

## **Barbie's Encore Dance Productions** **Information/Policies**

**Please read these policies thoroughly as all families are required to sign an agreement form at time of registration.**

### **Registration**

All registration fees must be paid in full before your child will be fully registered for class. This ensures that they have a spot in the classes they have registered for. Registration fees are non-refundable for any reason. Registration is \$60 for new families and \$50 for established families. Refer a new student to the studio and receive ½ off your registration fee.

### **Tuition**

Tuition is posted on our website under the Classes & Tuition page on the website. Our studio requires families to register and pay online using our **SECURE**, convenient and easy pay online system. **ALL** families are required to log in and enter payment information – we do NOT have access to your account numbers (the system will only show us the last four digits) – we only draft your account for the monthly charge on the 10<sup>th</sup> of the month. **YOU are now in control of your account** and this new online feature also allows you to see what classes your child(ren) is enrolled in, what has been posted to your account, etc. You can always pre-pay before the 10<sup>th</sup> and make payments ahead of time.

Tuition is due on the 10<sup>th</sup> of each month and will be automatically drafted on that date.

Monthly statements will be emailed to you by the 5<sup>th</sup> of each month! When you make a payment you will receive email confirmation of same.

Online payments can be made with Visa, Mastercard, Discover or checking/savings account information. As stated, we will **NOT** draft your account until the 10<sup>th</sup> of each month giving you ample time to make payment online or in cash at the office. **Please remember that there is a \$25 LATE FEE that will be charged if you have not paid before the 10<sup>th</sup> of each month. There is a \$35 charge for returned checks.**

**Your information must be entered and ready to go no later than September 1st!** As stated before we can not see your account/credit card numbers, we can only tell who has or has not entered their information.

**Please note that auto draft is a MANDATORY policy.**

ALL ONLINE PAYMENTS INCLUDING DRAFTS WILL INCUR A \$2 CONVENIENCE FEE. REMEMBER....YOU CAN ALWAYS PAY IN CASH ALSO

All prices for costumes, parade wear, recital fees, etc. and their due dates will be posted on our website and communicated to our families via email and statements. These amounts will be auto drafted as per due dates as posted. Dancewear, shoes and accessories can be paid via check or auto draft, but please note that NO items will be ordered until they are paid in full.

## To enroll, register, make payments, etc. – go to:

<https://www.thestudiodirector.com/danceforbarbie/portal.jsp?page=Login>

Enter your email address (that you gave us at registration) and then click on Forgot Password

If the system doesn't recognize the email address, it is probably because it doesn't match what we have in our system. Please email Mrs. Misty at [misthamp7878@yahoo.com](mailto:misthamp7878@yahoo.com) so that she can update our records and you can continue.

The site will email you link to reset your password.

Once you do that then you can login, view your account and enter your financial payment information

Anytime you make a payment you will receive email confirmation of same

Also make sure to click and read these policies:

\* <http://www.thestudiodirector.com/danceforbarbie/local/html/privacy.htm> -- privacy policy that's viewable from the on-line registration portion of the site

\* <http://www.thestudiodirector.com/danceforbarbie/local/html/autopayagree.htm> -- this is what you will need to "accept" when you sign up for the recurring / monthly billing

\* <http://www.thestudiodirector.com/danceforbarbie/local/html/onetimepayagree.htm> -- this is what you will need to "accept" when you make a one time payment

All tuition prices are divided into equal payments for easy remembering. Holidays and other closings have already been factored in and no further adjustments will be made. All payments are non-refundable.

