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# Studio Handbook

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# WELCOME TO THE STUDIO

## GENERAL INFORMATION

Thank you for choosing The Studio Dance and Fitness Center for your dance education. Here at The Studio, we have classes for everyone ages 18 months through adult. We strive to teach the fundamentals of dance in a positive, caring environment in which your dancer will not only learn proper dance technique, but also build self-esteem and confidence.

Contained in the following pages are guidelines and policies for our studio. Please feel free to ask any questions that you may have.

Toddler	Ballet, Tap, Acro	45 Min	\$40/month for 8 months or \$320/year
Hour Combo	Ballet, Tap, Jazz	60 Min	\$45/month for 8 months or \$360/year
Hour&Half Combo	Ballet, Tap, Jazz	90 Min	\$50/month for 8 months or \$400/year
2 Hour	Ballet, Tap, Jazz, HH	2 Hour	\$55/month for 8 months or \$440/year
Ballet	Ballet Technique	30 Min	\$15/month for 8 months or \$120/year
Turns Leaps Conditioning	Technique	45 Min	\$20/month for 8 months or \$160/year
Hip Hop	Hip Hop Technique	30 Min	\$15/month for 8 months or \$120/year
Tumbling (Mini)	Tumbling and Acro	30 Min	\$15/month for 8 months or \$120/year
Tumbling	Tumbling and Acro	45 Min	\$20/month for 8 months or \$240/year
Tumbling Mini ONLY	No Dance Classes	30 Min	\$30/month for 8 months or \$280/year
Tumbling ONLY	No Dance Classes	45 Min	\$35/month for 8 months or \$160/year

## II. PLACEMENT

Class placement is based on age, ability, previous experience. It is subject to instructor's approval.

Advanced placement is determined by evaluation throughout the year. Please refrain from becoming competitive and wanting your child in a higher class. The instructor will place your child in the best class for her. A child placed in a higher class before they are ready will only result in the child becoming frustrated with dance.

## **BILLING**

**New- ALL accounts must have a card on file.**

Bills will be emailed the first week of each month.

ALL balances will be drafted on the 15th of each month.

If you would like to pay with cash or a check, you may do so before the 15th of the month.

If a payment is declined, you must submit payment BEFORE the 20th of each month.

A \$10.00 late fee will be added to your account if your payment is not received by the twentieth of that month. The late fee will be added each week until the balance is paid. This will be enforced. Students will NOT be allowed to participate in the performance, competitions, or conventions, if their account is not current. In addition, students will not receive costumes if their account is not current. If a balance continues to not be paid, the student must drop classes.

## **NSF CHECKS**

There will be a \$35.00 charge for returned checks. After 2 returned checks The Studio will no longer be able to accept checks from that individual. The Studio will NOT accept postdated checks.

## **REVUE/MEDIA FEE**

A \$168.00 Revue/Media Fee will be charged to each account in January and February (\$89 in each month). Every family member after the first dancer will be charged a \$152.00 Revue and Media Fee (\$76 in each month).

## **COSTUME FEES**

There will be three costume deposits in the amount of \$60.00 for 30-60 minute classes and \$70 for 90-120 minute classes. A fourth deposit may be charged for any remaining balances. These fees will be added to your bill in August, September, and October. Costumes will be ordered in November. Extra Classes (Pom, Hip Hop, Tumbling) will have a \$60-70 fee as well.

## **FUNDRAISING**

We will have fundraisers throughout the year to help with costs of the Recital Fee and Costume Fees. These fundraisers are optional.

## FAMILY DISCOUNT

First child is full rate; each additional child receives a \$5.00 discount.

## EXTRA CLASS DISCOUNT

We would like each of our students to have the opportunity to take as many classes as they would like. To help you, the parents, we have a \$120 cap limit per dancer on monthly tuitions. Once your tuition reaches \$120, your dancer may take unlimited classes.

