

ELIZABETH PARSONS SCHOOL OF DANCE

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Dear Parents,

We anticipate the excitement of beginning our **31st year** of communicating with your child through dance. I invite you to begin a new season where we can share and dream that everything we undertake is possible and we can fulfill it with joy and dignity. Dancing has been my passion for many years, and what pleasure it gives me to pass this torch along to others. A good experience in the arts can affect a person's entire life. We're looking forward to our fall season and working with your children!!

As director of our school, I want to continue with our main objective of encouraging artistic development!! The training of our students is possible because of the unique strength of our faculty which is comprised of teachers with extensive performing and teaching experience. We make every effort to place students in the appropriate classes. However, **students do not automatically progress to the next level due to age or number of years taken.** We utilize a progressive learning system that stresses good, clean technique.

It takes many years of effort and persistence before a dancer acquires the grace and poise you long to see your child display. Do not worry about how fast your child learns, or how much he/she learns. All that you hope for, and more, will be accomplished in time. Encourage your child to do the best that he/she can, keep your goal in mind and be patient with your child, teacher, and yourself.

Dancingly Yours,
Miss Elizabeth

--RULES AND REGULATIONS--

- 1. ACCOUNT NUMBER/STUDENT NAME**-Your student account number will be given to you at the beginning of the dance season. Please write the account number and student name on **all tuition payments** and **correspondence**. (Your account number will be highlighted on the schedule you receive in this packet. If you are a family, please note your family number on all items. It will say "Fam No. ___" on your schedule.)
- 2. TUITION PAYMENT BOOKLET** – Tuition payment booklets will be distributed in class during the first or second week; please use it for all tuition payments. It is also imperative that you use your payment envelopes with each tuition payment, whether you mail it in or pay at the studio.
- 3. TUITION PAYMENTS** - Students with outstanding balances will not be admitted to class. **A flat tuition is paid monthly to hold a student's place in a class or classes; therefore tuition must be paid regardless of the student's attendance each month.** Please let us know in writing by the beginning of the month if you wish to drop a class. Tuition must be current in order for the account to be closed. If notice is not given in writing (email is fine) before the 1st day of a tuition charging month, the parent/guardian is still responsible for paying their monthly tuition. **April and May tuition payments are due together on April 1st.**
- 4. REGISTRATION AND DANCER RELEASE FORMS**-Please complete a Registration Form and Dancer Release Form for each student. This is necessary to maintain a current file on your child(ren). Please advise us if and when you have a change of last name, address, phone number, and/or email address.
- 5. ATTENDANCE** – Attendance is vital to the continual growth and understanding of the material being covered in class. **Excessive** absences affect the individual as well as the other students. **Students who miss more than 3 classes from January - June 2011 may not be adequately prepared to perform in the annual dance recital.** Dance Company has specific policies on season's attendance. Be sure to alert the studio in writing if there is to be an extended series of absences. If unable to attend a scheduled class, the parent should email or call the studio ahead of time, keeping in mind that each new lesson is built upon previous lessons. Communication is vital concerning attendance, so do not hesitate to call or email the studio, please make certain all phone numbers are up to date.
- 6. MAKE-UP CLASSES** - There are **no refunds** for missed lessons. Make-up classes are allowed from August-December ONLY, during normally scheduled classes, and to be completed within the same month and within 2 weeks of original absence. Exception: documented extenuating circumstance and as approved by the Artistic Director **BEFORE** the day of the absence. Nevertheless, **There will be NO make-up classes scheduled during Parent Observation Days.** You **MUST** call the Studio Office to schedule make-up classes.
- 7. PERFECT ATTENDANCE AWARDS**-Students are encouraged to develop perfect attendance habits. If a student does not miss **ANY** regularly scheduled class(es), then that student will be eligible for the Perfect Attendance Award.
- 8. STUDENT HANDOUTS** -These will be handed out in class for take home and/or emailed unless otherwise indicated on the registration form or by contacting the studio in writing. Please be sure to check your email frequently and make sure the Elizabeth Parsons School of Dance address (epsod.dance@gmail.com) is not picked up by your spam folder. Throughout the year we will be sending emails on special events, vacation times, recital information, and much more. **It is very important to read all emails and/or notices carefully!!!!!!**

9. **CLASS PLACEMENT**-First year students will be placed according to age group. After that they will be classified by the level of their ability. As each student progresses she/he will advance to the next level after teacher evaluation. The student will be assessed on an individual basis. Some students may progress from one level to another in one year. Other students may take several years, but all will have the opportunity to reach tangible goals.

10. **ARRIVAL AND DEPARTURE**-So that classes can begin and end on time, please bring your child dressed appropriately to class. Arrive on time and be prompt in picking them up immediately after class. We ask that you do not park in designated business spaces. Also, watch your children very closely, so they don't get hit while others are backing out of the parking area. **THE SCHOOL IS NOT RESPONSIBLE FOR STUDENTS BEYOND THE STUDIO PREMISES**, nor are we responsible or liable for any accident that may occur while your child is in their dancing class or in the school. Moreover, each child should be covered by medical/accident insurance as the studio will not provide this protection in the event of an accident. If you wait for your child until class is over, please use the TOWN HALL PARKING LOT.

