

DANCIN' WITH
ROXIE
STUDIO POLICY
2010-2011

www.dancinwithroxie.com

General Policies

Please Read Carefully

I have read and understand all of the studio policies. When signing the registration form I agree I will follow all studio policies.

All Newsletters will be available on the web site for all upcoming events, fee reminders, and changes. If you do not have internet access, the newsletter can be found at the front desk. Please be sure to read the newsletter every month. Newsletters will let you know what is happening within the studio. If you provide the studio with an e-mail address the newsletters will be emailed to you monthly.

If you are not receiving emails 2 weeks after registering chances are the email address I have listed is not correct. Please email dancinwithroxie@hotmail.com to let me know you are not receiving emails.

Dancin' with Roxie does not carry medical insurance for students. All students must be covered under their own family's policy. The studio is not responsible for injury occurred during class and it is understood that the student's own policy is the only source for reimbursement.

Cancellations & Holiday Breaks

If the school district the dance studio is in cancels or lets out early, the studio will be closed. If classes are cancelled it will be posted on the web site. If in doubt please email Ms Roxanna at dancinwithroxie@hotmail.com.

- The first 3 snow days will not be made-up.
- After 3 Cancellations will have a make-up class at a later time.

The studio will follow the school schedule for holiday, winter, and spring breaks.

- We will still have classes on teacher in service days and other misc. breaks.

- All upcoming breaks will be posted on the web site.
- The teacher may cancel one class per season due to personal reasons.

If there is an athletic event or performance or any type and less than 3 students will be attending class, classes will be cancelled. All classes must have at least 3 students in attendance to hold class. Some student travel so they need to know if there will be no class. Please let Ms Roxanna know about any big events two or more weeks in advance so the class can plan for who will be gone.

Discounts will be given to students who take multiple classes.

(Does not apply to Competition Team Students)

1st class= no discount

2nd class= \$5.00 off total tuition

3rd Class= \$10.00 off total tuition

4th Class= \$20.00 off total tuition

5th Class= \$30.00 off total tuition

Any additional equipment will not be ordered until paid in full.

Payment options-(chose from the following options)

- Automatic Monthly Withdrawal- Preferred
- Automatic MasterCard/Visa Monthly Payment
- Check or Cash

Each Month Statements will be emailed. This will allow you to know if your account is current and take care of any discrepancies right away.

Automatic Monthly Withdrawal & Automatic Master Card/Visa Payments

ACH Forms will be available for the Automatic MasterCard/Visa Monthly Payment and Monthly Automatic Withdraw options at registration or the first week of class. Payment will be taken on the first day of the month.

If you have problems paying your account due to job loss or illness please talk with Miss Roxanna (studio director) to discuss payment arrangements. We will be happy to work with you with your payment options.

Payment for shoes and merchandise is due when it is ordered not after it comes in. There will be no refunds given for classes or costumes without extreme circumstances.

Competition Fees

- All competition fees must be paid by February 1st or the dancers will not be able to compete.
- Hotel accommodations will be made by the dancers parents not the studio.
- Hotel information will be listed on the web site for the competition.
- All competition dancers must be available for the entire weekend of the competition due to not knowing which day or time they will perform until days before the competition.

Fees and payment policies

Dancin with Roxie classes run 9 months a year and with additional summer classes. You are responsible for all of the fees for all of the classes you register for. If the dancer chooses to add/drop a class or not continue with as a Dancin' With Roxie dancer an add/drop class form must be filled out with a parents signature. Your account will be charged until the form is filled out. You will be responsible for all fees on your account until the add/drop form is turned in.

Payments are due before the 1st of the month unless you are on auto payment in which the payment will occur on the 1st of the month.

- Auto Payment is the preferred payment method.
- All Tuition is to be paid in advance.
- All accounts 30 days overdue will be charged a \$10.00 late fee for every month it is overdue.
- There will be a \$25.00 fee assessed to all returned checks.
- If your account is more than 30 days past due your dancer will be asked to watch class until the account is paid in full.
- ****New this Year-** Each Studio will have a payment box. To assure that Ms Roxanna has as much time in class as possible please use the payment box. Put Dancers name and Month in the memo as some parents have different last names then students

Costumes

Students may be required to purchase special shoes, props, and accessories required for the routine. Certain Tights are required for each dancer and is an additional fee not included in costume prices.

- Each class will have one costume for each style of dance.
- Costume fees will be charged in 5 monthly payments.
- Costume payments will be made with the first 5 tuition payments of the year.
- Costume payments are also due the 1st of the Month with the tuition payments.

