

Encore Performers Studio Policies 2011 / 2012

1. Payment

Encore does not mail invoices for the tuition. Tuition is due in advance on the 27th of each month preceding the month the payment is due. A 10% late fee will be charged for tuition received after the 3rd of the month. **TUITION is payable in 10 equal installments** starting in September through June. You pay for the dancer's spot in the class and not the attendance in class. Payment may be dropped in the Tuition box at the studio. If the name on the check does not match the name of the student please write the student's name in the memo.

2. Registration Fee

An annual registration fee of \$ 25 per person is due upon registration.

3. Dress Code

Jazz & Modern

Solid color leotard and tights
Black Slip on Jazz shoes or bare foot for modern
Hair tied in ponytail or bun

Tap

Solid color leotard and tights
Black slip on tap shoes for level 1 & up
Black patent leather for Combo classes
Hair tied in ponytail or bun

Ballet

Black Leotard and Pink Tights
Pink Ballet Shoes
Hair tied in a bun

Hip Hop

Loose fitting sweat pants and T-shirt
Black sneakers
Knee Pads

Broadway Buddies & Musical Theatre

Clothes that allow movement (No dresses)
Black Jazz Shoes
Hair Tied Up and out of face

4. Withdrawal and Class Change procedure

A withdrawal form and class change form must be filled out to be able to change or withdraw from classes. A month's notice is required to withdraw from class. The forms are available at the front desk. To enable accounting to charge the correct tuition please make certain you fill out the appropriate forms. You are responsible for all payments unless proper withdrawal procedures are followed.

5. Attendance

Attendance will be taken at each class. If you are unable to be in class please call and let the studio know. Good attendance is imperative to the advancement of the student. If you arrive late, a respectful apology to the teacher and permission should be obtained to join the class.

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6. Class Observation

You may watch any class that has viewing windows. You may enter a dance room upon the teacher's invitation. The Broadway room has no viewing windows so observers may enter to watch the last 10 minutes of class.

7. Information Bulletin Board

Information will be placed on the bulletin board so please check the board on a regular basis. Keep us updated with your current e-mail address as we will primarily send notices via e-mail.

8. Inclement weather

We **do not** follow Fairfax County School closings. A decision will be made by 1:00 pm. Please call the studio at (703) 222-5511 for a recorded message.

9. Recital 2012

Friday June 8th 2012 and Saturday June 9th 2012. All performers take part in both recitals. If you have conflicts on these days please let your teachers know before costumes are ordered.

10. Costume fees

Costume fees are due by UPON REGISTRATION. Costumes are \$ 80 per costume. Tap and Jazz classes of the same level will only require one costume that will convert so that it may be worn in both numbers. If you withdraw from class prior to ENCORE ordering the costumes your costume fee will be refunded.

11. Recital tickets

Tickets will be \$15 per ticket and go on sale at the studio on May 1st 2012. Seats are assigned seating. There will be a dress rehearsal at the studio as well as a final dress rehearsal at the theatre to make the performers feel comfortable and prepare them for the recital. The exact dates and times will be posted on the Bulletin board and e-mailed.

12. Picture day

Recital photos will be taken by a professional photographer at the studio. Check the Bulletin board & your e-mail closer to the recital date.

13. Pick Up and Drop Off

Students should wear street clothes over their dance clothes. Please arrive with enough time to dress appropriately for class. Students should stay inside while waiting to be picked up. Parents PLEASE pick up your children on time.