

PREMIER SCHOOL OF DANCE 2009-2010

305-H Ashville Ave. Cary, NC 27518 / 919-851-2570 / www.premierschoolofdance.com/premierdance@nc.rr.com

We want to welcome our newcomers as well as all our returning dancers! We consider it a great honor to have the opportunity to share our love for dance with you this year. This is going to be an amazing year of dance and we hope you will enjoy being a part of the excitement! We will be accepting new students throughout the Fall months, or until class is full; so, please tell your friends and neighbors about us and invite them to join us at Premier, where dancing is serious fun!

1. REGISTRATION: All students must have a completed and signed current Registration Form on file with Premier School of Dance. Completion of a Registration Form and payment of the registration fee holds a student's place in a class should the class reach maximum capacity prior to the start of classes in August. Registration Forms w/ \$40.00 fee is due by August 3rd, 2009. The Registration form and \$40.00 fee can be given in person to an Office Staff Member or mailed to the studio; however, a student's place in a class is not guaranteed until the Registration Form w/\$40.00 Fee is received. All Registration forms must have a current phone number and email address and any changes in a phone number and/or email address must be submitted to the studio by e-mail at premierdance@nc.rr.com as soon as possible.

Registration Fee: Registration Fee is \$40.00 per student and must be received along with the student's Registration Form by August 3rd, 2009. The Registration Fee is non-refundable. Parents of enrolled students do not pay a registration fee for adult classes.

2. Tuition: Tuition is based on enrollment, not attendance, and it is important to remember that tuition is a monthly rate, and remains the same whether there are 3, 4, or 5 weeks in the month.

ALL Tuition is due within the 1st week of every month and must be paid by the first scheduled class of each month. Statements for the coming month will be emailed out at the end of the current month. Your tuition will be considered late if paid after the 7th of the month and Tuition payments made by credit card must be made by the 4th of the month. Due to economic reasons, we can no longer allow dance accounts to carry over any balance to another month, including Tuition Fees, Company and/or Company Competition Fees, Costume Fees, Registration Fees or any other miscellaneous fees that apply. All fees MUST be paid when due.

Tuition Due Date if paying with Cash or Check: Due by the 7th of every month

Tuition Due Date if paying with Credit Card: Due by the 4th of every month

**Tuition for the month of August 2009 will be half of what your normal tuition fee is and due the week of August 17th, 2009.

Pre-Pay: We will give a 5% discount to accounts that pay for the entire year of tuition in August. Also, you will receive a \$10.00 credit for each guest you bring to the studio who registers and joins at least one dance class. Please notify the office of your registered guest(s).

Tuition Fee Schedule for NON Company Classes:

Monthly tuition is based on the number of weekly class hours taken. Add \$5.00 for each additional quarter-hour (15 minutes) taken. Each additional family member receives: \$10.00 discount / month for the 2nd child & \$15.00 discount /month for the 3rd child.

30 minute class = \$55.00/month	2:15 of classes = \$90.00/month	4:00 of classes = \$125.00/month
45 minute class = \$60.00/month	2:30 of classes = \$95.00/month	4:15 of classes = \$130.00/month
1:00 of class(es) = \$65.00/month	2:45 of classes = \$100.00/month	4:30 of classes = \$135.00/month
1:15 of class(es) = \$70.00/month	3:00 of classes = \$105.00/month	4:45 of classes = \$140.00/month
1:30 of class(es) = \$75.00/month	3:15 of classes = \$110.00/month	5:00 of classes = \$145.00/month
1:45 of classes = \$80.00/month	3:30 of classes = \$115.00/month	
2:00 of classes = \$85.00/month	3:45 of classes = \$120.00/month	

Preschool Combo Classes (Ballet&Tap-30 minutes each) = \$50.00/month

Tuition Fee Schedule for Adult Classes:

If you don't have kids enrolled in the studio: Take 1 Class: \$50.00/month or Take 2 classes: \$60.00/month

If you have kids enrolled in the studio: Take 1 Class: \$40.00/month or Take 2 Class: \$50.00/month

Tuition Fee Schedule for Company Classes: Each additional family member receives: \$10.00 discount / month for the 2nd child & \$15.00 discount /month for the 3rd child.

All company classes will be priced as follows:

1st company class: Mini Company \$75.00 Jr. & Sr. Company \$80.00
2nd company class: Mini Company \$45.00 Jr. & Sr. Company \$50.00
3rd company class: Mini Company \$30.00 Jr. & Sr. Company \$30.00

*****Students in Company classes** will be participating in competitions throughout the 2009-2010 dance year. All Company students are expected to participate. Choreography for competition dances is created based on the number of students in the class. When students are unable for any reason to participate, it is a hardship to others to relearn spacing and/or choreography as well as the teacher to have to re-choreograph a part or entire dance. Company classes, therefore, require an increased level of commitment from students and families.

