

Dance Studio West

Welcome to Dance Studio West! After a wonderful summer, we would like to welcome both returning and new students. This letter will be your reference for the year, containing important information, **so please keep it handy and refer to it throughout the year!**

Classes will begin on September 15th.

Classes offered on a regular basis are as follows:

Creative Movement: Age 4
Pre-Ballet Ages 5 and 6
Ballet: Ages 5 to adult
Tap: Ages 6 to adult
Jazz: Ages 7 to adult
Modern*: Ages 12 to adult
Boyz Hip Hop: Ages 13 to 18
(All ages are as of December 31st of this year)

*Open only to those with previous dance experience.

We will also be offering social dance classes in Ballroom dance (Waltz, Foxtrot, Tango) and Latin American (Cha-Cha, Mambo, Samba) at various times during the year. Please contact our offices at 634-4100 for more information.

Attire

Proper attire is required for all classes:

Creative Movement	White or pink tights
Pre-Ballet	Solid colored bodysuit
& Ballet (Girls):	Pink Ballet Slippers
	Skirts are not permitted
Pre-Ballet	Black tights and dance belt
& Ballet (Boys):	White fitted T-shirt / tank
	Black Ballet Slippers

Jazz:	Any color bodysuit and tights or stretch pants/leggings and a fitted top Black jazz shoes
Tap:	Any color bodysuit and tights or stretch pants/leggings and a fitted top Black tap shoes
Modern:	Any color bodysuit and tights or stretch pants/leggings and fitted top Bare feet (preferable) or modern shoes
Hip Hop and Social Dance:	Anything that is comfortable to move in Clean indoor shoes with non-marking soles

Jeans are not permitted to be worn for any class

Our Policies

Students must be prepared with proper attire for all classes or they will not be permitted to participate. Hair should be up and off the face, or in a bun for ballet. In this respect, it is advisable that students show up 5 – 10 minutes early for class so that they have plenty of time to change and are ready for the start of class. Please ask us if you are unsure of where to buy dance attire and shoes or how to wear hair.

In addition to the dress code, conduct in class as well as in the waiting and changing areas is very important. Please be respectful of your teachers and other students before, during, and after class. Students must listen to the teachers and follow directions. In the waiting and changing areas it is important to remain quiet while waiting for class. These rules are in place so that students can learn without disruption and distraction. Failure to adhere to these rules will result in suspension from that class. Further disruption will result in expulsion from *Dance Studio West*.

Parents and friends are not permitted to stay and watch classes. We have found that doing this minimizes distractions and puts less pressure on the dancers. Don't worry though! We have ensured adequate supervision for every class and parents may wait in the lobby. We also have a parents/friends week before our Christmas break where parents will be invited to watch younger classes and friend allowed to participate in older classes!

Dance Studio West does not offer refunds or make-up classes for missed classes as we are still reserving the dancer's place in that class. Dancers will continue to be billed until they personally notify office staff that they will not be returning to the studio. At this point, a \$20 cancellation fee will be charged to their account.

Closures

Dance Studio West will be closed for the following holidays:

Thanksgiving: October 13th

Remembrance Day: November 11th

Christmas Holidays: December 20th – January 4th

Easter Break: April 10th – April 19th

Also, there will also be no classes for the week of December 1st – December 6th, due to Dance Studio West's production of The Nutcracker. For the classes involved in this production, dancers will have rehearsals in the Arts and Culture Center in order to get ready for the show!

If schools are closed due to weather, *Dance Studio West* will also be closed unless you have been contacted otherwise.

Fee Structure & Payment Options

For your convenience, *Dance Studio West* offers a number of payment options. Please choose one option and inform us of your choice by **September 15th, 2008** (the first week of classes).

The payment plans and due dates are explained below. If our office staff is not available to take your payment, simply put your payment (in a marked envelope with student's name) in our payment box in the lobby to ensure that we get it in time. **Those who fail to pay their invoice before the end of their specified payment period will incur a late-payment penalty of 10% for each missed invoice.** As well, students with outstanding fees at the end of the year will not receive costumes, nor be permitted to participate in the recital. **We encourage all parents and students to use post-dated checks to avoid these penalties.**

Immediate family and individuals who take multiple classes will receive a discount. The family discount works so that a family pays for one class at full price and gets a 10% discount on any other classes. Similarly, the individual discount allows students a 10% discount on every class taken in addition to the first. Please note, however, that when students or families are enrolled in classes of various prices, they will be charged full price to the higher priced class, and receive the 10% discount on the lesser priced class.

The payment plans are as follows (excluding social dance). All prices include taxes:

1. Post Dated Checks (best option)

Students who pay by post-dated check can pay either per-month, per-quarter, per half-year, or per full-year. Checks can be made out on dates that are the most convenient

to the student, so long as the checks that are submitted cover the total amount owing on each student's account.

Length of Class	Per Month	Per Quarter	Per Half	Per Year
30 minutes	41.67	93.75	187.50	\$375
45 minutes	66.67	100	200	\$400
60 minutes	50	112.50	225	\$450
75 minutes	54.44	122.50	245	\$490

Receipts for these payments can be found in the 'receipt' box the week following the date of the check. Please ensure that the dancer's name/class is marked in the notes section of the check so that the proper account is credited.

2. Billing

Students who would prefer not to pay with post-dated checks will be billed quarterly. Bills will be sent out on the following dates and must be paid before the next billing period.

September 15th
November 3rd
January 12th
March 30th

As noted above, students whose bills are not paid in time will incur a 10% late fee on their next bill.

If at any time during the year you have any questions / concerns about your bill, please contact Steve at the DSW office.

Office Hours

Dance Studio West is opened for classes on Monday through Thursday, from 3:30 – 9:30, on Friday's from 3:30 – 5:30, and on Saturday's from 10:00 – 3:00. However, with few exceptions, our office operates from 3:00 – 9:00 Monday through Thursday so if you need to see us, this is the best time to do so. Please feel free to use the payment box in the lobby or leave a message on our machine should you need to contact us outside of these hours. We will get back to you when we are back in the office.

Showtimes

This year, our experienced students will be presenting The Nutcracker on December 5th, 6th, and 7th at the Corner Brook Arts and Culture Center. Tickets will be available at the Corner Brook Arts and Culture Center box office. They can be contacted by calling 637-2580.

Our annual recital will take place on May at the Arts and Culture Center. In all cases, we attempt to have as professional a show as possible which means that dancers wear specific costumes (these are purchased through *Dance Studio West* and usually involve clothing that the dancers can wear again), and have several rehearsals on the Arts and Culture Center stage. All students participate in the show excluding Creative Movement dancers. There will be plenty of time to prepare for the show throughout the year, but please feel free to ask us any questions that you may have!

We would like to wish everyone all the best in this new year of dance. If you have any questions or concerns, you can reach us at 634-4100 or e-mail us at info@dancestudiowest.com. Everyone has a better experience when we keep the lines of communication open, so to aid in this matter, this year we also have a web site and you can find us at www.dancestudiowest.com.

Yours in dance,

DSW Staff