



Premiere Dance Studio 2024/25 Handbook

We know you have several options when choosing to invest in your child dance education. We appreciate the opportunity to give your child a quality dance foundation that promotes a respect and understanding for the art of dance. We are dedicated to helping each child develop into the best dancer they can and want to be. From the future professional dancer to the recreational student, we give equal attention to all our dancers. We believe that hard work produces achievement. This is a lesson that will instill a discipline in each student that will aid him/her in facing all aspects of life. We seek excellence from all our students appropriate to their age level and interest. None of this can be accomplished without a cooperative and supportive effort from the students, their parents, our teachers and staff.

Our policies have been developed carefully to alleviate any possible confusion concerning our approach to your child's dance training at Premiere Dance Academy. These policies are based on many years of dance instruction and past experiences. After you have read through all our policies, please do not hesitate to contact us if you have any questions.

REGISTRATION:

Registration is completed at the studio and is required for all students attending classes.

Adults can be registered as month to month or a \$15 drop-in per class. There is no registration fee for adult students.

Children are required to register for classes they plan to regularly attend and may only attend classes on a drop-in basis with prior office approval. Enrollment in a class or classes requires full payment of a non-refundable registration fee of \$50 and the first month's tuition. Summer registration is discounted at \$30

Registration fees are non-refundable and non-transferable.

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ENROLLMENT:

Enrollment is considered active until the end of each season unless written notice of withdrawal is received (thru email to PDA4u@aol.com or handwritten). Fall/Spring is from August 26, 2024 through May 30, 2025. At the conclusion of each season, all students are considered automatically cancelled until they register for the next season. Premiere will only pro-rate the first month's tuition if registration is received after the first of the month. There is no pro-rating for missing classes or withdrawing before the end of a month. Premiere reserves the right to cancel class or combine classes with another appropriate class when enrollment is low.

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MAKEUP CLASSES:

If a student misses a regularly scheduled class, they are invited to attend any class that is their same level during the week. Classes may be made up for bad weather days, holidays, illness, injury, travel, or any other reason a dancer must miss a regularly scheduled classes. Specialty classes including Aerial silks cannot be used for a make up class.

Classes must be made up within 30 days of the missed class and within the current season the class was missed. Enrollment must be current; therefore, no makeup classes are allowed after a dancer has dropped nor after a season has ended. Makeup classes do not carry over into a new season.

We do allow for anticipatory make-ups, meaning if students know that they will be absent in the near future, they can make-up the class before the absence.

No reductions or refunds are given for missed classes not made up.

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TUITION:

Tuition is paid monthly while a dancer is enrolled at Premiere Dance Academy. Tuition is paid monthly to hold a student's place in a class or classes and must be paid regardless of the student's attendance each month.

No refunds or reduction in tuition will be given for missed classes due to vacations, illness, holidays, etc. Some months will have five weeks of class while others have two or three weeks of class; however, monthly tuition will remain the same. Tuition has been determined for the entire studio year and divided into equal monthly payments.

Tuition is due on the first of each month and considered past due if not in the office by the 15th of the month. A \$15 late fee per student will automatically be charged to all late accounts on the 16th of the month. If tuition becomes two months delinquent students are subject to removal from classes. Once tuition has processed, no refunds of any kind will be given.

At Premiere we do understand that life circumstances happen and Premiere might be able to help in the situation, however it is the parent/guardian responsibility to reach out to the studio director, office manager, or owner.

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PAYMENTS:

Monthly tuition and incidental charges can be payable by auto draft or payment.

Acceptable forms of draft payment are cash, credit card or check. There is a 3% charge for credit cards on the app or in person.

If any account debit, or credit card charge payable to Premiere Dance Academy is returned, rejected or dishonored, Premiere Dance Academy shall, in each instance, bill the account an additional \$30 to cover costs and expenses incurred in connection with collection.

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WITHDRAWALS:

Students are continually enrolled in classes from month to month unless written notice is received to PDA4U@aol.com or written notice to the front desk. The withdrawal will be effective at the end of the paid month, and students may continue with classes during the paid month,

Instructors are not permitted to withdraw dancers, and the office cannot accept verbal withdrawals. All balances and payments should be paid in full upon withdrawal. There is no pro-rating for withdrawals. If a family has prepaid tuition for the season and must drop, a credit will be placed on the account for future use.

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CLASS PLACEMENT:

In the best interest of the dancer and level of the class, it is best to place students in age and level appropriate classes. Dancers must exhibit proper technique and vocabulary in lower level classes before advancing into higher level more advanced classes. If dancers are not in the appropriate level, the instructor may request the student move into a different class.

If dancers feel they are ready to move into another level, you will need to establish a meeting with the Studio Director. All students are first put into age level class. To move to an advanced level of their age they must be able to demonstrate a check list of skills and have the teacher and the studio directors approval.