11. **DANCE ATTIRE**-Proper dance shoes and dance clothes (including tights) are required for ALL classes and should be **well marked** with your child's name. Cover up garments **MUST** be worn to and from dance classes. (Appropriate cover-ups are: skirts, long jackets, pants, etc.) Also, hair should be fixed properly prior to class and should be neatly styled in a bun back and away from the face. **LOST ITEMS**: We cannot be held responsible for articles left in the studio. Any lost items will be stored underneath the lobby benches of the studio. The office **WILL NOT** store any lost items, unless they are of considerable value (i.e. jewelry, electronics, etc.). Nevertheless, **leave all valuables at home!!!**

12. **OBSERVATION WEEKS**-For the benefit of all, parents or friends are not allowed into the studio while a lesson is being conducted as it tends to disturb the students taking class. When learning how to dance, students do not perform to the best of their ability with disturbances. Refer to your dance calendar for Parent Observation Weeks. We invite and welcome PARENTS/GUARDIANS to observe the entire class lesson at this time. Please be considerate of others by not bringing younger children or carrying on a conversation with your neighbor/cell phone, for this is disturbing to all participating. Remember, all children learn at a different rate, so please do not compare yours with others in the class. If you would like to schedule a parent/teacher conference, check with the office to schedule an appointment. (**Remember: No make-up classes are scheduled during Parent Observation Weeks.**)

13. **PERFORMANCE QUALIFICATIONS**-All Ballet/Tap Combination classes will NOT perform Tap in the recital, only Ballet. However, all Tap, Jazz, Modern, Theatre Dance, Acrobatics, Hip Hop, and Choreography Performance classes will perform their respective dance styles in the recital. If you are taking two Ballet Technique classes a week, you will perform one Ballet dance. **ALL Ballet Technique classes must be participating in both Ballet Technique classes in order to perform in any dances in the recital.** The Ballet Study class and Pointe classes will not perform in the recital. Our 3 ½ year old class will also not participate in the end of the year recital due to the sensitive nature of toddlers performing on a big stage for large crowds. Instead, the 3 ½ year olds will have a special parent observation day for their parents/guardians in May to demonstrate what they have learned.

14. **SENIOR RECOGNITION**- We will give the Seniors an opportunity to be in a Senior group number.

15. **DANCE PERFORMANCE/COSTUMES** - We have our dance performance at the end of the dance season in June. The children work hard all year with their instructors for this special time. It is a very exciting time for all!!! **A costume payment and recital fee is due no later than November 1st**. This will assure each student a costume on time!! **Absolutely no costumes will be ordered unless paid for BY NOV. 1ST**. This fee is **NON-REFUNDABLE**. Recital Fee: \$30.00 per family. Costume Fee: \$62.00 (FDS and Ballet/Tap classes), \$67 (All other classes). **Also, no costumes will be distributed before April/May tuition is PAID IN FULL**. Please note: costumes purchased for students who decide not to participate in the recital, **will be distributed the week AFTER the recital**. This rule is implemented to maintain the integrity of the recital performance, and registration at the Elizabeth Parsons School of Dance certifies that the parent/guardian/registree accepts this rule.

16. **STUDIO RULES**-Please do not leave the building until your ride has arrived. When entering and exiting, be as quiet as a mouse so as not to disturb the classes in progress. Students should arrive no sooner than 10 minutes before class and should be picked up immediately after class. **THE SCHOOL IS NOT RESPONSIBLE FOR STUDENTS OUTSIDE THE BUILDING**. Children who leave to go to the convenience stores near the studio **MUST HAVE PARENT PERMISSION TO LEAVE THE STUDIO**. Likewise, the studio cannot monitor who does or does not have permission to leave the premises. It is the parent's responsibility to emphasize if a child is or is not allowed to briefly leave the studio.

17. **PRIVATE LESSONS** - If a private lesson is scheduled and missed, the parent/student is still responsible for full payment if a **24 hour notice** is not received by the studio manager. **Payment for private lessons must be received when the lesson is scheduled or before the lesson begins**. If you have any questions regarding this policy, see the office.

18. **STUDENT CONDUCT**- An attentive attitude and composed behavior in class are necessary at all times. Those disregarding this rule will be asked to leave the classroom until absolute observance of the rule can be assured. Chronic disregard may be cause for expulsion.

19. **STAGE LAWS**- The stage has its own laws. One has to be able to create something beyond the mere repetition of movements learned in classwork and rehearsal. One should never feel lackadaisical about a performance. It is most important to learn the difference between taking one's work seriously and taking one's self seriously. **"All the talent in the world is worth nothing without the will to work."**

20. **VOLUNTEER & ASSISTANT PROGRAM**- Ask about our student assistant program where we inspire and prepare young dancers who may one day venture into the performing arts industry.

21. **WITHDRAWAL**- Tuition is charged monthly on the first, unless the student drops a class(es). **Written notice is required by the studio manager before the 1st class of the month if a student is dropping a class(es).** Also, **the tuition balance must be current before dropping, and an additional registration fee will be required to re-register.**