

# 2023 - 2024 POLICIES AND TERMS OF AGREEMENT

Registration: An annual registration fee is due from each student upon enrollment. All registration fees are non-refundable or transferable to any other account once confirmation of schedule has occurred. Registration fees are \$30 per student, new or returning. All solos ages 12 and under will pay a solo registration fee of \$75. All Duets will pay a duet registration fee of \$50. These registration fees are to reserve the class time in the yearly schedule. Ruby and Diamond soloists should refer to their contract for Solo Registration Fees.

Tuition: Tuition is charged monthly starting in September and ends in May. \*Most classes are 30 minutes, once a week, with the exception of Competition Team Classes and Acrobatics. (Tiny Tumblers is a 30 minute Class). Our dance season runs from September through the end of May followed by an end of the year performance.

- One 30-Minute Class \$40 plus tax
- Two 30-Minute Class \$75 plus tax
- Three 30-Minute Classes \$105 plus tax
- Four 30-Minute Classes \$134 plus tax
- Five 30-Minute Classes \$160 plus tax
- Six 30-Minute Classes \$175 plus tax

A discount is given to families with a combined schedule of 3 or more hours. All tuition is now subject to sales tax.

Payments: Tuition payments are due in the office by the 1st of every month. Payments made after the 10th will be subject to a \$10 late fee that will automatically be charged to your account on the 11th of each month unless communication and an agreement has been made with Megan or the office manager. There will be an additional \$10 late fee added to **COMPETITION TEAM** accounts if payment has not been made by the 20th of each month.

The studio mailing address is PO Box 86; Versailles, KY 40383 should you wish to mail your payment. Payments must be postmarked by the 10th.

When making a payment, please put the student's name 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: Class Discontinuation: **There is a \$15 processing fee upon discontinuation.** The office must be notified via email so we can close your account. **This communication must be submitted/emailed before the first of the month in order to not be responsible for that month's tuition. Communication needs to be sent to [jsodpayments@gmail.com](mailto:jsodpayments@gmail.com). Even if not in attendance, tuition will be charged until notification of discontinuation is sent.**

Duets/Trios & Solos: Please check with Megan before registering for a solo or duet/trio. Once registered for a solo, duet or trio all information regarding registration and costumes fees will be made available. Class will not be scheduled until the registration fee is paid.

Pre-Dance: This class is for our 2 and 3 year old students. The student must be at least 20 months currently and not turn 4 prior to November 1, 2023. 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, time and date TBD.

Costumes: A Non-Refundable Deposit of \$50 is due. One payment of \$25 is due by Nov. 1st and another payment of \$25 is due by Jan. 1st. Enrollment is accepted until April 1, 2024, but there is no guarantee that a costume will still be able to be ordered.

Performance Fee: A \$10 performance fee is due in March for the pre dance end of the year performance.

Cancellations: Classes are not always canceled when the schools close due to weather or other reasons. When in doubt, check the website or our FB page for updates. Closings will also be posted on the local news channels. **Two snow/cancelations days are included in the tuition schedule.** If more than two classes are canceled, make-up classes will be scheduled sometime before the end of the season. 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

Parent Visitation: There are a handful of Parent observation sessions throughout the season. Parents will be welcomed in for the last 10 minutes of each class! \*Dancers will also dress for the theme/holiday with accessories over/with their regular dance clothes.

- The week of October 23rd - 27th for a "spooky performance
- The week of December 13th - 19th for a holiday performance
- The week of March 11th - 15th for a preview of recital dances
- The week of the last class before recital. This is when Recital Costumes/Instructions are given out.\* It is very important that this parent observation be attended so that c detailed instructions for costumes and Recital are received.

Dress Code: **Dress Code:**

- **ALL BOYS:** solid white t-shirt, solid black pants or shorts, white socks, black ballet shoes, black tap shoes. black jazz shoes
- **GIRLS:**
  - **Ages 2 - 10** solid, plain black leotard, pink tights  
**SHOES:** pink leather ballet shoes (preferably without a drawstring), tan Bloch tap shoes, style # S0302, tan slip on jazz shoes. \*please note beginning jazz dancers usually are barefoot. Hair must be securely fastened.
- **Ages 11 - 18** solid, plain black leotard, pink or suntan tights, fitted black dance shorts.  
**SHOES:** pink leather ballet shoes, dance paws for lyrical, black tie tap shoes, slip on black jazz shoes. Hair must be securely fastened.

Acrobatics - Any color leotard and fitted dance shorts must be worn - tights can be worn but are not necessary..

- **COMP Team:** See contract for dress code

Recital: Our Recital date is tentatively set for 5/30 - 6/1 at the Lexington Opera House. Specific times will be announced closer to the date. 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. A separate solo recital is held in conjunction with our regular recital.

Recital Costumes/Fees: All Recreational students must purchase a costume for each class which they keep. A non-refundable deposit of \$80 is due on each costume for ages 12 & under. (\$40 per costume due by Nov. 1st and \$40 per

costume due by Jan 1st). A non-refundable deposit of \$90 is due on each costume for ages the teen recreational group and up.

Pre Dance Costumes are \$50 per costume. (\$25 per costume due by Nov. 1st and \$25 per costume due by Jan 1st).

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. Not all classes perform in the recital. There are no costumes for Tiny Tumblers or Acrobatics.

Competition team dancers should refer to the contract for costume pricing and billing. All solo costumes deposits will be charged accordingly depending on the dancer and/or dance.

**Recital fees are charged in March. Every dance is charged \$20 per dancer per recital piece to perform in the annual recital. All recital fees are due by March 1st. These fees help cover the rental of the beautiful Lexington Opera House.**

Office Hours: 5:00-8:00 PM Monday through Thursday. If you have any questions or concerns, please call the office (859-873-8717) during these hours or email us at [jsodwebsite@gmail.com](mailto:jsodwebsite@gmail.com). If you have questions regarding your account please email the Accounts Manager at [jsodpayments@gmail.com](mailto:jsodpayments@gmail.com) or call the office.