



2026-27 POLICIES AND GUIDELINES

By enrolling in any of our classes, you agree to the following:

COMMUNICATIONS

PARENT'S RESPONSIBILITY

It is the responsibility of the parent or adult student to be aware of all studio activities, including observation days, performances, extra classes, upcoming payments, and dates the studio is open or closed. Parents must provide the studio with at least one valid email address so that all such notices can be emailed to them. We also recommend that an email address for each high-school-age student be provided so that they, too, are informed about studio events, rehearsals, etc. We will also post all notices on bulletin boards around the studio. It is the responsibility of the parents or students to inform iDance of any email, address, or phone number changes.

NEWSLETTER

A monthly newsletter is sent via email to all currently registered families. The monthly newsletter contains information regarding important dates, upcoming events, studio news, audition opportunities, Annual Showcase, other performance information, and more.

PARENT/TEACHER MEETINGS

Our teachers are happy to speak to you regarding your child. To arrange a time to meet, it is best to send an email request so that we can direct the appropriate teachers or staff members to make contact. To preserve the quality of the class and the limited time, teachers are unable to meet during class times. If your request goes unanswered within a week, please bring it to the attention of the office staff.

BOARD OF DIRECTORS

If you need to speak with the Studio Director or a member(s) of the Board of Directors, you are welcome to attend the monthly board meetings (dates listed in the monthly newsletter), or you can leave a request in the BOD mailbox (located in the main office). If your request goes unanswered by the board and other directors within a week, please bring it to the attention of the front office. You may also email the board president directly at board@institutefordance.org.

SOCIAL MEDIA

Facebook: www.facebook.com/TheInstituteForDanceInc/

Instagram: www.instagram.com/idancecewburg/

OTHER

If you're unsure of who you should contact, you can always contact the main office by calling (757) 229-1717 or emailing us at info@institutefordance.org.

REGISTRATION

A non-refundable fee of \$50 for the first child, and \$25 for each additional child, is due at the time of enrollment. Families that participated and paid during our pre-registration period do not have to pay this fee again.

TUITION

2026-27 FEES

Tuition is based on a yearly rate divided into nine equal payments from September to May. Our 2026/27 season consists of approximately 36 weekly classes. Other fees for productions, apparel, etc. may apply and are not included in tuition.

2026-27 RATES

Rates are based on a per-student rate, but we do offer a family discount. For more information, please inquire in the office or send us an email.

Early Childhood Classes

(Intro to Dance, Kinder-Combo)

HOURS PER WEEK	MONTHLY RATE
1	\$64

Fundamentals I Level and Above

HOURS PER WEEK	MONTHLY RATE	HOURS PER WEEK	MONTHLY RATE
1	\$73	5.5	\$269
1.5	\$95	6	\$282
2	\$117	6.5	\$292
2.5	\$139	7	\$302
3	\$160	7.5	\$313
3.5	\$182	8	\$322
4	\$204	8.5	\$329
4.5	\$226	9+	\$334
5	\$247		

DROP-INS

We offer the opportunity to drop in for our non-performing classes only, space-permitting. Please call or email ahead to reserve a spot in these classes. **Walk-ins will not be permitted to take a class—advanced reservations are required.**

The rates for drop-in classes are: \$15 for a ½-hour class \$20 for a 1-hour class \$25 for a 1.5-hour class

Please see our "Class Descriptions & Requirements" for a complete list of the non-performing classes. Drop-in fees must be paid before you can take a class. We offer a special discounted drop-in rate of \$10/class (regardless of length) for iDance alumni.

MASTER CLASSES

Throughout the year, we try to bring in industry professionals to serve as guest artists and instructors. Master classes vary in style, difficulty, and tuition. Please check our social media, website, and bulletin boards for information on instructors and when classes will be offered.

