

2021 - 2022 POLICIES AND TERMS OF AGREEMENT

Registration: An annual registration fee is due from each student upon enrollment. This fee is non-refundable or transferable to any other account. New students are \$34 (new siblings \$18). \$26 for returning students (returning siblings \$15.25). An additional \$95 deposit is due for solos and \$70 for duets/trios which will be applied to May's tuition. Enrollment ends Jan. 1, 2022 for students 4 and older.

Tuition: Tuition is based on a monthly rate. The first class is \$36 per month for a half hour class. The second class is an additional \$34 per month and the third class is \$32 per month. Acro is typically an hour class. If added as a fourth subject this class is discounted 25% making it \$51 per month. If acro is not added as the fourth subject it is full price for the hour making it \$68 per month. Our dance season runs from September through the end of May with a recital typically the first weekend in June. A yearly Account synopsis will be given to you upon enrollment.

Payments: Tuition payments are due in the office by the 1st of every month. There will be a late fee added to all accounts if payment is not made by the 10th of the month. Payments made after the 10th will be subject to a 3.5% late fee that will automatically be charged to your account. The studio address is PO Box 86; Versailles should you wish to mail your payment. Payments must be postmarked by the 10th. When making a payment, please put the student's name and account number on the check or envelope. Please put cash payments in an envelope. Receipts are given for cash payments on the day the payment is made. Payment may be made for the full year or for several months in advance. Credit card payments are accepted with an added convenience/processing fee.

If your account becomes delinquent for two months, you will be contacted to make arrangements for credit card payments.

Once enrolled in class, students are charged whether present or not. If a student falls behind due to illness or for personal reasons, make-up classes can be arranged.

Class Discontinuation: If a student discontinues class, the office must be notified in writing so we can close your account. Your written cancellation must be submitted before the first of the month in order not to be billed for that month.

Duets/Trios & Solos: Solo classes are a flat rate of \$1008 per season. You are paying for the solo choreography and not the class itself. We will break this payment up into 9 payments with a \$100 deposit due upon registration; duets are \$20 per student per half hour class and Trios are \$15 per student per half house class. Please check with Megan before registering for a solo or duet/trio. Class will not be scheduled until the deposit is paid. Students that take solo and duet classes must cancel 24 hours in advance by contacting the office in order not to be charged for the time missed.

Pre-Dance: This class is for our 2 and 3 year old students. The student must be at least 20 months old and not turn 4 prior to November 1, 2021. This class is designed to be fun and an introduction to moving to music and following directions. These students are not in the recital; however, they will have a performance at the studio the last Saturday of May. Time TBD. Costumes: A Non-Refundable Deposit of \$40 is due. One payment of \$20 is due by Nov. 1st and another payment of \$20 is due by Jan. 1st. Enrollment is accepted until April 1, 2022, but there is no guarantee that a costume will still be able to be ordered.

Cancellations: Classes are not always canceled when the schools close due to weather or other reasons. When in doubt, please call 873-8717 for a recorded message. Closings will also be posted on our website www.janesschoolofdance.com and on the local news channels. We are allocating two snow days/cancelation class for teacher illness, dance competitions etc. Please do not deduct snow days or missed classes from tuition payment. If more than two classes are canceled, make-up classes will be scheduled sometime before the end of the season.

Parent Visitation: Visitation is the last 10 minutes of class once during October for a spooky performance. Once during December for a holiday performance. And lastly, once the last week in Feb for a preview of the recital dances. There will

also be a Visitation Night the last class before recital week. This is when Recital Costumes/Instructions are given out. It is very important that you attend that class to get detailed instructions for costumes and Recital. PLEASE REFRAIN FROM TALKING OR CREATING A DISTURBANCE OF ANY KIND. NO YOUNG SIBLINGS PLEASE.

Dress Code: GIRLS: solid, plain, black leotard (no skirts), pink tights, pink (Bloch) leather ballet shoes, tan Bloch tap shoes. Style # s0302g. Acrobatics - Any color leotard and fitted dance shorts must be worn - tights can be worn but are not necessary. (If Dancer's age is 13 or over, please ask for shoe style upon Registration.) Hair must be securely fastened. BOYS: solid white t-shirt, solid black pants or shorts, white socks, black ballet shoes, black tap shoes.

Recital: Our Recital date is tentatively set for 6/4 - 6/5 at the Lexington Opera House. Specific times will be announced closer to the date. A separate solo recital is held in conjunction with our regular recital. Recital pictures are held on the Monday through Wednesday of Recital Week, followed by Leotard Rehearsal on Thursday, Dress Rehearsal on Friday, and Show on Saturday. Tickets are sold 3 weeks before recital with studio tenure determining ticket purchase times.

Recital Costumes/Fees: All students must purchase a costume which they keep. A non-refundable deposit of \$78 is due on each costume (\$39 per costume due by Nov. 1st & \$39 per costume due by Jan 1st). Teen classes, Pre Dance Students, Competitive Lines, and solos/duets are different amounts, so please see your yearly account form for those prices. One costume is ordered for each child in every class. Tights, shoe paint, etc are automatically ordered so everyone has the same color/style; this is usually covered by the costume fee. If classes are discontinued after Jan 10th, a costume may be picked up after the recital. A recital fee is assessed for each class; this is noted on your yearly account form. This fee is due by Feb. 1st

Office Hours: 5:00-8:00 PM Monday through Thursday. If you have any questions or concerns, please call the office (873-8717) during these hours or email us at jsodwebsite@gmail.com. If you have questions regarding your account please email the Accounts Manager at jsodpayments@gmail.com or call the office after 7pm on Mondays and Thursdays.