



Required Dance Supplies and Attire Policy

Hair must be secure and out of face for every class.

Girls—ages 3 yrs. –3rd grade:

- Pink Leather Ballet Shoes
- Black Patent Leather Tap Shoes
- Tights (pink preferred)
- class)
- Leotard
- Dance Bag

Just Jazz & Hip Hop (ages 6 - 11):

- Leotard
- Tights
- Tan Jazz Shoes

Boys—only get the shoes for the disciplines you take:

- Black Leather Ballet Shoes
- Black Tap Shoes
- Black Jazz Shoes (for Hip Hop, too)
- Dance Bag

Girls—ages 4th–12th grade:

- Tan Jazz Shoes
- Black Oxford Tap Shoes
- Pointe Shoes (if enrolled in pointe)
- Dance Bag
- Leotard
- Tights
- Black Dance Sneakers

Approved to wear over leotard & tights:

- Nan's T-Shirt
- Nan's Shorts
- Jazz Pants (Jazz/Tap only)
- Ballet Skirt

All dancewear and shoes are available throughout the year through our online store with Curtain Call. Go to www.nansdance.com and click on the Curtain Call for Class logo. Find your class and choose the sizes right for you. Your supplies ship directly to you!!! Orders over \$100 get free shipping.

Communication with Parents

Please make absolutely sure that we always have your correct mailing and **e-mail addresses**. Handouts in class will only be used for opportunities throughout the year that are not mandatory.

Tuition & Fees

The **registration fee** is \$25 before June 15th, and \$30 between June 16 and August 14th. After August 15th, it is \$40. Non-transferable, non-refundable.

Concerning recital and costumes, there is an initial payment of \$80 due in October. The remaining recital and costume fees are due in February and will be billed to each student. Balances vary depending on number of dances in which your dancer performs. More dances equates to more costumes and therefore a higher balance.

Various other fees: 1) Only IF you change payment plans during the dance year– \$5.
2) Only IF you have returned check, stop payment, or NSF draft payment, or give us incorrect banking information– \$25 service charge. 3) Only IF we require a security deposit of at least \$100 of anyone who has had payment problems in the past. Such problems might be, but are not limited to: NSFs on bank drafts or checks; more than 30 days past due on tuition or recital payments.

*****A minimum 4-month financial commitment is required upon enrollment–no exceptions.
All financial matters are handled at our 1941 New Garden Rd. headquarters.*****

Tuition Payment Plans

Find them listed on our Enrollment Agreement (which you receive by email once you enroll by clicking on the top right of our home page to choose your class time). You must choose a payment plan. Tuition is not accepted any alternate ways.

Policy for Late Payments

Any account with a past due balance over 30 days will be charged a \$10 late fee at that time, then again every 30 days thereafter until full balance is paid. Any account over 45 days past due will result in the student's suspension from classes until the account is brought current. Recital costumes will not be given to any student whose account has a past due balance at the end of April.

Policy for Withdrawing from Class

Because class sizes are limited, **there is a four-month financial commitment upon enrollment**. After the four-month commitment is fulfilled, withdrawing from class before May results in the following penalty: A. Our office must be **notified in writing** of your intent to withdraw a student. Verbal notice and/or simply not coming to class will result in continuing charges. Penalty is as follows: **The month's tuition in which we are notified is due plus an additional month's tuition**. The student may not attend class during the penalty month. If you paid tuition past the penalty month due, you will be refunded any credit due. Because of end of year budgeting and preparations, no tuition refunds will be given after March 1st.

Full tuition must be paid if a student is medically unable to participate in class, but wishes to maintain their spot after recovery. In this event, students are advised to come and observe. Doctor's notes are required.

Students who wish to take a break from classes for a sports season must pay tuition in full to hold their spot for their return once the season is over. If tuition payments lapse, upon returning you must first pay the penalty month for withdrawing then register again beginning with the registration fee.

Recital & Costume Policy

The recitals at the end of our dance year are the highlight of this experience and are intended to give each dancer the opportunity to perform their newly acquired skills. ALL DANCERS ARE DIVIDED INTO 5 SEPARATE RECITALS SO THAT THEY DO NOT LAST MORE THAN 2.25 HOURS! It is staged for the benefit of the children, to bolster their confidence and showcase their talents in front of an applauding crowd of adoring fans! To provide the best setting possible without overwhelming the dancers, we strive to produce a professional show with family-friendly costumes, lighting, and scenery. Our objective is to make each one feel special, give them a boost of self-esteem, and leave them with smiles long after the thrill of performing to a large audience diminishes.

