The balance of your tuition is due September-April in 8 equal payments. Tuition must be received by your dancer's first class of the month. Tuition may be placed in the studio tuition box or mailed. **Late tuition will automatically be charged a \$ 10.00 late fee/month.** You may pay annually at registration if you choose. Your administration fee is waived if your annual tuition is received by the registration deadline, June 30th.

Costumes: Recital costume bills will be due on October 1st. Costumes average \$ 60/dance.

Payment Methods: NEW We are excited to offer the convenience of EFT payments.** This form must be returned with your registration. Your tuition/costume fee will be deducted September thru December. Monthly tuition will be deducted January thru April. May tuition will be paid with registration and recital fee upon enrolling. There will be a 10% fee assessed for accounts that opt out of EFT. These payments may be made by cash, check, money order or credit card. Please include your child's name in the memo area and specify what the check is for (ex: tuition, entry fees, costumes etc.); this will help us ensure that your check is properly allocated.

Any check/EFT that is returned by the bank will incur a \$ 35.00 NSF fee. If this happens twice in a season, we will require that all future transactions be made by cash or money order.

All tuition is non-refundable. Students enrolled will be charged on a month-to-month basis. If you switch or drop a class, written notice must be submitted in writing by the 15th of the previous month. If written notice is not received prior to the 15th of the previous month, you will be charged for that month. Recital costumes are non-refundable. --NO EXCEPTIONS.

Studio Rules:

- ★ No gum, food, or drinks are allowed in the studio. Food/drink is only allowed in the waiting area. Please pick up after yourself.
- ★ The studio reserves the right to cancel/combine class due to low enrollment. You will be notified of any changes by phone or email.
- ★ Students must be 3 years old by December of the enrolling year, and they must be potty trained.
- ★ Tuition must be paid by the 1st of each month.
- ★ If tuition is unpaid and payment arrangements have not been made, the student will be removed from class.
- ★ We do not pro-rate or refund tuition for missed classes due to illness, injury, or other conflicts.
- ★ After February, any student that misses more than 2 classes **may** be removed from recital choreography.
- ★ All accounts must be up to date before recital costumes are ordered.
- ★ All accounts must be paid in full by May 15th in order to participate in the Spring Recital.
- ★ Please do not leave young children unattended at the studio. Siblings and friends (not in class) may not remain without an adult. The waiting area is not supervised.
- ★ Students, parents, siblings, and guests are asked to behave in an orderly manner in the waiting rooms.
- ★ Students are expected to conduct themselves in a respectful and disciplined manner at all times. Excessive talking, being disrespectful, or acting inappropriately may result in the student being asked to leave the class. The studio reserves the right to dismiss a student for inappropriate behavior.
- ★ Take pride in your NSOD family. Dance families are expected to be loyal to our studio. We will not tolerate any individual talking about any member of our NSOD family in a disrespectful manner, within the studio or on social media. If it is brought to our attention, it will be addressed immediately.