**No student will be allowed to participate in regular, ovation, elite or private classes if their account is over 30 days past due. Any money received from delinquent accounts will first be applied to the past due tuition balances. No student will be allowed to perform in the Annual recital or any dance competitions unless their entire account is current.**

**IF A PAYMENT PROBLEM CONTINUES THEN YOUR CHILD WILL BE DISMISSED FROM BARBIE'S ENCORE DANCE PRODUCTIONS AND PROPER LEGAL ACTIONS WILL BE TAKEN.**

**We also require each family to sign form stating that they have read, understand and adhere to these policies.**

### **Classroom etiquette**

Please be on time for your class. Tardiness is very disruptive to the class and is detrimental to that student's learning. Only students enrolled in a specific class and their teachers will be allowed inside during that class time. Please do not send siblings or

friends as they are distracting to the class. If you arrive early for your child's class, please respect the class in session and do not enter until we have dismissed. Parents are allowed to observe on Parent Observation Days only. Special and temporary arrangements may be made in extreme circumstances. Please do not open the door to the classroom while class is in session. The teacher will open the door to signal the end of class, and to welcome in the next class. No students will be allowed outside by themselves. Please come in to get your child, or (when available) our student teachers will walk them out. No gum is allowed in the studio (choking hazard while dancing). **Only water will be allowed in class – NO FOOD OR OTHER DRINKS.**

### **Classes**

Class changes will not be allowed after October 1<sup>st</sup>. If you need to drop a class at any time during the year, you will need to fill out a drop class form. Forms can be obtained from the front office. Please note, that not showing up for classes does not constitute a withdrawal from class. **You will continue to be charged for tuition until the withdrawal form is completed.**

**If a class does not meet the minimum registration of at least four students by October 31<sup>st</sup>, we have the option to discontinue that class or merge with another age appropriate class.**

### **Attendance**

Of course we want every child to have perfect attendance, but when you do have to miss a class, please call and notify the studio in advance, if possible. Sometimes your child's class will be canceled due to a holiday, bad weather or other emergency. This will occur seldom if ever, and no adjustment will be made to tuition. You may call to schedule a make-up class if there is a class similar to the one your child is enrolled in. Not all classes will have this option.

**If your child(ren) misses three or more classes you will be required to set up a makeup class/private session with the instructor (at an additional charge of \$40 per hour) so that she/he can catch up on dances. It is unfair to the whole class for instructors to have to spend extra time with a student due to consistent absences.**

Perfect Attendance is awarded at the end of the season at the spring recital. **To receive this award, the dancer must have attended all classes and performances.** We will have one make-up class in the spring that those who have only missed one class, so they can reclaim their perfect attendance. **School events (concerts, PTA, etc.) are excused and do not have to be made up for perfect attendance.**

### **Competition Classes**

**All competition families are expected to support your child(ren) financially, emotionally and in attendance to ALL scheduled competitions! Competition is very much a TEAM effort and if one or more of the team is missing this hurts the rest of the team in competition.**

**If you commit to a competition team and do not attend competition you will be charged a \$200 fee and the student will not be allowed to compete the following season.**

## Apparel/Accessories

The studio office staff will be in charge of taking orders for new shoes, fitting new shoes, and also taking orders for anything else your child may need throughout the dance year (t-shirts, leotards, tights, etc). Please be aware that NOT all items are kept IN STOCK. Please plan accordingly for recitals, competitions, etc.

## Shoes

We are able to order shoes at wholesale prices. Shoes are available at the special registration price only if ordered and paid for at Open House/Registration. You may still order shoes after registration at our regular discount price. **Your child can be fitted before or after her regular scheduled class time by our office staff.**

**Labeling shoes with your child's name is crucial!!** If your child needs a new pair of dance shoes at any point in time during the dance year, please see our office staff to order a pair. **Shoes must be paid in full before you can receive them.**

## Dancewear

We do not have a specific dress code. However, please dress in some sort of dance attire (leotards, sports bras, cheer shorts, tights, jazz pants, etc.) Tights are not required in warm weather for younger classes. Always wear dance shoes. Students will not be allowed to dance in tennis shoes as it damages the floor. No school clothes!!!! **If a student is not dressed appropriately, she/he may be asked to observe class and not participate. Students participating in the Ovation ballet classes and the Pointe class will be required to wear canvas split sole ballet shoes, leotard and ballet pink flat (not shiny) tights to that particular class. Hair must be pulled neatly back off the face, preferably in a bun. If you are not dressed appropriately, you may be asked to observe class.**

## Costumes

Please pay special attention to the size being ordered for your child because it is very hard to exchange costumes. We will be measuring for costumes during your child's regular class time. Once the costume is ordered, payment is required because the costume is non-refundable. **Students cannot receive costumes until they are paid in full.**

## Holiday Fee and Recital Fee

Each student is required to pay a **\$10** Holiday fee due by November 15th. This is to pay for our float in the Christmas parade. All students are required to pay this fee, even if they don't participate in the parade.