PAYMENT POLICIES

We require a completed payment agreement form before your child can begin classes. This form requires you to indicate your preference to make annual, semester, or monthly payments. This form also requires that you choose if you would like to pay by credit card, ACH transfer, or check. Please be advised that credit card payments are assessed a 3.59% processing fee by our merchant account (we do not have control over this). **ACH transfers are free of charge (and less expensive for iDance to process)** — you provide a voided check to iDance with your signed payment agreement, and we withdraw funds from your bank account based on the agreement. We do not accept cash for tuition payments. By signing the payment agreement, you are stating that you understand the following policies and financial responsibilities when enrolling in classes at iDance. To cancel auto-pay payments, please submit a request in writing, allowing 10 days for request to process. *iDance accounts are not credit accounts. If you choose to have a class(es), item(s), or fees/service(s) "billed/charged to your account" you must have either a valid credit card on file or have your ACH transfer payment form and voided check on file. If payment has not already been received in advance of the due date these charges will automatically be taken using the card or ACH account on file.*

ANNUAL TUITION PAYMENT OPTION

Payment is due by September 1st, 2026.

Receive a 1% discount on the total year's tuition for choosing this option.

SEMESTER TUITION PAYMENT OPTION

Fall Semester fees are due by September 1st, 2026 [4 months – Sept., Oct., Nov., and Dec.]. Spring Semester fees are due by January 1st, 2027 [5 months – Jan., Feb., Mar., Apr., and May].

MONTHLY TUITION PAYMENT OPTION

Monthly tuition is due by the 1st of each month (regardless of if the studio is open or closed).

LATE PAYMENT & DELINQUENT ACCOUNTS

A late fee of \$35 will be assessed for all tuition not paid by the 5th of the month and will continue to be assessed each month until all tuition and fees are paid in full. If annual or semester tuition is not paid by the appropriate due date, your account will automatically switch to a monthly payment option and late fees will be assessed accordingly. Any tuition payment that cannot be processed due to card expiration, NSF, etc. will be assessed a \$50 fee.

Any account that is delinquent is considered in poor standing and may cause students to be ineligible for auditions and future performance opportunities. Institute for Dance, Inc. reserves the right to remove a student from class if their family's account is more than 3 months delinquent; and all incurred fees will still be owed to the studio. Consistent delinquency issues will be addressed 1:1 with families and future enrollment may be contingent upon payment in semester or annual payment plans.

Monthly statements will be emailed by the 20th of the previous month (ex. August 20th you'll receive the statement for September). Your account can also be viewed online anytime by accessing the "Family Portal" link on our website.

*Once classes begin, tuition is non-refundable and non-transferrable; credits are not issued, and we do not pro-rate for early withdrawal or missed classes. Tuition will remain the same regardless of class format (in-person or virtual) changes due to illness or other emergency situations. **If you must withdraw from a class, a completed withdrawal form must be submitted to the office no later than the 15th of the month to avoid being assessed for the next month's tuition.** Forms must be submitted via email or in person to the office. All balances must be paid in full at the time of withdrawal. Non-attendance does NOT constitute a withdrawal notice or adequate reason for not paying tuition. Please note that any outstanding balances not paid may be sent to a collection agency, and you will be responsible for all business and legal fees incurred.*

EXTENUATING FINANCIAL CIRCUMSTANCES

As a nonprofit, we depend on tuition and donations to keep our doors open and fulfill our mission to support our community by instilling the love of dance and performance. To foster that sense of community and support, we are willing to work with families who may have extenuating financial situations and need assistance. To be considered for an extenuating circumstance payment plan, please submit a request in writing to the attention of the Board of Directors.

SCHOLARSHIP OPPORTUNITIES

At iDance, we believe passionately in the power of dance to develop artistic expression, technical skill, confidence, poise, and discipline in the students that we reach. We strive to reach as many dancers as possible and to minimize barriers to participation as much as possible.

To that end, we are pleased to offer the iDance Scholarship Fund, which serves to mitigate the tuition cost of dance classes for families with demonstrated financial need. As a 501(c)(3) non-profit organization, The Dance Scholarship Fund will be funded through:

- Corporate and individual gifts designated for this purpose.
- A portion of dollars raised through the annual "Give Local 757 Day of Giving."
- Grant funding when available.

Scholarship awards are determined by a subcommittee comprised of representatives from the iDance Board of Directors and the local community. All scholarship application materials and family financial information will be treated as strictly confidential. Scholarships are paid in two-semester installments, with the second semester's payment being contingent on the dancer being in good standing with the studio, including adhering to all conduct and attendance policies.