Company classes may require extra expenses for items including, but not limited to, additional instructor fees, matching jewelry, hair accessories, and matching make-up to create a more professional look on stage. You will be notified of these expenses, if needed, as soon as they become available and they will be due before that competition.

Competition fees vary depending on the competition and are set by the competition's directors. Premier School of Dance neither receives any income from competitions fees nor is paid any fees for our participation in dance competitions. You will be notified as to the competition fee(s) and due date and failure to pay these fees on time will result in the student not being allowed to participate in the designated competition.

NOTE: Students taking 3 company classes will be allowed to take a Pointe class and/or a Technique class for no additional charge. All company Jazz & Ballet/Lyrical students are required to attend at least two Technique classes per month. Also, there will be an additional fee of \$25.00 charged per Company dancer/month for Small Group Company rehearsals.

3. Methods of Payment: We accept Cash, Check, Visa, MasterCard or Discover

Cash payments must be presented to an office helper and not left in the payment box. You will receive a written receipt for a cash payment.

Check payments can be left in the payment box in the lobby. Please be sure to write in the check's "memo" section the dance student's first and last name and what the payment is for.

Credit Card payments can be made in person or by phone and you will receive a receipt...please see our note above about the due date for tuition payments made by credit cards.

Late Fee: A \$10.00 Late Fee will be assessed to any Tuition payment made after the 7th of the month...please add this \$10.00 late fee to your tuition payment.

Returned Check Fee: There is a \$40.00 NSF charge on all returned checks.

Registration Fee: Registration fee along with the Registration Form are due by August 3rd, 2009

Company Competition Fees: Any competition fee will be due upon receipt of statement. No company dancer will be allowed to participate at a competition if they have not paid their fees for that competition.

Costume Fee(s) Due Date: It is suggested you pay extra towards your costumes during the Fall months.

- **Company Competition/Recital Costumes:** Company Costume fees are due by November 2nd, 2009.
- **Non Company Recital Costumes:** All Non Company Recital Costume fees are due by December 1st, 2009.

Family Recital Fee Due Date: Our one-time recital fee is billed in February and due by April 5, 2010

Miscellaneous Fee(s) Due Date: Will be paid when due.

4. Recital Information: The date for our 2010 Spring Recital has not been selected, but please save these dates for our Spring recital performances: June 4th and 5th. The recital will be held at Meredith College Jones Auditorium. Times will be announced soon. All classes will perform twice; this ensures that all family members and friends have an opportunity to see the show.

Recital Dress Rehearsals: Recital Dress Rehearsals will be held at Meredith College Jones Auditorium the Tuesday, Wednesday, and Thursday prior to the scheduled recital date weekend. Class and individual pictures will be taken at the auditorium during rehearsals. Attendance at dress rehearsal is mandatory. It is also important to attend your regular scheduled dance classes prior to the dress rehearsal nights so that all dances can be properly blocked and cleaned for performances to run smoothly during the dress rehearsals and all recital shows.

Recital Fee: The one-time Recital Fee is \$25.00 per family and does include 3 free tickets per family. This fee helps defray the cost of renting the facility, technicians, stage crew, printing fees, DJ fees, awards, etc... The Recital Fee will be billed on February 1st, 2010 and due by April 5, 2010. The Recital Fee is non-refundable.

Recital Tickets: Additional Recital tickets can be purchased starting May for \$10.00 each/ per show.

Recital Costumes: We are dealing with costume companies that require full payment when the order is placed and that is why we must have Non Company Costume Fees paid in full by December 1st, 2009 and Company Costume Fees paid in full by November 2nd, 2009. No refunds will be given once costumes are ordered. Any costume not claimed after 30 days of the recital will become property of Premier School of Dance. The recital costumes for Non Company students will be ordered in early January and Company student costumes are ordered as needed for competitions and will also be worn in the recital. NOTE: Costume costs can add up quickly and we encourage you to pay extra towards your costume(s) during the Fall months so you're not stuck with a large costume bill balance at the costume payment deadline dates.

Costume information for all NON COMPANY students: Measurements for ALL Non Company dance students will take place in November. It is very important that you are attending your dance classes so you will be measured and your costumes are correctly ordered. Please know that all recital costume fees need to be paid in full by December 1st, 2009 or we cannot order your costumes. Also, Non Company dance accounts must be paid and current before your recital costumes can be ordered.

•All regular Non Company dance classes pay \$60.00 for each class costume ordered. For example: If a student takes Preschool or Youth Ballet/Tap/Jazz classes then 3 costumes will be ordered at \$60.00 each for a total recital costume fee of \$180.00. All Non Company costume fees are due by December 1st, 2009.

