



Welcome Letter

Dear Parents and Students:

Welcome to the 2019-2020 season at Studio E Dance & Aerial Arts! Where Dreams Dance on Air! The teaching staff is very excited to be working with you and your children. As Studio E enters its 7th season, we reflect on the many students that have walked through our doors. Whether you are a new or returning student, we thank you for being a part of the Studio E family and look forward to the numerous memories we will create together.

You should have received a class confirmation via email 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 to your customer portal to view all of your account information. There are instructions 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, parent & student expectations.

If you have any questions, please feel free to contact our office at any time. You can call (775) 267-4446 or email info@studioedance.net

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

Many thanks,

Ashley Smith
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. The studio will 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 at info@studioedance.net with any questions that arise throughout the year.

Keep Informed Through E-Mail

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 Studio E. We chose email to cut back on paper and envelope usage and to help the planet! Please make sure we have your correct email address on file. If you do not receive a certain email & need us to print an email for you, please contact our office at 775.267.4446.

Studio Policies

- If we are forced to close due to inclement weather, we will try to make-up classes. Please understand that we cannot be responsible for acts of Mother Nature. Snow dates do not affect your monthly tuition. School closings will be announced on the website, emailed to you, and posted on our social media sites.
- Tuition & class pass tuition is non-refundable. There is no discount or refund for missed classes. Make-up classes are available within two months of the class missed.
- Family discounts described are for immediate family only. Studio Management will make the final decision regarding family discount eligibility.
- All studio accounts have one primary account holder. This is the account holder that registers and signs the registration form. This account holder will be the one considered financially responsible for the account.
- 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 names on all belongings.
- With the exception of class parties, we ask that only water be brought in the studio spaces.
- Students should wait until the teacher is present before entering the classroom, unless directed otherwise. All students should exit the classroom at the end of class. Younger students whose parents have not yet arrived for pickup should wait with one of our office 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 90 days will not be allowed into class until payment in full is received or payment arrangements have been made.
- Costume orders can only be picked up once the account is paid in full with no balance remaining.

Online Account Portal

Studio E is proud to offer an online solution for parents and account holders to access all of their account information online. This service allows users to process payments for charges, enter and modify contact information, and register for select classes from the comfort of their home - 24 hours a day.

If you've already logged in to our customer portal, just visit our website, click the "Studio E Parents" click "Visit My Portal" link and log in with your email address and

password. If you don't remember your password, you can have your password emailed to you by clicking "Forgot Password?".

If this is your first time logging in, go to our website studioEdance.net and click the "Registration" tab and the "Register Now" link. At the bottom, click "create your account". Enter the email address you provided when registering and our system will email you a temporary password. You can then login with your email address and the temporary password. The system will then prompt you to create a new, custom, password.

Tuition and Payments

- Registration Fee - \$40 (non-refundable) Per Family
- Aerial Registration Fee \$15 per student per class.
- **The studio calendar and tuition rate is designed to give 37 classes over a ten-month period from August to June. Tuition rates do not vary based on number of weeks in a particular month. Month is 3-5 weeks.**
- All Lessons are paid for in advance, due the 1st of each month. You will receive a statement on or around the 15th of the previous month with the due date of tuition. Late notices will be emailed to all past due accounts. There will be a \$10 added charge for any account 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 Classes are available.
- We accept Cash, Check, Money Order, Visa, MasterCard, or Discover. Please note that all credit card transactions will be charged a 3% charge fee. There will be a \$25 returned check charge for all checks returned from the bank.

THREE PAYMENT PLANS:

- Annually - One payment at time of registration (10% discount with this plan) , Non-refundable. Annual payment is due 9/1/18. If unpaid by 9/30/18, account will be reverted to Monthly with no discount applied.
- Monthly - First month & all registrations fees are due at the time of registration. Tuition is Non-refundable. Notice of leaving a class must be given by the 15th of the previous month to avoid being charged for the following month.
- Automatic Monthly Payment Processing - Same as monthly plan, however your MasterCard, Visa, or Discover card will be automatically charged your tuition amount every 1st of the month. A 3% charge fee is added.

Dance Shoes and Dancewear

- *Aerial Classes* - Leggings that cover the backs of the knees. Form fitting shirt covering the arm pits, Hair pulled back.
- *Preschool Class* - Any color leotard. Pink tights, Ballet skirt (optional) Pink Ballet Shoes, Black Tap Shoes. Hair pulled back.
- *Kids Combo Class* - Black or pink leotard, Ballet Skirt (optional), Pink Tights, Pink Ballet shoes, Black Tap shoes. Hair pulled back.
- *Combo Classes* - Active wear. Leggings, Tank top or t-shirt. Black or Tan Jazz. Black Tap Shoes. Hair pulled back
- *Ballet 1 & 2 & 3/Pre-Pointe* - Black Leotard, Pink Tights, Pink Ballet Shoes, Hair in a bun.
- *Hip Hop 1 & 2 & 3* - Fitness, comfortable clothes. No Jeans.