A copy of the scholarship guidelines and application can be requested via email or found on the iDance website. The application window opens before the upcoming season and applications should be returned by the deadline. If funds remain after the initial award period, a second application window may open after the season begins.

The number and size of scholarships awarded each year are dependent on the availability of funds designated for this purpose.

CLASS PLACEMENTS

Placement in the appropriate class is important to each student's skill development, personal growth, and physical health. Premature advancement to the next level can have a profound and negative impact on students' self confidence, skill acquisition, development of proper technique, and proneness to injury. The instructor's placement decisions are final and are always meant to be in the best interest of the student.

Generally, placement is based on the following:

Under 7 years old – placement is based on the student's age as of the first day of class (not including Intro to Dance).

Fundamentals I - Essentials IIa – placement is based on skill level and experience, in addition to age.

Intermediate and above – placement is based on ability, work ethic, attendance, and in some cases, a student's execution of a select skill set per dance genre.

ATTENDANCE

Attendance is important to the learning process, and your student is expected to be in all assigned classes each week. Excessive absences may result in your student's inability to participate in upcoming performances and could inhibit your student's advancement to the next class level. **Please note that 4 or more absences per semester in a class are considered excessive at iDance.**

Both the teacher and the office staff record attendance in every class. Any student arriving more than 15 minutes late may be asked to observe the class and may not be permitted to participate for their safety (they probably missed crucial warm-up and stretching). Intro to Dance and Kinder Combo should check in at the office before bringing their dancer into class.

It is highly recommended to keep track of your attendance and communicate with the office and your teachers about any planned and/or unplanned absences. Please understand that an absence is an absence, whether excused or unexcused. As a courtesy, a notice will be sent to parents once 3 absences in a class have been reached.

Unfortunately, there are no make-up classes, and you will be held responsible for payment, even if your child does not attend class.

EXTENDED ILLNESS/INJURY

If an extended absence becomes necessary due to injury or illness, we ask that you please provide the office with a signed and dated physician's note. A Return to Class Authorization Form will need to be completed by the healthcare provider before your dancer may return to class. Please request a copy of our required form from the office. For students who have non-contagious illnesses or injuries that require them to sit, attendance will be counted for observing the class.

ADD/DROP

If your student has decided to withdraw from or enroll in a [different] class, please notify the office so that you can receive an add/drop form. Any withdrawals or changes to your child's enrollment must be submitted in writing. If you are requesting to move to a different class level, teacher sign-off is required on your form. **Emailing the completed and signed form to the office is an acceptable form of notification.**

To drop a class, you must submit a completed withdrawal form to the office no later than the 15th of the month to avoid tuition charges for the following month. Please note, that you will continue to be charged for all classes if the proper forms are not completed; non-attendance does NOT constitute a withdrawal notice or adequate reason for not paying tuition.

INCLEMENT WEATHER, HOLIDAY & OTHER UNEXPECTED CLOSINGS

We follow the Williamsburg/James City County School District closings for the following holidays: Thanksgiving, Winter Break, Spring Break, and Memorial Day Monday. Please see the studio calendar on our website, in the studio, and at the back of this document for all other scheduled closings.

With regards to inclement weather, we will generally follow the WJCC School District but, ultimately, closings will be at the discretion of the Board of Directors and based on local conditions at class time. We will notify families of unplanned closings via email and social media. Refunds will not be issued for missed classes.

DRESS CODE

The Institute for Dance enforces a mandatory dress code for each class division. We strongly believe that this will promote discipline and proper classroom etiquette. Any student not consistently following the dress code will be asked to sit out and observe the class.

- ▶ **All hair must be pulled back away from the face. A bun is required for all ballet classes.**
- ▶ **No jewelry (including Fitbits and Apple watches) is permitted.**
- ▶ **Dance shoes are not to be worn outside of the studios or on any surface other than appropriate dance floors – please do not wear them on pavement or concrete.** This preserves the life of your dancer's shoes as well as our dance floors. If a dancer's shoes are transferring dirt to the studio floors, they will be asked to remove the shoes for that class and will be expected to wear new/clean shoes to all following classes.
- ▶ **Appropriate attire should be worn to and from the studio,** as well. Dancewear should be covered when entering and exiting the studio.