•Intermediate and Advanced Ballet, Tap and Jazz/Hip Hop Non Company dance classes pay \$65.00 for each costume ordered and all costume fees are due by December 1st, 2009. Any Intermediate and Advanced Ballet class will perform both a Classical and Lyrical number and Intermediate and Advanced Tap classes will perform both a Tap and a Clogging number. In these Intermediate and Advanced dance classes there will be two costumes ordered for each class and will be dealt with on an individual class basis. Example: If a student takes a Youth or Teen Intermediate or Advanced Ballet & Tap classes and also a Jazz/Hip Hop class then 5 costumes will be ordered at \$65.00 each for a total recital costume fee of \$325.00. Costume fees can add up quickly, especially with students taking multiple classes. We will gladly accept installment payments to be applied toward your costume fee balance up until the due date of December 1st, 2009.

Costume Information for all COMPANY Students: Please know that all Company costumes need to be paid in full by November 2nd, 2009. All Company classes pay \$75.00 per costume for each form of dance. Company students will be notified if their costumes cost more or if any accessory fees are due.

5. Attendance: All level dancers should be attending their classes on a regular basis. All level dancers are also expected to dress appropriately for all classes, be respectful to all teachers and classmates, and to the facility. We also ask that all dancers refrain from excessive behavior or levels of conversation in between classes or while waiting to be picked up...no running or horseplay is ever allowed throughout our facility. The progress of the individual student, as well as the class, depends on everyone's commitment.

Absence: If a student is going to be absent, you should let the studio know by either calling the office at 851-2570 or e-mail at premierdance@nc.rr.com. Excessive absences could result in the student not performing in competitions and/or recital.

Make-up Classes: There can be no refunds for missed classes; however students will be allowed to make up classes within one month if possible. Students may make up missed classes by attending another class that is comparable to their missed dance class. Please understand that attending a make-up dance class may not give the student the same benefit of attending her/his regular dance class. Make-up classes may be taken ahead of time if the student knows she/he will be absent. Check with your regular class dance teacher or the office staff to determine a comparable class to attend. Students who just “show up” to take a make-up class without prior confirmation may be asked to attend another time.

Tardiness: All level dance students should arrive and be ready for their class at least 5 minutes before their scheduled class time. When a class is completed and students are dismissed by the teacher, all students should quietly exit from the dance space so the next class may begin on time. Students who are waiting for their class to begin or waiting to be picked up must remain in the lobby, TV area, or dressing room area so not to interrupt a class in progress.

6. Miscellaneous:

Privacy: The privacy of students and families enrolled at Premier School of Dance is of great concern to our staff. Telephone numbers and addresses on file with us will not be given to anyone for any reason. Students wishing to receive personal contact information of other students will not be allowed to obtain this information from the studio. The same courtesy is offered to all staff members, not unless a staff's contact information has been made public to studio parents and students; an example being for billing questions. Anyone wishing to contact a specific staff member is welcomed to leave a message in the office or e-mail your message to: premierdance@nc.rr.com. The staff member will return your message as quickly as possible.

Food, Drink, and Smoking: Food and Drinks are prohibited in all 3 of our Dance Studios! Students and parents are welcome to use the Lobby area for eating. Dance Students are also allowed to use the girl's Locker Room area for eating. Please remember to always clean up after yourself when finished eating including throwing away your trash. Please help us keep the studio clean at all times. Students can also use the Lobby and Locker Room areas for reading, watching TV, homework, waiting for class to begin, or to be picked up. Parents are also welcome to use the Lobby or TV areas for reading, watching TV or waiting on your student. In addition, Premier School of Dance is a smoke-free environment.

Injury: Premier School of Dance makes every effort to ensure a safe environment for all students to practice and improve their dance skills. As with any physical activity, dancers assume a risk for personal injury. Despite our best efforts, accidents can occur. In the event of an accident involving you and/or your child(ren), your personal medical insurance will be liable for any doctor visits or treatments resulting from any incident at the studio. (please also read #4. Attendance)

Valuables: Students are encouraged not to bring valuables into the facility. However, if valuables must remain with the student, they should be taken into class and not left in the lobby or dressing area. Premier School of Dance is not responsible for any private property lost, stolen, or damaged while in the facility. We do provide lockers in the girl's dressing area and we request you store your belongings there during class times. Lockers will accept a standard combination or key lock that may be used in the dressing room; however locks must be provided by the student and cannot be left on any locker when said student is not in the facility. Since NO males are allowed in the girl's dressing area, male students may leave any needed item(s) in the office area.

Cell phones: Cell phones are allowed in the facility, but cannot be used by students during any instruction time. Teachers do allow students to step out of the dance area to make a needed phone call.

Inclement Weather Policy: Normally, we will follow the Wake County Public School decision; however, you can always check for exceptions by calling the answering machine at the studio: 851-2570. We will try and also post these decisions on our website at www.premierschoolofdance.com.