Costume Fees are as follows:

\$15.00 for one costume per month for 5 months

\$30.00 for two costumes per month for 5 months

\$45.00 for three costumes per month for 5 months

- Price includes Sales Tax & Shipping
- No costumes will be ordered until it is paid in full.
- If costumes are ordered late due to non-payment the costume will not be guaranteed before pictures or recital and will be assed an additional fee to cover additional shipping.

Costumes are picked by the studio owner for each class. If you have any reservations about what your child wears please share these thoughts with Ms Roxanna so she can choose the best costumes for your child's class.

- Note: All costumes will be in good taste but Dance costumes are form fitting and either a leotard or booty shorts as briefs used

Marketing

In signing the Registration form I understand that any pictures or videos of my child can be used in print or advertising materials for the studio. All pictures and videos will be use with respect to each class in making them look their best.

Additional Performances

**All routines performed outside of dance class must have the instructor's permission and must not be altered without permission of the instructor. The choreography is not to be altered and is property of the instructor.

Attendance

Attendance is taken at every class and is very important to the success of the class. In order to be on the competition team attendance of 90% or higher is required in all classes. A total of 4 or more misses from your Competition Team Classes will make you ineligible for all competitions and other events.

- For Regular Classes a missed class can be made-up by the student attending the age level below or above the dancer within 2 weeks of the class missed.

The instructor has the right to take any student off Pointe or out of any other classes in which the instructor feels necessary. The student may not leave the barre until the instructor feels the student is ready. Pointe class may not be taken until the students understand they will not be performing on Pointe unless the instructor feels they are ready. The student will still be in the dance in ballet shoes. This is for the safety of the dancer.

Private Lessons

All students may enroll in private lessons. In private lessons a solo/duet/trio will be taught a routine to be taken to competition, talent show, or pageant with permission of the instructor.

- Private lessons cost \$50.00 an hour per student by Ms Roxanna and \$25.00 per hours by any other Instructor.
- Each routine takes approximately 5-6 hours of teaching time.
- Each Routine will be assessed a \$100.00 choreography fee.
- Costumes for private lesson students must be paid when the lessons start.
- Cost for a private lesson costume is \$100.00.

Food & Cell Phones in Studio

- No food in the studio area allowed.
- Students may bring water to drink while changing shoes.
- All students and parents are expected to pick up after themselves and use the trash containers provided.
- Any shoes, clothing, and misc. items left at the studio will be placed in a lost and found bin.
- All cell phones must be turned off during class.
- No calls will be made during class time unless there is an emergency.
- Students will have one warning during class about cell phone usage during class and then parents will be notified.
- Students will be allowed to use the studio phone to call parents if they need something.

Classroom Attire

- Any color of dancewear attire is acceptable.
- Hair must be pulled back and out of the dancers face for every class. Pony tail, bun, or braids are acceptable.
- Dance shoes are to be worn in class or during a performance and not outside.
- Dancers must have all shoes needed for each class. A dancer may dance one class without the permitted shoes but will be asked to watch each following week.

Combination classes- Leotard and tights (not pantyhose) are required for classes. Warm-ups may be worn but must be taken off after the warm-up is over with. Booty shorts, leg warmers, and/or a ballet skirt can be worn through the entire class. Ballet, tap, and jazz shoes are required for class. Shoes bought from somewhere other than the studio must be okayed with the instructor. No baggy t-shirts or shorts without tights will be allowed in class.

Hip Hop/ Pom- Dress Hip Hop! Hats, shoes, pants, and shirts need to have a hip hop feel to them. Hip hop is a style and the dancers clothing needs to help them feel the style and culture for hip hop. Not all Hip Hop Clothing is baggy. Fitted clothing is preferred for class.

Point class- Leotard and tights (not pantyhose) are required for classes. Warm-ups may be worn but must be taken off after the barre work is over with. Booty shorts, leg warmers, and/or a ballet skirt can be worn through the entire class. Point shoes are required for class.

Competition Team- Leotard, tights, and booty shorts only. Practice Uniforms will be worn the 1st and 3rd Practice of the month. Required shoes and props will vary from team to team.

Studio Calendar

Aug 4th & 5th- Clear Lake Open House

August 11th & 12th – Hampton Open House

August 30th- First Day of Classes

September 6th – No Classes-Labor Day

November 22rd - 26th - Thanksgiving Break

December 22nd - January 3rd - Winter Break

March 14th-18th - Clear Lake Spring Break

April 20th - 25th - Hampton Spring Break

May 28th 2011- Rehearsal & Recital NIACC Auditorium

- **Picture Day to be announced**



Roxanna Johnson

Owner/ Instructor

dancinwithroxie@hotmail.com

641-430-5003