FEMALE DANCERS

In addition to the required uniforms below, we recommend sports bras be worn under dance apparel that does not have built-in support.

*For ballet, character, and pointe, where pink tights are indicated, dancers may choose to wear flesh-toned tights and shoes to class, whichever makes them feel most comfortable.

Intro to Dance (NEW and RET), and Kinder-Combo

Bottoms: pink tights Tops: pink leotard

Shoes: pink ballet slippers, black tap shoes (Kinder-Combo students may choose to bring black jazz shoes, as jazz may be introduced in class on occasion. This is optional and the jazz work may be done in the pink ballet shoes.)

Tap, Jazz, Community Performers

Bottoms: black leggings, tights, or jazz pants/shorts—no loose athletic shorts Tops: black leotard, black tank top, black t-shirt, or iDance shirt

Shoes: black tap or jazz shoes*

**Additional shoe purchases may be required in the upper-level classes at the discretion of the teacher.*

Hip Hop Classes

Approved apparel for hip hop classes will be available through our fall apparel sale — please stay tuned to your email for more details.

Bottoms: Black leggings or sweatpants—must be plain if not iDance apparel.

Tops: Black or white t-shirt, tank, or camisole—must be plain if not iDance apparel.

Shoes*: Fundamentals I-Essentials IIa—Black hip hop dance sneakers, Intermediate-Advanced—Shoes must be approved by the instructor.

**Additional shoe purchases may be required in the upper-level classes at the discretion of the teacher.*

PLEASE NOTE: If “street” sneakers are the approved shoe for your hip hop class, we DO NOT allow shoes that have been worn outside into our studios. You must purchase a separate pair of sneakers that will only be worn in the studio.

Contemporary Classes

Tight-fitting black dance attire (i.e., black leggings, tights, leotard, jazz shorts, etc.) and foot undies or bare feet.

Character

Black leotard, pink tights, and pink ballet slippers (must have full instep—no elastic instep allowed). Black character skirt and black character heels may be required at the discretion of the teacher (all can be purchased at Dancer’s Boutique).

Ballet Fundamentals, Essentials, Elementary/Intermediate Technique, & Teen Levels

Black leotard, pink tights. Ballet skirts may be worn at the teacher’s discretion.

Pink ballet slippers (must have full instep—no elastic instep allowed).

Pointe Prep

Black leotard, pink tights. Ballet skirts may be worn at the teacher’s discretion.

Leather split-sole ballet shoe (flat, pink, full instep, and with crisscross elastic on top). Pointe shoes should only be purchased upon teacher approval (refer to iDance’s *Guide to Pointe* handbook).

Elementary, Intermediate, Advanced and Open Tech Pointe

Black leotard, pink tights. Ballet skirts may be worn at the teacher’s discretion.

Pointe shoes AND split-sole ballet shoes (flat, pink, full instep, and with crisscross elastic on top).

Variations

Leotard – Style: Bloch Dana ¾ Sleeve Leotard (SKU: L4206) (color – aubergine) Skirt – Style: Bloch Jaye Mesh Skirt

(SKU: R4211) (color – aubergine).

Pointe shoes AND split-sole ballet shoes (flat, pink, full instep, and with crisscross elastic on top).

NOTE: *Variations dress code may also be worn to Open Tech Pointe.*

MALE DANCERS

In addition to the required uniforms below, we recommend dance belts for our pre-teen and teenage boys; like a jockstrap, this is for the health and safety of our dancers. **Recommended dance belt style: Capezio #5935.**

Black jazz pants, black ballet tights or leggings, a black t-shirt, tank or an iDance shirt, and black shoes in the appropriate style of whatever dance style you are taking (i.e., tap, jazz, or ballet). No sweats will be permitted unless it is for participation in a hip hop class. For ballet classes, shirts must be white, tight-fitting, and tucked in.