## WITHDRAWAL

To withdraw a student from The Studio, you must formally withdraw in person by filling out a withdrawal form or the account will continue to be charged. If a student withdraws from The Studio at any point during the year, no refunds will be issued. Any student who withdraws after the first of the month will be charged the full month of tuition and fees which must be paid. If the student withdraws after January 1, a \$50 restaging fee must be paid. In addition, if costumes have been ordered the student is responsible for paying for his or her costume. Costumes MUST be picked up before the dance revue, or the costume is property of The Studio.

## PAYMENT OPTIONS

**New- ALL accounts must have a card on file.**

The Studio accepts payment in the form of Cash, Check or Credit/Debit Cards. We do have an online payment option. All unpaid balances will be charged on the 15th of each month. You can view your account, make payments, or make changes to billing information at any time through our Customer Portal. The Customer Portal can be accessed through our website, [thestudiodanceandfitness.net](http://thestudiodanceandfitness.net).

## ATTENDANCE

Attendance is important! It is unfair to the students' classmates if that student has inconsistent attendance. Therefore, regular attendance is MANDATORY. Students are allowed 3 unexcused absences.

There is no refund for absences. A doctor's excuse must be provided in order for the absence to be excused. Rehearsals on the week of the review are MANDATORY. The Studio will observe the following holidays:

Labor Day-Sept.6 Thanksgiving- Nov. 22-26

Christmas/New Year - (will follow School Schedules)

Mardi Gras (Day)- March 1st Delcambre Homecoming - TBA

There are no deductions from tuition as there are months with 5 weeks and extra rehearsals.

## DRESS CODE

Attire: Attire will consist of leotard or dance top with tights. Short bike shorts and warm up shorts ONLY are acceptable. Clothing should fit the body snug and not be baggy. Tshirts should not be worn for class.

Hip Hop Attire: Street attire that is loose fitting is acceptable for Hip Hop class ONLY. No sweatshirts, jackets, or jeans are allowed.

Hair: Hair must be secured away from the face in a ponytail, braid or bun.

Accessories: No jewelry or watches may be worn during class. (Small post earrings are acceptable.)

Shoes: Please write your child's name in ALL shoes. The following is a list of shoe requirements.

Toddler Classes - pink ballets and tan tap shoes

Hour Combo Classes - pink ballets, tan taps, and tan jazz shoes Hour&Half Combo Classes - half soles, tan jazz taps, and tan jazz shoes

Senior - half soles, tan jazz taps, tan jazz shoes, hip hop shoes

We will purchase shoes for students through The Studio. We will size them on the first day of class. After this day, Shoes will need to be purchased though The Studio's Website. (This is optional.)

The Studio also has dancewear for sale in the lobby.

It is mandatory for all students to have the correct shoes that fit by October 1st.

## STUDIO BEHAVIOR AND EXPECTATIONS

Students are expected to follow the following rules.

- The dance studio is not a playground. Parents MUST monitor children when they are outside of class.
  - NO gum, candy, food, or drinks allowed in the dance rooms. (Water bottles are acceptable.)
- Cell phones must be turned off or turned to silent. Absolutely NO talking or texting on the phone while in class.
  - Keep a positive attitude and treat teachers and other dancers with respect.
  - We suggest dancers arrive 5-10 minutes early to prepare for class.
- Our instructors have many duties to tend to prior to being in class and may be teaching another class. Therefore, they will not be responsible for any child who is dropped off more than 15 minutes before or picked up 15 minutes after class. Please note that doors will be unlocked 15 minutes prior to the first class.

The front doors of the studio will open at 4:45 each day.

At this time, no one is allowed in the small lobby without a staff member. If your child need to wait in the lobby, they must do so in the Blue Building.

## COMMUNICATIONS

Newsletters will be sent via email monthly. This and all other important information will be emailed to the email address associated with your account.

To contact DeLannie, you can call or text her at (337)523-0144, or you can e-mail her at [the.studio@yahoo.com](mailto:the.studio@yahoo.com).

We also use mass texting to communicate with our parents. Please be sure to sign up for the text alerts by checking Text Opt In on your customer portal.

By signing below, I verify that I have read The Studio Handbook. I agree to follow the policies, rules and regulations set forth by this handbook.

Dancer Name: \_\_\_\_\_

Guardian Name: : \_\_\_\_\_

Guardian Signature: \_\_\_\_\_