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PRIVATE LESSONS:

Private lessons help advance dancer's skills and give dancers one on one attention. This is beneficial when trying to reach a specific dance goal, prepare for an event, or help a dancer get to the next level of class. Each instructor has their own fees and requirements of time needed for private lessons, so we recommend talking to your instructor directly when interested. Private lessons pricing varies depending on the goal of the lesson and the instructor's qualifications and experience level. Private lessons are paid directly to the instructor and will include rental fees for use of Premiere Dance Academy studios. The teacher must schedule the private with the front desk or the officer manager.

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YEAR-END RECITAL:

The 2024 Recital Showcase is Sunday, June 1. Photo's will be scheduled and posted in advance at the studio.

Recital is optional for students; however, participation is encouraged and is a great way for families to see what dancers have learned throughout the year. If your dancer is unable to participate in Recital, or will only participate in certain classes, you must complete the **RECITAL OPT-OUT form by November 1st.**

Students entering classes after November 1st will have to complete a Request form.

There are fees involved with recital; (1) Recital Costume Fees (2) Recital Participation Fee is \$50 per dancer and an additional \$15 per dancer in a family.

Recital Costume Fees are different for each class. A recital costume deposit of \$50 is due October 1st (\$100 deposit if you are on competition team). With the remaining of the costume balances due on December 1st. There could be up to a 30% additional fee for each costume. This fee covers any accessories or props needed, shipping and processing, as well as the time for our staff to order, receive, organize and pass out the items. This fee usually does not cover shoes or tights/socks, if needed. We cannot guarantee costume availability after December 1st. Please know we realize costumes fees are expensive especially for older dancers who are in lots of recital numbers. Premiere will be extra cautious of this when selecting costumes for recital.

Recital Participation Fee is due by March 31 and will be billed by March 1. \$50 per dancer and an additional \$15 per dancer in a family. This fee covers staff time for planning the event and the venue. It also includes a t-shirt and 2 tickets. For the additional \$15 for a family dancer, another T-shirt will be included.

All fees relating to recital are non-refundable. If a dancer is unable to attend recital after paying recital fees, the dancer may still pick up the costume during the following summer season. We will hold on to the costume until then in case another dancer needs it. In that case, a credit will issued to your dance account. Any costumes not picked up by the end of the following summer season are forfeited to Premiere Dance Academy

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My child (ren) _____ will be participating in all numbers of the 2024/25 recital. If this changes or I only will be participating in select numbers I will complete the Recital Opt Out form by November 1. I know that I will not get a refund for costumes or recital fees.

Parent/Guardian Signature

Date

HOLIDAYS:

Check the schedule for a list of holidays Premiere Dance Academy celebrates. There will be no classes and the office will be closed during these holidays, unless otherwise notified. Please remember there is no pro-rating for holidays; however, students may make up missed classes if they choose to do so. It will also be posted on Facebook.

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WEATHER:

In the case of bad weather and Premiere Dance Academy must close, delay or close early, an email will be sent to all students, as well as notices posted on social media. Premiere Dance Academy uses the Branson School closures as a guideline. Our management team will carefully monitor the weather to make the best decision for our students and staff.

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LOST AND FOUND:

Lost and found items are kept in an accessible location in the lobby. Check this area regularly as items are cleaned out and donated monthly. We cannot be held responsible for lost or stolen items.

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DRESS CODE

Dancers must wear appropriate dance clothes. Preschool and Combo can be in purple, pink, blue, or black leo. They may wear a ballet skirt. Level 1 and higher must be in all black. Black leo's, black leggings, and black booty shorts are acceptable. They also must be in tights (pink or tan).

Phones, Apple watches, and other electronics are not permitted in the studios during class times. Dance shoes should only be worn in the studio and not outside. Sneakers or outside shoes worn in the studio, should be clean and free of dirt, mud, pebbles, etc.

Jewelry is not permitted in class with the exception of small stud earrings. Please put dancer's last name on all items brought into the studio, including on all dance shoes.

Premiere Dance Academy is not responsible for lost or stolen items.

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COMMUNICATION:

A current email address is required for all families registered at Premiere Dance Academy. This is solely for the purpose of receiving notices including receipts, bad weather class cancellations, and upcoming events. Your name and email address will not be sold or given out to anyone without your consent. Always check the Premiere Dance Academy Facebook for updated information. Any parent wishing to discuss any questions or concerns with the directors or teachers will be asked to make an appointment other than during class time. It is sometimes impossible to talk to parents before, during, or after some classes, as we need to keep on a tight schedule, and want to give parents our full attention.