Private Lessons: Private Lessons are available at Premier School of Dance, but any private instruction time must be taken as time allows among the regularly scheduled dance classes. Students who desire or need additional help with their regular class routines or extra work on technique are encouraged to request private lessons. Please leave your request with an office staff member or by e-mail at premierdance@nc.rr.com.

Parent Conduct: Please show respect for the teachers and the students by not entering the individual dance studios during a class time. Also, teachers can't stay on their class schedule if they talk to parents and/or students between classes. If you have questions or concerns for a teacher, please ask an office staff member, or leave a message for that teacher with an office staff member or in the payment box located in the lobby. Your message will be delivered in a timely manner. Doing this will give teachers the opportunity to give you their full attention when they do respond back to you. We also ask all parents to please reinforce our expectations regarding behavior and responsibility. Siblings must be kept under strict supervision, as horseplay and running throughout the facility will be not allowed. (please also read #4. Attendance)

Class Withdrawal Policy:

Early withdrawal from a class before the completion of the year requires a 30-day written withdrawal notice to the office manager, Lisa Cumbea. Please do not leave a phone message or rely on the instructor to notify the office. The parent/guardian continues to be responsible for tuition during the 30-day notice period.

Communication:

Please know that communication between the studio director, teachers, staff, parents and students is of utmost importance and you are welcome to call anytime: 851-2570, send us an e-mail at premierdance@nc.rr.com, leave a note with an office staff, or leave a note in the payment box located in the lobby.

Again, your questions and/or concerns will be answered as soon as possible. Premier School of Dance will often send out newsletters which will include information regarding studio events, dates, etc. that everyone needs to know. A hardcopy of any newsletter can also be found on the counter in the lobby. It is very important that everyone please take the time to thoroughly read the newsletter to keep up with what's happening at the studio. Parents please know that if a teacher or staff member is unaware of parental or student concerns, steps cannot be taken to find an appropriate answer to questions or solution for a problem.

- Lisa Cumbea is our Office Manager and is normally in the office Tuesday and Thursday mornings 9:30am-12:30pm and on Wednesday nights. Lisa also coordinates our participation in parades.

Calendar

Closed Dates: The studio will be closed on the following days in conjunction with the WCPSS Traditional School schedule.

Labor Day: Monday, September 7th, 2009

Thanksgiving Break: Wednesday-Friday November 25th-27th, 2009

Christmas/Winter Break: Monday, December 21st, 2009 – Friday, January 1st, 2010

Easter/Spring Break: Monday, March 29th, 2010 – Friday, April 2nd, 2010

Memorial Day: Monday, May 31st, 2010 ...possible rehearsal day for Company dancers

Important dates to Remember

Due Date for Registration Form w/\$40.00 Registration Fee: August 3rd, 2009

2009 NC State Fair: Thursday, October 15th, 2009 – Sunday, October 25th, 2009

Halloween/Fall Parties: Monday, October, 26th, 2009 – Thursday, October 29th, 2009

Due Date for all Company Costume Fees: November 2nd, 2009

Raleigh Christmas Parade: Saturday, November 21st, 2009 at 9:30am-12:00pm and Line-up is at 8:45am

(For Company dancers and all Non Company Teen Tap Class dancers)

Due Date for all Non Company Costume Fees: December 1st, 2009

Apex Christmas Parade: Saturday, December 5th, 2009 at 5:00pm-7:00pm and Line-up is at 4:00pm.

Parent Watch Week: Monday, December 7th, 2009 – Thursday, December 11th, 2009...this is when parents are allowed to go inside the classrooms and watch the class progress.

Cary Christmas Parade: Saturday, December 12th, 2009 at 2:00pm-4:00pm and Line-up is at 1:00pm.

(For Company dancers and all of Monica's Non Company Tap Class dancers)

Christmas/Holiday Class Parties: Monday, December 14th, 2009 – Thursday, December 17th, 2009

Due Date for Family Recital Fee: April 5st, 2010

Cherry Blossom Festival Parade-Washington, DC: Saturday, April 10th, 2010

(For Company and Non Company Teen dancers who performed in the Raleigh Christmas Parade)

Recital Tickets go on sale: May 3rd, 2010

Premier School of Dance 2010 Spring Recital: June 10th and 11th, 2010- show times to be announced

Possible Company Competition Dates: (Competition dates will be announced by early fall)

Showstoppers- Lenoir, NC- Friday, March 12th, 2010 – Sunday, March 14th, 2010

Starsystems/Supply, SC- Friday, April 23rd, 2010 – Sunday, April 25th, 2010

Starpower/BTI Center- Raleigh, NC- Friday, May 14th, 2010 – Sunday, May 16th, 2010