Ballet is the only class that requires a black leotard and pink tights, (skirts are optional). All other classes require regular dance attire and can be worn in any color. Hair should be up and away from face. A Ballet bun is preferred for Ballet classes. Girl's tap shoes must be secured with elastic or tap shoe ties. Please discard ribbons. No necklaces, bracelets, & large earrings should be brought or worn to class.

LABEL EVERYTHING! We do not want you to loose your new dance clothing or shoes! Please be sure all things are labeled with your dancers first & last name.

Class Parties & Food Allergies

Please let the office staff and your child's teacher know of any food allergies your child may have so it can be added as a note on your account. If you are planning to bring anything for the class to enjoy (birthdays, etc.) please call the studio or email the teacher ahead of time. We ask that if you bring in food for the class that you also bring along the ingredients list.

Special Events

Throughout the year, you'll find many exciting events happening at Studio E! From Christmas light parades to community performances. Keep a lookout for our next special event!

Studio E shopE & Online Dance wear

You can visit our shopE at the studio for dance shoes, tights, & all Studio E Merchandise. We hold an ongoing shoe exchange where students donate their old shoes to our exchange & hopefully find a pair in the collection in the next size up. Be sure to show your Studio E pride by wearing your own sweatshirt, tank top or sweatpants. If we don't have your size, fill out an order form & we will get it for you!

If you need to look further for apparel for classes, local retailers we recommend are

- Khols
- Target
- Judys Dance Shop in Reno

Online at DiscountDance.com

June Recital

Our Annual Dance Production is part of the student's dance education; however, the student is not obligated to participate. Our recital is usually held at the beginning of June and each student will be required to attend classes regularly, attend rehearsals associated with the recital, and pay for any costume(s) needed for their number.

Our Annual Recital Production is scheduled to be held at the Bob Boldrick Theatre on the first weekend in June.

IMPORTANT DATES:

Costume Order Deadline: **March 1st 2020**

Recital Tickets On Sale: **May 1st 2020**

Dress Rehearsal(s): **June 5/6th 2020**

Other Important Dates:

Studio E Closed: **September 2nd 2019 Labor Day**

November 25-29 2019 Thanksgiving

Christmas Show Costume fee due: **November 1st 2020**

Christmas Show: **December 21st Time:TBD**

Christmas Break: **December 23-January 3**

****Typically Studio E will be closed for most holidays. If schools are closed for holiday and/or Snow Days, almost always Studio E is also closed, unless otherwise noted.**

Student Expectations

- Always be on time. Once a student has missed the first 10-15 mins of class they have missed a crucial part of the warm-up & could be potentially dangerous for them to participate.
- Be prepared for class with appropriate attire & shoes
- Please use the restroom before class begins
- Wait in the lobby for your teacher to begin class
- Please use manners when addressing teachers, parents & fellow students
- Respect YOURSELF by allowing yourself to be at your level without expectations to be anything else.
- Encourage each other always
- Always follow classroom rules
- Label all shoes & attire

*Parents please help us to encourage your student to follow these expectations.

Parent Expectations

- Please be respectful of your students instructor. They are conducting a classroom, please do not talk during class. This includes phone conversations.
- While we do not prohibit parents from observing, we ask that you consider watching only when you have been invited in. This allows your student to focus on their learning, gain independence, as well as gives them great pride when it is time for them to show what they have learned.
- Please watch discreetly so as not to disrupt the class
- Keep account current. Any questions please don't hesitate to contact the office
- Helps us to keep Studio E a healthy environment for the developing minds of our students by keep conversations appropriate.
- If you have any concerns regarding a class, student, teacher or studio procedure, please come to us directly & refrain from gossip.

Aerial Parents

- Do not try to coach your aerialist on wraps, drops, etc. This can be very dangerous.
- Please do not allow your students to play on aerial equipment before or after class
- Students often feel they need to perform at a higher level than they are comfortable with, please refrain from encouraging students to achieve their aerial goals with bribes :-). I promise they will become more & more comfortable & will achieve all they wish....in time.
- Please do not talk in the classrooms.

Studio Policies/Procedures/Expectations

I/we have read & understand all of the policies, procedures & exceptions of a student or parent of a student at Studio E Dance & Aerial Arts.

PARENT SIGNATURE _____

PARENT/STUDENT PRINTED NAME _____

DATE _____

Photo Release

I/we agree to allow STUDIO E DANCE & AERIAL ARTS (SEDAA) to photograph or videotape me or my child at any SEDAA event related to the use of any and all spaces used by SEDAA for the use of advertising and literature for SEDAA. This is included but not limited to in the studio, recital, workshops, conventions, and fundraisers. No compensation will be allotted for the use of these photographs or videotapes.

PARENT/STUDENT SIGNATURE _____

PARENT/STUDENT PRINTED NAME _____

DATE _____