



POLICY AND GENERAL INFORMATION

The staff at Bravo Dance Centre` strives to give quality instruction in the Dance Arts on an individualized basis with the students' achievement level as its focal point. Emphasis is placed on the development of coordination, poise, perception, and physical and mental discipline.

ENROLLMENT

1. Classes will be offered to students from 3 years of age to senior high school students.
2. Tuition is due by the 1st of the month. Any account not paid by the 1st of the month will result in contact with the parent. If the account goes unpaid, the child will be removed from class.
3. **There is a \$20 registration fee (per family) for all new students and \$15 fee for returning students.**
4. A liability form must be on file at the studio for each student.
5. Adding/Dropping classes must be in writing and signed by the parent on an ADD/DROP form available in the office and online. Tuition is payable for the entire month enrolled.
6. Tuition is due for the months of September-May

HEALTH

1. In the event of an accident or illness at the studio, a parent will be notified or the designated caretaker.
2. **NO food will be allowed in the studio. You may send bottled water only.**
3. If transportation of your child is necessary, you must fill out a release form before the student is allowed to ride with the staff.
4. Please notify the office of any important medical condition we need to be aware of.

ATTENDANCE

1. In order to take full advantage of the instruction offered, regular attendance is necessary. Please notify the office of any absence.
2. There are no refunds for missed lessons or make up lessons unless specified by the instructor.
3. Tuition will remain the same during the months with holidays.
4. During the last several years, out junior and senior high students have had conflicts due to cheerleading, soccer, etc. As a result of those absences, our teachers were asked to do make-up lessons. This year there will be a \$10 charge per student per hour for extra lessons. When a student misses regular class, the teacher is still there working. The extra money will go directly to the teacher.
5. Classes will be dismissed for ice, snow, etc. These classes will be made up during the course of Jan.-May. If a teacher is sick and must cancel class, it will also be made up.
6. Students will not be allowed to leave the building during breaks without written permission from a parent.
7. If you need your child early for doctor's appointments, etc., we do not mind pulling them from class early. We will not pull students from class to receive phone calls from friends or talk to visitors.

VISITING

1. Parents may visit class a maximum of 4 times during the year. An appointment is necessary.
2. Parents, siblings, grandparents, etc. are asked not to stay during dance lessons. The waiting room is for students who have breaks.
3. Parents are welcome to video their child's recital dance after December. Please make arrangements at the front desk.
4. Your child's teacher will be glad to make a CD of the practice music. Bring a blank CD with your child's name and day/time of class on it.
5. We ask that parents do not visit during the months of March, April, and May. We need the student's full attention.

REVUE

1. Program advertising: There are 3 sizes of ads available, CASH ONLY except for approved businesses.
 - a. ¼ of a page is \$35 and has only one picture.
 - b. ½ of a page is \$50 and can have 1 or 2 pictures.
 - c. A full page ad is \$100 and can have up to 4 pictures.

If you sell an ad to a business, please have a business card, stationary, etc. attached to your advertising forms. Please check the calendar for program ad due dates.

2. **If you do not choose to buy an ad, you will be charged a \$10 recital fee which will help pay auditorium fees.**
3. Costumes are handled through the studio. Costumes will be ordered for each child enrolled at the studio. A deposit of \$30 per costume will be charged to your account. Please check the calendar for due dates on costume deposits and balances.

Most of the time preschoolers will have only one costume. We try to use the same costume for ballet and toe and for tap and jazz, however it is not always possible because of class schedules. **After costumes are ordered, we cannot cancel or return them. You are responsible for all costumes ordered for your child. Costumes will be sent home with your child after we have checked that they fit properly and the balance of the costume has been paid in full.**

4. W. I. Bell takes pictures at the dance studio. If you buy an ad for the program, a professional picture is necessary. You will receive picture times at a later date.
5. There will be a dance recital at the Municipal Auditorium. Please check the calendar for date and times for both the recital and the dress rehearsal. All school districts have been notified of our dates. **Please understand, if you do not attend the rehearsal, you will not be allowed to perform in the recital. Please mark the dates now!**

PARENTS RESPONSIBILITY

1. Please see that your child has entered the studio and is in the custody of our staff before leaving the building. As we get to know you and your child we will see them to the vehicle after class.
2. Please make sure your preschoolers have gone to the bathroom before leaving them for class. It takes away from your child's class time when we have to stop for each child to use the bathroom. Preschoolers should come to class with their tap shoes on. We will help them change into ballet shoes.
3. **Students should be brought to the studio no more than 10 minutes before their class and picked up promptly after class is over. If they are left for 30 minutes or more, there will be a \$10 fee for each 30 minutes.**
4. See that your child is in class each week. Absences were too high last year.
5. Any concerns you have with your child's teacher and /or class should be **relayed to the front desk** and the teacher will call return your call that evening or the next day.
6. If your child has a break, please send something for them to do. Remind them of how to behave in a place of business.
7. If your account reflects a discrepancy, you are responsible for bringing in all receipts.

Class placement can only be made with the ability of the individual student in mind, and advancement is not by class as a whole. If a student shows progress and promise, he or she will be transferred to a more appropriate class. We cannot be concerned about rides with neighbors or conflicts with other activities. We do make it as convenient as possible. If you really want your child to learn, then please trust the judgment of the faculty and work your schedule around ours. Larger classes that need to be divided will be done by ability only. Some children, as with many sport or school functions, etc., learn faster than others. Therefore, we make this rule for the advantage of all students. The children who learn a little slower should have their own class instead of being in a more advanced class and be pushed to the back. Their self-esteem is important to us. The fairest way is to divide by level and not friendship, so everyone has self esteem and education.