Because the performance element is basic to our philosophy, we start planning now for every dancer to participate in the spring. Again this year, you will be asked to buy one costume and rent at least one costume for the show. Older students taking more than 2 disciplines will rent more than one costume. The studio owns all the rental costumes and we use them year after year. There is also one auditorium fee per family, which helps defray the cost of production and renting Dana Auditorium at Guilford College. We strive to keep all of these costs low for you. Starting with reasonably priced costumes, our rental system, and down to the printing costs of programs, we carefully monitor all aspects of our recitals.

Initial Payment: \$80.00 is due from each dancer by October 20th. This amount will be applied toward the total of your costumes and auditorium fees. A \$10.00 late fee will be added on payments made after October 30th. This late fee will not apply toward your costume and auditorium total balance. This \$80.00 initial recital payment is **non-refundable and non-transferable** as we order costumes (that we cannot return to the manufacturer) in late October.

Balance: The remaining fees to cover your recital experience will be billed to you in late February. Balances will vary depending on costume pricing from our vendors and your number of rental costumes.

Because we order custom-made costumes in advance and reserve the auditorium a year ahead, several policies below apply to all dancers:

- A. Initial recital payment is non-refundable and non-transferable.
- B. If a student withdraws from class after his/her costume is ordered and all fees are paid, they will receive their costume once the recitals are over.
- C. Students may not switch class times once costumes are ordered without director's approval.
- D. Auditorium and rental costume fees are non-refundable after March 1st.
- E. For students who enroll after the October 20th deadline, and your costume must be special ordered after the October 20th deadline, shipping and handling charges will be due.
- F. For those not participating in recitals, mailing of your costume after recital will require shipping and handling charges be paid before delivery.

Please see the calendar online at www.nansdance.com for exact dates and times of your specific show. Mark these dates on your own calendar, too!

While we make every effort to establish recital dates, costs, and class times so that everyone has this information in advance, we must reserve the right to change or amend our policy, dates, class times, etc. in the event of an unforeseen circumstance beyond our control.

Studio Rules

1. No hands on the mirrors.
2. No running in the studio.
3. No writing on walls.
4. No pulling or swinging from ballet barres, portable or stationary.
5. Wear appropriate dance apparel. No excuses for forgetting and ABSOLUTELY no jeans!
6. No chewing gum in class. Students can choke.
7. No food or drinks in the studios. Clean up after yourself in lobby.
8. No disorderly conduct in the lobby.
9. Be on time for class.
10. No loose nails in tap shoes.
11. NO SMOKING IN THE BUILDING.
12. Parents are not allowed in the studios during class. Please watch from the lobby.
13. Students should have their full name in each shoe.
14. No videotaping inside the studios.

Suspension from Class

Students may be suspended from class for any of the following reasons:

1. Delinquent Accounts (45 days past due).
2. Inappropriate conduct.
3. Destruction of studio or another's property.
4. Leaving the studio without parental or teacher supervision.
5. Refusing to obey studio rules and policies.

If a student is suspended, their place in class will be held for 10 days in order for the necessary remedy to occur. If the parents and students take no action during the 10 days, their place in class will be given to the first name on the waiting list. **Reinstatement Policy**

To be reinstated within 10 days after a suspension, you must:

1. Pay your account in full including late fees and penalties.
2. Make an acceptable apology for improper conduct.
3. Pay for property damage, if applicable.
4. Assure us that such a situation will not happen again.

Policy on Unattended Children

Nan's School of Dance cannot allow children to be left in the lobby or in our classrooms while parents are attending class. We also ask that siblings of children taking class not be left alone in our facilities. Please make an effort to pick your student up on time after class each week. If you are late picking up your child, you may be charged a \$25.00/hr. babysitting fee.

Calendar

Your first day of class, holiday and spring breaks, AND your recital dates and times are listed on our yearly calendar online at www.nansdance.com.

Snow Day Policy

We DO NOT follow school cancellations. Visit our website at www.nansdance.com or like us on Facebook for fastest updates and cancellations. Classes that are cancelled due to bad weather will be made up in the following manner: Students in the age 9 and under combination classes may come to any of the other age appropriate classes at your discretion and convenience. Please tell the teacher that your child is making up a class. Students in the 1½ hour combination and the upper level classes which have no direct equivalent will have make-up classes scheduled on Friday afternoons or Saturdays in the spring.