



7020 Navarre Parkway  
850-450-6919  
Brie@atimetodance.org

---

## *Welcome to the 2013-2014 Dance Year*

We have an exciting school year planned for you. This booklet is filled with information covering the entire school year. If you have any questions or concerns, please speak to Miss Brie or Robert at your earliest convenience.

We request that you keep all communications for the school year as you receive them from our office. You will be receiving information about your participation in our annual recital on May 17<sup>th</sup> 2014. We welcome your comments and suggestions regarding any of our policies or procedures at any time.

Please note that the waiting rooms are made available for the convenience of our students and their families. The waiting rooms are for waiting, reading, snacking, conversation, video viewing, homework, and children playing with toys or games brought from home. We ask that you please respect the activities of others and the classes in session. **Please only water or tightly covered drinks and dry Non-Peanut snacks!** If you use our books and magazines, we would appreciate it if you would return them to the shelves. Your courtesy will be greatly appreciated.

We request that you arrive at the studio with adequate time to prepare for class, parking, changing, restroom, etc. Parents, for your children's safety, please be available in the waiting room to receive students when dismissed from class. Please call whenever delayed for class start time or pickup.

We welcome your comments and suggestions. If any parent/student wishes a private conference concerning your individual dance goals or financial concerns, please do not hesitate to ask. We are happy to work with you to ensure that your school year will be one of pleasure and growth. The entire faculty and staff wish you a fantastic year of dance!



## **Studio Policies**

Please note the following guidelines regarding all classes:

1. We request that students carefully observe our dress code outlined in this booklet.
2. If you are more than 15 minutes late for class, it is up to the Instructor as to whether or not you can participate. If you have missed the warm-up, you could become injured. For your safety and to receive full benefit from your class, please arrange for a make-up class if you expect to be very late.
3. All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the waiting room when very young children are in class without informing the office or having another parent responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
5. School age children and teens: *please practice respect*. Students are not to be socializing in a disruptive manner during the class with other students. Please honor your teacher and fellow students by giving full attention and co-operation. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time.
6. During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the front desk where the parents will be notified if not on the premises.
7. Only students with a pre-existing sickness/injury are allowed to observe class. The parents must notify the office if a student is to observe class.
8. Out of town guests may request to visit at any time throughout the year. No one else is allowed to sit in and watch during regular class time.
9. Please only water or tightly covered drinks and dry Non-Peanut snacks in the waiting area.
10. No food or drinks of any kind are permitted in the dance rooms. You must keep all food and drinks in the lobby, including water.
11. No Street Shoes (especially High Heels) on the dance floor.

12. No one may be in a dance room unsupervised.
13. Gum chewing is not allowed due to danger of choking.
14. Jewelry must not be loose or dangling.
15. Hair must be properly secured and tied up off of the face and neck for all styles of dance.
16. Do not wear your dance shoes outside of the studio. The oil and dirt from parking lots will damage the dance floor.
17. Please check your tap shoes before each class for exposed screws.
18. Students must wait inside the building to be picked up.
19. No student is permitted to leave the building without an adult.
20. All students must use the restroom before they enter class.
21. Students must use the shelves their belongings, please do not set them on the benches.
22. Please do not block the entrances to the dance rooms.
23. Please do not interrupt the teacher while the class is in session. If you need to speak to the teacher, please do so before or after the class. If necessary, you may make an appointment.
24. Please try to keep the waiting area as quiet and clean as possible.
25. We are not responsible for unsupervised children!!!
26. There will be no hanging, playing, sitting, or climbing on the barres.
27. Do not touch the mirrors.
28. Cell phone use is not permitted during class.
29. No video cameras or cameras are allowed in class without advance permission from the studio.

**Dance class is education and fun, however, an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at A Time To Dance will be a pleasure for all concerned.**

## **Tuition and Fees**

### **Tuition Payments**

All tuition is due on the 15<sup>th</sup> of each month. Accounts not paid by the 15th of each month will reflect the addition of a \$10.00 late fee. Tuition remains the same regardless of how many classes a student misses. Tuition will only be prorated for new students enrolling in classes after the initial registration period.

You will not receive printed bills or phone call reminders regarding class payment. Please make tuition payments promptly.

### **Pick up Time**

Please be on time picking up your child. You will be charged \$1/min after ten minutes.

