

**Our focus is learning through fun! All students are encouraged to apply themselves and do their best. We will work on coordination, rhythm, balance, flexibility, agility, strength, self-esteem and stage presence. We believe that every child is a star!**

You may e-mail me through the website and /or use my e-mail address [DancinQueen@nc.rr.com](mailto:DancinQueen@nc.rr.com) You may reach me via phone 919-283-9293. I am also available before or after your child's class. Studio information is posted on our website, sent to parents via e-mail and displayed on the bulletin board inside our studio or on our studio window.

### **MSOD Policies & Information**

All students should arrive ready to dance / tumble with a ready to learn attitude. All students will be respectful to their teachers and their classmates.

Students must attend classes regularly for their own benefit as well as the growth and development of the class as a whole. Our dance classes are based on individual commitment; however they are fueled by team efforts. If your child is absent due to sickness, etc. she / he will miss that class. They may NOT come to another class to "make-up" their missed class. Usually, each class is learning different dance routines.

By coming to class I assume that all students are healthy and able to dance / tumble. If your child is sick or not physically able to participate please do not send them to class. If your child has a sprain ankle or something like that PARENTS should let me know and I will let them observe the class instead of participating that night.

Please do not bring food, candy (gum) or drink into our studio.

Classes start on the hour and end 45 minutes later. Students may enter the studio 5 minutes prior to their class starting and should be picked up promptly at the end of class. Students should NEVER enter the studio while another class is in progress. If a child is late for their own class they should enter the studio quietly and join the class without interrupting it.

Students should not wear jewelry to class or bring valuables such as ipods, cell phones, money, etc. into the classroom.

Each student should use the bathroom before class. I understand that bathroom breaks are not always avoidable; however potty breaks usually cause a domino effect with our younger students. We want to make the most of every minute of class time.

Students should be picked up from class by an adult. If someone other than the student's parent / guardian is going to pick them up please let me know.

Label everything with student's first and last name on the right and left dance shoes as well as their dance bag. You may use a sharpie on the inside sole of the shoe to write your child's name.

Parents and visitors are not allowed inside the dance room because it causes a distraction to the dancers. We will have Parent weeks periodically throughout the year, which will allow parents to come in and observe their child's class.

## **Tuition**

1 student taking 1 class per week = \$40.00 a month

1 student taking 2 classes per week

**OR**

2 siblings taking 1 class each = \$75.00 a month

1 student taking 3 classes per week

**OR**

3 siblings taking 1 class each = \$105.00 a month

1 student taking 4 classes per week

**OR**

4 siblings taking 1 class each = \$135.00 a month

Tuition is due the first week of each month. Tuition is considered late after the 15<sup>th</sup> of that month. If you choose to pay after the 15<sup>th</sup> of the month you will need to add a \$10.00 fee to your payment. All tuition is based on 9 monthly payments. Our classes run from mid August through April.

There is a \$10 non-refundable registration fee that is due at the time of registration.

We accept cash and checks made payable to Melissa Queen.

**Cash:** If you pay with cash please place money in an envelope, write the following info on the outside of the envelope: **student's name, class day & time and the amount of money enclosed.**

**Checks:** If you choose to pay with a check please write the student's first and last name in the memo section of the check.

There is a \$25.00 fee on all returned checks.

All tuition should be placed in the locked box near the front window of our studio, please do not hand it to me.

If you would like to make tuition payment after our studio hours you may drop it into the locked box outside our studio door or mail it to...

Melissa's School Of Dance 320-A Central Avenue Butner, NC 27509

## **Dates to Remember, Holiday's and Closures:**

**Classes Start the week of August 15th.**

**Labor Day** – studio closed Monday, September 5<sup>th</sup> 2011

**Costume Deposit Due** - First week of October \$50.00

**Dress Up Week and Bring a Friend to class** October 24<sup>th</sup> – 27<sup>th</sup> 2011.

**Halloween** – studio closed Mon., Oct. 31<sup>st</sup> 2011.

**Thanksgiving** - Studio closed the week of Mon, Nov 21st - Thu, Nov 24<sup>th</sup> 2011.

**Parent Week** Nov. 28th – Dec. 1st. Students will be measured for costume(s). Recital fee and costume balance will be due.

**Tree Lighting at Butner's Gazebo Park** Fri, Dec 2nd (time TBA)

**Butner and Creedmoor Christmas Parade** - Sat, Dec 3rd time TBA

**Christmas Break** Studio closed Mon, Dec 19th – Fri, Dec 30<sup>th</sup>

**2<sup>nd</sup> Parent week** to be announced (end of Feb or early March)

**Pictures in costumes** with Jim Shaw Photography in March

**Spring Break** – studio closed Mon, April 2nd – Thu, April 5th

Our dance schedule will change during the month of April.

**Recital date: Saturday, April 28<sup>th</sup> 2012.**

**Butner's Chicken Pickin' Performance** – Saturday, June 2<sup>nd</sup>.

## **Make-up Classes**

Our studio offers make-up classes when classes are cancelled due to inclement weather or circumstances beyond my control. If road conditions are poor, I will send an e-mail to everyone letting you know that classes are cancelled.

## **Recital**

Our annual dance recital is on Saturday, April 28<sup>th</sup> 2012. Rehearsal dates will be announced in the Spring.

Students performing in the recital are required to purchase “complete costume(s) and attend recital practices and dress rehearsals.