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PARENT/VISITOR CONDUCT:

It is important that all our families feel welcome, comfortable and safe at Premiere Dance Academy at all times. Parents should not enter a classroom during class time for any reason unless invited in by the instructor. Please also do not open the door to the studio or yell through the doors to discipline your child while the child is in class. . If you have a concern, please ask for a meeting with studio management to discuss in private. Foul language, inappropriate behavior, or negative conduct of any kind is not acceptable in the Premiere Dance Academy culture. Any parent or visitor displaying such conduct will be asked to leave the studio immediately.

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DROP-OFF/PICK-UP:

Students should be dropped off 5-10 minutes before class and promptly picked up after class. For the safety of your dancer, parents must drop off and pick up their dancers inside the studio if they are under 10 years old. Students over the age of 10 may be dropped off/picked up curbside; however, we are not responsible for students outside of the studio. Please instruct your child to remain inside the studio while they are not taking class. If you will be more than 10 minutes late to pick up your dancer, please call the studio office at 417-335-5061 to make arrangements. We also ask that dancers do not arrive late to class, as it is distracting to their classmates and instructors.

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STUDIO ETIQUETTE:

In the Studios -

Dancers should wait in the lobby or hallway until the teacher arrives and opens the studio for class time. The studios are not a playground for dancers; therefore, do not allow your dancers to run freely in the studio, lobby or hallways. We are not responsible for injuries, and items broken by dancers are the responsibility of the dancer to pay the cost of repairs.

There is no cell phones, or gum allowed, and there is no food or drink allowed in the studios. Only closed top water bottles are permitted inside the studios.

In order for dancers to reach their full potential and attain their dance goals, consistent attendance is expected. Dancers should make every effort to minimize absences the month prior to recital.

Dancers should arrive a few minutes early to prepare for class and to ensure they are in the class on time.

Please get permission in advance from the instructor/choreographer before recording or posting videos of choreography to social media.

Classroom Rules:

- Use Restroom before class
- Hands and feet to yourself
- Do not Touch Mirrors
- Respect your teacher and classmates
- No Bullying or gossiping
- Hair Up (Ballet hair must be in bun)

In the lobby areas -

Since we want everyone's time spent at the studio to be as pleasant as possible, we ask that noise be kept to a minimum in the lobby areas. In the front lobby our office is working very hard to answer questions, take care of phone calls, etc. Please also be aware loud noise from these areas can be heard in the studios and disruptive to our students and instructors.

Please dispose of all trash and try to keep the studios, lobby, restrooms, and dressing areas clean for all families to enjoy.

We love our dancers and their families; however, please be aware that Premiere Dance Academy cannot be held responsible for unattended students or siblings left in the lobby areas. Please do not drop off young dancers more than 10 minutes before class without a parent or guardian to watch them. We also ask that you do not leave dancers under the age of 8 with an hour or more between classes. If you are late, you assume full responsibility for your child's welfare.

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SCHLOARSHIP

We believe dance is a gift that should be accessible for everyone. We have seen first-hand and experienced the impact that dance can have on an individual's life. Therefore we do not want financial hardship to prohibit students from participating in Premiere Dance.

Our scholarships are primarily for those who consider dance to be a priority, however have special circumstances that don't allow to participate to they fullest. If you believe you (or your family) fit this criteria, we welcome you to submit the scholarship application (ask the front desk for this form)

Please read the following important notes before applying for a scholarship:

- Scholarships do NOT cover any portion of registration fees, recital fees, or costume fees. In other words, you will need to be able to cover those fees on your own.
- Scholarships cover a portion of dance class tuition ranging from 25% to 100%. The portion is completely variable, depending on the unique situation. If you are awarded a partial scholarship, you will still be responsible for your reduced tuition rate, just like any regular student. Whatever your portion may be, if you are late you will be charged late fees, and will be suspended from the program if the balance is not paid in a timely manner.
- If awarded a scholarship, students will be asked to be a student helper in a recreation class that is appropriate. Depending on the level of scholarship the parent will be asked to volunteer at the studio (cleaning, projects, costumes, decorating the float, etc). Hours will depend on the percentage of the scholarship given.
- Only one scholarship application is needed per family. The application includes all participating family members.
- Scholarships are awarded based on our sole opinion and discretion of the Owner and Studio Director. This is a private program. There are many factors which may affect the availability of scholarships. Not everyone who applies will receive a scholarship.
- We reserve the right to revoke scholarships at any time for any reason. All students must follow our policy handbook.
- We will generally give you an answer within 2 weeks. If you do not hear from us in that time frame, please contact us. We may also contact you to get additional information.
- Please respect our decision. Awards are not open for negotiation, unless we are specifically bartering for a service you are providing.

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I acknowledge that I have read the terms of the Premiere Dance Academy contract and agree to be bound by the terms stated herein.

Printed Name of Participant(s):

Printed Name of Parent/Guardian:

Signature of Parent/Guardian: _____

Date: _____