### **Returned (NSF) Fee**

A \$40 service charge will be applied to your account when any payment is returned for any reason.

### **Costume Fee**

There will be a costume fee of \$55 (plus tax) per costume for Creative Movement, 3-4, 4-5, and 5-6 classes. All other costumes will be \$65. This fee will be due by December 1st. This will be automatically run on your card on file unless it paid for early. A Late fee of \$10 per costume will be added for payments after this date.

### **Recital Fee (T-shirt, DVD, ticket, tights, and stage fee):**

**You must attend dress rehearsal to receive the t-shirt and tights.**

Includes:

T-shirt

DVD

One Ticket

Tights

Stage Fee

The recital fee will be due by April 1st. This will be automatically run on your card on file unless it paid for early. A \$10 late fee will be applied per account for payments made after the 1<sup>st</sup>.

1 Dance - \$65

2 Dances - \$75

3 Dances - \$85

<b>Discipline</b>	<b>Hair</b>	<b>Attire</b>	<b>Tights</b>	<b>Shoes</b>	<b>Not Allowed</b>
<b>Creative Movement</b>	Ponytail Bun	Ballet Dress Dance Costumes Leotards Ballet Skirts Dance Shorts	Pink Black Tan	Pink Canvas Ballet	Street Clothes T-shirts Jewelry
<b>Ballet/Tap</b>	Ponytail Bun	Ballet Dress Leotards Ballet Skirts	Pink Black Tan	Pink Canvas Ballet and Black Patent Leather Tap	Street Clothes T-shirts Jewelry
<b>Ballet/Pointe</b>	Bun	Black Leotard	Pink (full length)	Pink Canvas Ballet Pointe Shoes (only for Pointe and pre-Pointe)	Street Clothes T-shirts Jewelry Bare Legs
<b>Jazz</b>	Ponytail Bun	Leotard/Unitard Sports Bra Dance Shorts Dance Pants	Pink Black Tan	Black Jazz Slip-on	Street Clothes T-shirts Jewelry Bare Legs
<b>Tap</b>	Ponytail Bun	Leotard/Unitard Sports Bra Dance Shorts Dance Pants	Pink Black Tan	Black Lace-up Tap	Street Clothes T-shirts Jewelry Bare Legs
<b>Lyrical Modern Contemporary</b>	Ponytail Bun	Leotard/Unitard Sports Bra Dance Shorts Dance Pants	Pink Black Tan	Foot Undeez or Bare Feet	Street Clothes T-shirts Jewelry Bare Legs
<b>Hip-Hop</b>	Dancer's Discretion	Leotard/Unitard Sports Bra Dance Shorts Dance Pants Jacket Jogging Pants	Pink Black Tan	Black Jazz Slip-on	Jewelry  Boots
<b>Musical Theatre Dance</b>	Ponytail Bun	Leotard/Unitard Sports Bra Dance Shorts Dance Pants	Pink Black Tan	Black Jazz Shoes Barefoot Foot Undeez	Street Clothes T-shirts Jewelry Bare Legs
<b>Tumbling</b>	Ponytail Bun	Tank Tops Leotard/Unitard Sport Bras Dance Pants Shorts	N/A	Bare Feet	Street Clothes T-Shirts Jewelry

## Important Dates

<i>Costume Fees Due</i>	<i>12/1/13</i>
<i>Recital Fee Due</i>	<i>4/1/14</i>
<i>Pictures</i>	<i>4/28/14 – 5/3/14</i>
<i>Yearbook Ad Deadline</i>	<i>4/15/14</i>
<i>Recital Tickets Available</i>	<i>5/1/14</i>
<i>Rehearsal</i>	<i>5/16/14</i>
<i>Recital</i>	<i>5/17/14</i>

## Holiday Schedule

<i>Veterans Day</i>	<i>11/11/13</i>
<i>Thanksgiving Break</i>	<i>11/25/13 - 12/01/13</i>
<i>Christmas Break</i>	<i>12/23/13 – 1/5/14</i>
<i>Presidents' Day</i>	<i>2/17/13</i>
<i>Spring Break</i>	<i>3/17/14 - 3/22/14</i>
<i>Good Friday</i>	<i>4/18/14</i>

## Not Receiving Emails?

Text

**DANCE1**

to **22828**