WHERE TO PURCHASE DANCEWEAR:

Dancer's Boutique

1220-B Richmond Rd.
Williamsburg, VA
757-220-6703
dancersboutique.net

Ellman's Dance Boutique

8524 Patterson Ave.
Richmond, VA
804-358-0655
ellmansdancewear.com

Discount Dance

discountdance.com

PICK UP/ DROP OFF AND PARKING LOT ETIQUETTE

Parents/guardians are not required to stay in the building while their dancers are attending class; however, for their safety, dancers under 12 years old need to be accompanied by an adult when entering or leaving the studio, and should not be left unattended before or after class.

Please do not drop your dancer off at the studio earlier than 15 minutes before their class start time and please pick up your dancer promptly after class. In the event of an emergency requiring your dancer to be picked up late, please alert the iDance office. Late pick-ups of 20 minutes or more will incur a \$50 fee.

PARKING LOT

Our parking lot traffic is a **ONE-WAY** circle. **Please do not drive in the wrong direction when leaving, including the spaces closest to the parking lot entrance.** This is for the safety of all our dancers, both walking and driving in our very small and busy parking lot. Only park in designated spaces in the iDance lot, not on the grass. Please be mindful that overflow parking in the adjacent shopping center is only allowed in the event that the iDance lot is completely full.

PERFORMANCE OPPORTUNITIES

ANNUAL SHOWCASE

All dancers are given the opportunity to participate in our annual showcase. Dances are choreographed and rehearsed during class time, so instructors assume all students will participate. If your dancer will not perform in the showcase, you must contact the office in writing by January 15th or you will be held responsible for the cost of the costume for each class in which your student is enrolled.

For those who like to plan:

COSTUME FEES^

Intro to Dance I – Essentials I..... \$70

Essentials II – Advanced..... \$75

[^]Costume fees do not include shoes and tights.

Dancers at the upper levels may be required to purchase additional performance shoes.

Once costume fees are placed in the accounts, payments can be made at any time, but **full payment must be made no later than January 15, 2027**. Costumes will not be ordered if we do not receive full payment by the deadline.

PRODUCTION FEES

Annual Showcase is our biggest fundraiser of the year, and proceeds from ticket sales help support the studio's operational expenses including teacher salaries and building rent. In the 2026-2027 season, we have moved from a per-family production fee model to a per-dancer production fee model. This shift is to help offset large Annual Showcase venue rental fees. Fees will be added to accounts in January for all Annual Showcase dancers and they **must be paid no later than March 15, 2027**.

For those who like to plan:

PRODUCTION FEES

Intro to Dance I – Essentials I..... \$50 per dancer

Essentials II – Advanced..... \$75 per dancer

A showcase t-shirt fee of \$26 per dancer will be added to accounts in January for all Annual Showcase participants. You may opt out of the Annual Showcase t-shirt by emailing info@instituteofdance no later than March 1st.

Note: Dancers performing in the Annual Showcase Finale are required to have the Annual Showcase shirt. It is considered a costume.

A separate Annual Showcase handbook will be provided in the spring with more details about the recital process and requirements. **Please note that all family members wishing to watch the recital will be required to purchase tickets. This includes dancers who only perform in one show or act and wish to watch other shows or acts. We also require each family to fulfill at least one recital-related volunteer shift.**

CHRISTMAS DREAMS

This unique-to-Williamsburg holiday show is written, choreographed, propped, narrated, and performed entirely by iDance, with support from the community. Christmas Dreams provides residents and visitors with an exciting way to enjoy the season.

Auditions for this show take place in June prior to each season's production. We finalize casting in early July and set the rehearsal schedule in late July/early August. Rehearsals begin in September. A \$10 audition fee is assessed for each dancer auditioning for the production.

FEES: Production Fee (includes costume rentals) — \$150 and up, varies based on casting. First installment of the production fee (\$100) must be paid no later than August 1, 2026 to secure casting. The balance must be paid in full no later than October 15, 2026.

THE MOVEMENT DANCE COMPANY

The mission of The Movement Dance Company (TMDC) is to provide excellent, pre-professional training, education, and performance opportunities for talented dancers. The Movement is a multi-style dance company with a focus on developing artists. The vision is to open the door for all artists to create and rediscover dance through new collaboration while reaching, educating, and enriching the audience. The Movement Dance Company is open to all

dancers in levels 'Intermediate' through 'Advanced'. Auditions take place in June of the prior year. For more information, please contact the Director at tmdc@instituteofdance.org.

