

Welcome Letter

Dear Parents and Students:

Welcome to the 2019-2020 season at Sharon's School of Dance. The teaching staff is very excited to be working with you and your children. As Sharon's School of Dance enters its 45th season, we reflect on the many students that have walked through our doors. Whether you are a new or a returning student, we thank you for being a part of the Sharon's School of Dance family and look forward to the numerous memories we will create together.

You should have received a class confirmation via text message with your class schedule. If you did not, please contact our office so we can send you another copy. You can also log in online, as we will be explaining how to do so in this packet.

Enclosed please find information explaining our email mailing list, our tuition and payment guidelines, our studio policies, and our studio calendar.

If you have any questions, please feel free to contact us at any time. You can call or text (336) 831-3054 or email sharonlanouette@yahoo.com.

“There are shortcuts to happiness, and dancing is one of them”- Vicki Baum

Many thanks,

Sharon Lanouette
Studio Director

Contact us Anytime

We believe that an open line of communication between the dance teacher and the parents is essential to a successful dance experience. We will email the parents periodically to update the parents on the progress of the class and any other pertinent class information. The studio will also email everyone regularly with all studio news, recital information, and information regarding new programs, special events, and contests/special offers.

So please check your email regularly! We encourage you to contact our office with any questions that arise throughout the year.

Studio Policies

- Inclement Weather- Our cancellation policy follows the wsfc school systems cancellation decisions. Simply if they cancel or close early we follow. Please understand that we cannot be responsible for acts of Mother Nature. Snow dates do not affect your monthly tuition.
- There is no discount or refund for missed classes. Make-up classes are available within a month of the class missed. Call ahead to check availability in the class you would like to attend. We discourage students from attending different classes around recital time, due to the rehearsal of their routines. It sometimes will confuse the little ones.

- All studio accounts will be in the students name. Please put students name on all checks, and correspondence to assure it is applied accurately.
- We are not responsible for injuries sustained in class, on premises, or at any related event.
- The Studio is not responsible for lost or misplaced articles. Please put your names on all belongings. Please refrain from putting name on the bottom of the shoes, this prevents it from being seen from stage.
- With the exception of class parties, food and drink are prohibited in all classrooms at all times.
- We will have a class mom assigned to each class to help with distributing information, organizing, and as a source to help with classes during the year.
- Students should wait until the teacher is present and has called the students to the classrooms before entering the room, unless directed otherwise. All students should exit the room at the end of class. Younger students whose parents have not arrived for pickup should wait with one of our staff members. Students are not permitted to use the classrooms when a teacher is not present unless arrangements are made through the studio office.
- Any student with an overdue balance of more than 60 days will not be allowed into class until payment in full is received or payment arrangements have been made.
- Costumes can only be picked up once the account, including June is paid in full.

Keep Informed Through Email

A majority of the information we send you will be sent through our email mailing list. Email helps us efficiently keep everyone up to date on news, and events at Sharon's School of Dance. We chose email to cut back on paper use. Please make sure to have your correct email on file. You can also access all documents in the "Current Students" tab on our website, sharonsschoolofdancenc.com . We will also have hard copies at the front desk if needed at any time.

Tuition and Payments

- Make payment, order supplies and keep up with all the documents handed out in our parent, current students or storefront tab. You can always pay at the studio's front desk also with check, card or cash.
- Recital fee payments can **ONLY** be made by check or cash at the studio however, any monies paid to the parent portal will automatically go to tuition **NOT** recital fees and will not be reversible.
- Registration fee- \$35 (non-refundable) , \$10 each additional family member thereafter.
- The studio calendar and tuition is designed to give 30 classes over a ten month period from September to June, otherwise, single class rates would be much more expensive at a rate of \$22 per 45min class. Also, single class rates do not hold a place in any particular class.
- All lessons are paid for in advance, due the 1st of each month. You will not receive a bill prior to due date of tuition. Late notices will be emailed to all past due accounts. There will be a \$10 late fee added to all accounts not paid in full by the 10th. This charge will continue to be added each month it remains late.
- There will be no refunds or deductions for lessons missed. Make-up days are available.
- We except Cash, Check, Money Order, or card at the studio, but you are also able to pay in our parent tab on the sharonsschoolofdancenc.com website.

- There will be a \$35 returned check fee applied to all checks returned from the bank.
- The preferred payment method is check or cash, with this way you or I ,are not being charged an extra fee, but any form is acceptable.

Dance Supplies

You can purchase all supplies in the Storefront tab on our website, where each class has its individual list for your convenience.

Ballet shoes should be worn snug, all clothing should be tight not over sized. Hair should be worn up and completely out of eyes. We require all Ballet and Pointe students to wear their hair in a bun. No necklaces, bracelets, large earrings should be brought or worn to class.

Annual Recital Production

Our Annual Dance Recital is part of the student's dance education; however, the student is not obligated to participate. Our recital is usually held 1st or 2nd week of June and students will be required to attend classes regularly, attend rehearsals associated with the production, and pay for costume(s) needed for their number(s). Recital fees, will be made in 3 installments, October 15, November 15, December 15. There will be a late fee of \$10 late fee per installment. Costumes are made at time of order and we must meet the installment payments to receive the costumes for the pictures and show in a timely fashion.

Our Annual Recital Production is scheduled for June 7th, at Reynolds Auditorium. We chose this venue because of it's state-of-the-art facilities, air conditioning, seating capacity, and proximity to the studio.

Each student will receive one free ticket only and it will be given out at studio by office staff near recital time. All other Tickets will be available for \$10 each. Everyone 4 and up will need to purchase a ticket.

Important Dates:

Costume Deposits Due- October 15 (\$50), November 15 (\$50), December 16, (\$50), per weekly class. This will cover 1 costume per class, recital tights, and recital fee for that class.

Mandatory Practices- Please reference Calendar for all special practices.

Recital Rehearsal – June 6 time tbd .

Events

Through out the season we will have special events such as Parents night out etc. Events will be posted on the website currant students tab.