

Dance Tech Studios Inc.

Policies and Procedures 2009-2010

Dear Parents and Students:

Welcome to Dance Tech Studios; celebrating **15** years of excellence! We are committed to offering professional, quality instruction that is technically challenging as well as an enjoyable, confidence-building experience. Our teaching staff is well qualified and shares in Dance Tech Studios' ideology of excellence in every aspect of your child's Dance Education.

Dance Tech Studios believes in an "open door" communication policy. We welcome your suggestions, comments and concerns. Please contact us for any reason or to schedule a conference outside of class hours.

The following information is provided to inform you of our Studio and Dance Class Policies. **Please read all information carefully.**

TUITION & REGISTRATION

Registration:

A Registration Fee of \$30 per student (\$20 per each additional student in a family) will be charged at registration/sign up along with first & last month's tuition, the recital participation fee, and class assigned clothing/shoe requirement fees. A completed and signed registration must be submitted in order for the student to begin classes. Refundable fees: Last month's tuition only (refundable until **December 22, 2009.**)

Tuition:

Tuition is collected via an "Automated Payment System" using checking or Visa/MC only (credit card payments: + 3% to total) If you choose not to use the APS system, a \$20 service fee will be applied to each payment. Accounts may not go past due 30 days. Late fees will be applied. Tuition is calculated based on an annual rate and is divided into equal monthly payments; hence, there is **no pro-rating** for shorter months. Please refer to the **Studio Calendar** on our website for holidays and closures observed. You can also obtain a studio calendar at the dance studio.

A \$25 fee will be assessed for insufficient funds.

Withdrawal from Classes:

Written notification is required for withdrawal from classes. Notification of withdrawal must be received at least thirty days prior to your last class. You are responsible for tuition payments until that time. There are no refunds on "company" fees if the dancer withdraws. Such notification may be brought into the Studio, or mailed to: ***Dance Tech Studios, 786 Division Street, Park City, UT 84098***

DANCE CLASS POLICIES

Dress Code:

Dress code for each class (detailed on next page) will be strictly enforced. Students not meeting dress code may be asked to sit out of class and observe rather than participate. It is the responsibility of the parent and dancer to adhere to specified dress code.

Punctuality:

Students are expected to arrive to class on time and prepared to dance. Tardiness of 10 minutes or more may result in the teacher requiring the student to sit out and observe rather than participate in class. Please be punctual in the pickup of your dancer as well.

Evaluations:

Student progress is constantly being evaluated, and instructors will recommend promotions to advanced levels when appropriate. An evaluation may be obtained at any time by written request to the instructor.

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Absences:

Absences resulting from illness, injury or vacation are excused. Students may take any class as a make-up within 30 days of the absence. NO exceptions. Company class absences may not be made up. There are no refunds and/or prorating for missed classes.

STUDIO PICTURE DAY

We will be holding our Studio Picture Day on **Saturday, May 8, 2009**. ALL DTS dancers are required to attend. Professional costumed dance portraits may be ordered by class and for individuals. Purchase of photos is not required; ATTENDANCE IS!

DANCE COMPANIES

Dance Tech Studios is home to nationally-renowned Jazz, Contemporary, Ballet, Tap and Hip Hop Companies. Our company program was created to provide performing and competing opportunities, on a local and national level, to the dedicated dancer. All competition fees, company fees, & costume fees are non-refundable. The Company program is for dancers (girls and boys) ages 6-18. **Auditions for companies will be held Wed. August 26th and Thur. August 27th, 2009.**

SPRING CONCERT

Each class will perform in our professional end-of-year concert at the Eccles Center for the Performing Arts. **The performance will be held Monday, June 7, 2010.** A non-refundable recital fee of **\$70/family** is charged at registration to help offset the production costs and rental fees of the theater. Each dancer will receive 2 complimentary tickets. There will be an admission fee for the concert performance.

Concert Costumes

Concert costumes will be selected for each class based on quality, appearance and moderate price (\$65). Costume fees will be collected in the **February 2010 automated payment**. If you choose not to pay with the APS system, a \$20 service fee will be applied. **Costume fees are non-refundable.**

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CLASS DRESS CODES

Dance dress/hair codes for each class will be strictly enforced.

All uniform clothing and shoes are available for purchase (with the exception of pointe shoes) at Dance Tech Studios.

“Children’s Intro to Dance” & “Children’s Combo” Classes:

Students are required to wear:

- Studio assigned leotard and tights
- Ballet Shoes (for ballet portion of class)
- Hair must be secured in a bun
- Tap shoes (for tap portion of class)

Children’s Class Uniform Costs:

“Children’s Intro to Dance” Class Uniform:
\$45

“Children’s Combo” Class Uniform: \$60

Ballet Shoes: \$25

Tap Shoes: \$20

Jazz:

Jazz students are required to wear:

- Studio assigned hot shorts and DTS top
- Black, **split sole** jazz shoes (no Dansneakers.)
- Hair pulled back.

Jazz Uniform Costs:

DTS top/ Hot Shorts combo: \$60

DTS top only: \$30

DTS shorts only: \$30

Jazz shoes: \$35

Contemporary:

Contemporary students are required to wear:

- Studio assigned hot shorts and DTS top
- Foot thongs or barefoot
- Hair pulled back.

Ballet/Pointe:

Ballet students are required to wear:

- Studio assigned leotard and tights
- Ballet shoes
- Hair must be **secured** in a bun

Ballet Class Uniform Costs:

Ballet Class Uniform: \$60

Ballet Shoes: \$25

Tap:

Tap students are required to wear:

- Studio assigned hot shorts and DTS top
- Black **split sole** oxford tap shoes

Tap Uniform Costs:

Tap Shoes: \$20

Hip Hop:

Hip Hop students are required to wear:

- Studio assigned sweat pants & top
- Tie-up tennis shoes of choice - (MANDATORY)

Hip Hop Uniform Costs:

DTS sweatpant/shirt combo: \$55

DTS sweatpants: \$35

DTS Hip Hop top: \$20