In the spring, each student is required to pay a \$70 recital fee (with two complimentary tickets) to help cover the cost of school's auditorium rental (rehearsals, dress rehearsal and recital), AV techs, custodial payments, etc. This fee will include a professional video of the recital for each student. Additional tickets are \$8 each or \$6 in advance.

# Performances

**Please note these are performances we may or may not do. Most current performance schedules are noted on our website.**

## Mt. Holly Christmas Parade

Our studio participates annually in the town parade. Students and parent volunteers ride a float, and the Cheer/Tumble class, Jr. Hip Hop, Sr. Hip Hop, Petite Ovation, Jr. Ovation, Teen Ovation, and Sr.Ovation Performance Troupes dance/march. You have two choices for paradewear. 1) Barbie's Encore Sweatshirt - \$30. Barbie's Encore Hoodie is \$35. Either of these should be worn with black sweatpants or leggings. You can also choose from the Barbie's Encore Windsuit – \$95 or the jacket (embroidered) for \$65. You may want to order a little big for longer wear...we will keep this same windsuit for at least the next 5 years. Parent volunteers will need to wear Barbie's Encore Sweatshirt or plain black. There are no classes held the day of the parade. The parade will go on rain or shine, unless the weather is really rainy, icy or snowy, then it will be postponed. Check the website if there is a question about weather circumstances.

**Attendance is required for Perfect Attendance. Mt. Holly Christmas Parade is always the first Wednesday after Thanksgiving.**

## Mt. Holly Springfest

This is an outdoor festival on Main Street Mt. Holly. Dancers should wear the pink leotard with our logo and black tights. Shakerz will wear pink BEDP logo tshirts with black booty shorts. Ovation dancers will wear the zebra tops with black booty shorts. Dancers will perform at least one of their numbers from the upcoming recital. Springfest is always the first Saturday in May. **Attendance is required for Perfect Attendance.**

## Dress Rehearsal

We run our dress rehearsal just like the real show so we can identify short costume changing times, AV problems, etc. Students are required to attend dress rehearsal unless emergency situations arise.

## Annual Spring Dance Recital

We split our recital into 4 smaller recitals so you do not have to be there for an extended period of time. Our younger dancers are in the morning and older dancers that evening. Awards will be given out at the end of each recital. Dressing room policy will be as follows: Dancers will not be allowed out of their dressing rooms if they are performing in the ongoing show. This means that, for example, if your child is a Twirler, she needs to stay in the dressing room during the preschool show, but she may join you in the audience for the Big Show. There will not be any running back and forth. It is very distracting during the performance and also confusing for the staff when we come to line up the dancers and some are out in the audience. Student Teachers will stay with their class during the preschool show, but we also need Parent volunteers. Please be respectful that the same parents are not having to work all during dress rehearsal AND recital. Everyone needs to "take a turn". We will have sign-ups closer to time. Admission to the recital is \$6 in advance and \$8 at the door. That ticket can be used for both performances. Dancers do not need a ticket.

### **Special promotions**

\*Sibling discount – 2<sup>nd</sup> child gets 10% off tuition every month, 3<sup>rd</sup> child gets 20% off tuition every month

Boys tuition is ½ price

Registration discount – Established students who sign up a new student at registration will receive ½ off registration.

\*Sibling discount is for immediate family members only.

### **Contact Information**

Studio Phone number – 704-827-1844

Mrs. Barbie's e-mail – [barbiedance1@hotmail.com](mailto:barbiedance1@hotmail.com)

Mrs. Misty – [misthamp7878@yahoo.com](mailto:misthamp7878@yahoo.com)

Mrs. Regina – [berry\\_regina@ymail.com](mailto:berry_regina@ymail.com)