THE MOVEMENT BALLET

The Movement Ballet (TMB) is a pre-professional program for serious ballet students. The mission is to create versatile and healthy dancers, who are highly technical and perform with confidence and artistry. TMB is committed to sharing classical ballet with the community, making it accessible and relevant. TMB dancers have a company class/rehearsal once a week and perform in theatrical productions of classical repertoire and inventive new works. TMB dancers experience the wider ballet world through workshops and master classes with guest faculty and dance professionals. Auditions for Company, Apprentice, and Trainee are held in late spring and are open to all dancers, aged 8-20. TMB dancers commit to a company season of September through mid-June. For more information, please contact the Director at tmb@instituteofdance.org.

OBSERVATION WEEKS

For dancers to receive the most from their class, and for teachers to maintain a student's focus, we do not permit parents, guardians, friends, or family to sit in and watch classes except during our "Observation Weeks."

We will designate two weeks in November and March for Observation Weeks. Please note, that we do not expect parents to attend all observation days during the month. The extended opportunity for observation is simply to allow parents who may have found only one week of observation difficult to work into their calendars, a fair opportunity to see their child at least once in class. We ask that you please respect the limited space and teacher's attention by attending each class only once. Please see the attached studio calendar for specific observation dates.

VOLUNTEERING

As a 501(c)(3) nonprofit organization, iDance relies heavily on volunteers. All families of performing dancers are required to fulfill volunteer shifts for our shows: one shift per cast member for Christmas Dreams and one shift per family for Annual Showcase. We will also solicit, via email, other volunteer assistance throughout the year, as needed. Please feel free to reach out to the office if you are interested in volunteering, as we do have some committees regularly seeking volunteers.

FUNDRAISING

As a 501(c)(3) nonprofit organization, iDance relies heavily on fundraising. There are multiple fundraising opportunities throughout the year. While we do hope that each family will participate on some level, participation in fundraisers is not required, and we do not expect each family to participate in all of them, but rather to participate in the ones that are best suited for their families.



2026-2027 STUDIO CALENDAR

Please note, that the calendar is subject to change based on emergency closures, weather, and special events/performances that may become available throughout the year.

FALL SEMESTER

AUG. 15	Christmas Dreams Costume Fittings
AUG. 29	Christmas Dreams Picture Day
SEPT. 8	First Day of Fall Classes
SEPT. 19-20	Christmas Dreams Rehearsals Begin
OCT. 15	Christmas Dreams Production Fee Balance Due
NOV. 2-14	Parent Observation Weeks
NOV. 25-29	Thanksgiving Holiday – Studio Closed, NO CLASSES
DEC. 12-13	<i>Christmas Dreams</i> , Kimball Theatre
DEC. 21-JAN. 3	Winter Break – Studio Closed, NO CLASSES

SPRING SEMESTER

JAN. 4	Classes Resume
JAN. 15	Deadline to notify if not performing in the Annual Showcase.
JAN. 15	All Annual Showcase Costume Fees Due
FEB. 13	Community Performers Show
MAR. 1	Master Class Opportunity
MAR. 8-20	Parent Observation Weeks
MAR. 15	Production Fees Due
APR. 4-11	Spring Break – Studio Closed, NO CLASSES
APR. 21	Annual Showcase Ticket Presale Begins
MAY	Showcase Pictures (TBD)
MAY	Annual Showcase Dress Rehearsal (TBD)
MAY	Annual Showcase Weekend (TBD)
MAY 31	Memorial Day – Studio Closed, NO CLASSES
JUNE 5	Last Day of Spring Classes
JUNE 16	Community Performers at Patriot's Colony

Auditions and 2027/2028 Pre-registration will take place in May/June 2027

SUMMER

JULY 5-29	Summer Classes
-----------	----------------

Summer Intensive and Camp dates will be announced in the spring of 2027.

NOTICE: While we have done our best to provide as many dates as possible for our events, deadlines, and offerings in the upcoming year, this calendar is subject to change; so as always, please pay careful attention to your emails, our monthly newsletters, and bulletin boards to stay up to date on the most current dates and times!