



The Institute for Dance Policies & Guidelines

Thank you for giving your child the gift of dance at The Institute for Dance. To ensure the best experience for your child, please become familiar with our policies and guidelines.

General Information

How will I be kept informed?

All newsletters will be sent via Email. No paper newsletters will be handed out. They will also be available online at institutefordance.org or you can find a copy in the studio lobby. **It is extremely important that you read each newsletter!** Each will contain important information regarding dates, studio news, recital info, audition opportunities, performances, etc.

What does the recital entail?

An end of the year showcase will be held in June. All dancers are strongly encouraged to participate in the recital. This will give the dancers a chance to show what they have learned throughout the year. A costume fee will be required. Costume deposits are due by November 1st with the remaining balance due on February 1st. If for any reason a dancer will not be able to participate, please fill out a waiver that is in the office by the Winter Holiday Break.

How can I get in touch with the Studio Director or my child's teacher?

You are welcome to leave a message in their assigned boxes that are located in the office or you can email them through our website. Each teacher and the Studio Director can be contacted through their own email address under our faculty page.

Class information

How is class placement decided upon?

All returning students will receive their class placement for the following year at registration which will be at dress rehearsal for the June Show or during the August registration dates. New students will get their placement by calling the office and scheduling a placement class.

When will I be able to watch my child in class?

In order for dancers to receive the most from their class and for the teacher to maintain a student's focus, We ask that viewing of the class be only on the days which we have set aside as OBSERVATION DAYS. We will have one week for family and friends to come and observe the classroom experience. Observation week is November 7-11.

What if my child wishes to add or drop a class?

If your child wishes to ADD or DROP a class after October 1, 2011, you must fill out an add/drop card in order for proper adjustments to be made. If you do not fill out an add/drop card YOU WILL BE HELD RESPONSIBLE FOR TUITION PAYMENT UNTIL WE RECEIVE NOTICE. You may only add a class if it is not full. A waiting list will be made for those classes exceeding maximum enrollment.

What should my child wear to class?

The Institute for Dance enforces a mandatory dress code for each class division. We strongly believe that this will promote discipline and proper class-room etiquette. All hair must be pulled back away from the face. No jewelry is permitted. Any student not in dress code will be asked to observe the class. Exceptions will not be made. Dress code is listed below. Leotards, tights and shoes can be purchased at Dancer's Boutique which is located at 1220-B Richmond Rd, Williamsburg, VA.

Mandatory Dress Code

Lil' Characters are required to wear comfortable clothes.

All girls in Intro to Dance and Pre Ballet are required to wear pink leotards, pink tights & pink ballet shoes. Intro students also need black tap shoes.

All girls in Tap, Jazz, Community Performers and Hip Hop are required to wear tight fitting black dance attire & any I-Dance apparel. Black tap &/or jazz shoes.

All girls in Modern and Lyrical are required to wear black leotard & tights, foot undies or bare feet. Black dance shorts are permitted.

All girls in Ballet 1 levels through Advanced are required to wear black leotards, pink tights & pink ballet slippers.

Advanced Placement Ballet are required to wear black leotard, pink tights & pink ballet slippers.

All male dancers must wear black pants and a white shirt or I-Dance shirt. We recommend you wear black shoes according to the type of dance you are taking.

Tuition Policy and Fees

What type of payment do you accept?

We encourage our parents to take advantage of our on-line registration program which is located on our website and make payments by establishing an account through Danceworks. We also accept checks, cash, mastercard, visa and discover payments in the office.

When are payments due?

Tuition payments are due by the 14th of each month. Please make all checks payable to I-Dance & put in the memo the dancer's name. Tuition is based on 35 classes spread over 10 months paid in monthly installments. Monthly payments remain the same, no matter how many classes a student attends. **Tuition is not pro-rated for absences or holidays.** All payments must be up to date for dancers to participate in any performances. A \$25.00 returned check fee is assessed to accounts with insufficient funds. The Institute for Dance does not require a contract; however, if a student chooses to discontinue class before the end of the school year, an add/drop form must be completed and turned in to the office. After 4 consecutive unexcused absences students will be dropped. You may leave a *payment in the tuition box which is located in the lobby, or mail your payments to The Institute for Dance, 3356 Ironbound Rd, # 501, Williamsburg, VA 23188.*

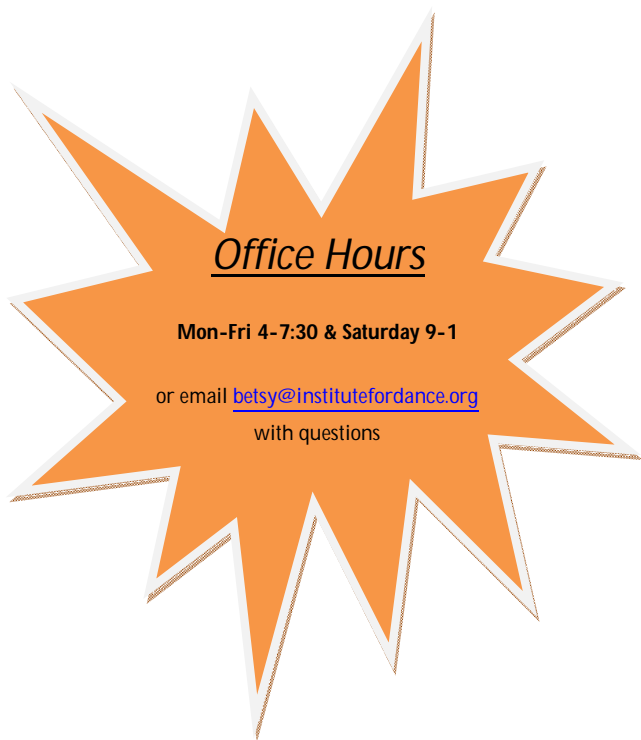
Should I expect to pay any additional fees?

Yes, **COSTUME FEES** will be due at a later date for the 2012 recital. The deposits are due by Nov 1st with the remaining balance due by February 1st. There is also a \$10.00 charge for tickets to our June recital

Attendance Policy

What is your attendance policy?

CONSISTANT ATTENDANCE IS REQUIRED! In order for your child to progress, attendance is key. There are NO MAKE-UP classes and you will be held responsible for payment, even if your child does not attend class. Our program is a 36-week commitment and we feel it should be just that – a commitment!!



2011/12 CALENDAR

Sept/10	First day of classes
Oct/31	Happy Halloween (NO CLASSES)
Nov/1	Costume Deposits Due
Nov/7-11	Parent Observation
Nov/ 24-26	Thanksgiving Break (NO CLASSES)
Dec/3	Christmas Parade (CLASSES)
Dec/10-11	"Christmas Dreams" (NO CLASSES)
Dec/ 22-Jan 2	Winter Break (NO CLASSES)
Feb/ 1	Costume Balances Due!!
April/ 2-8	Spring Break (NO CLASSES)
May/ 26	Class as Scheduled
May/28	Memorial Day (NO CLASSES)
June/2	June Show Rehearsal (NO CLASSES)
June/9&10	Recital (NO CLASSES)
June/16	Last Day of Classes!