

# Studio Policies

## 2011-2012



*Enrollment:* Enrollment is for a ten month season, September through June. Tuition is based on 38 weeks of classes. September and June are full tuition months. A student recital will be held in June, 2012. Classes are subject to change or cancellation if fewer than 6 students are enrolled.

*Class Placement:* Students may be evaluated and placed in classes according to their experience, ability and skill. Placement is at the discretion of the Director and staff.

*Attendance:* Regular attendance and punctuality is expected. If your child will be absent, please call and notify the office. (703-594-3223) Students are encouraged to make up missed classes by attending another class at or below their skill level.

*Class Scheduling:* Students should arrive and be ready for class a few minutes prior to their scheduled class time. Please try to pick up your child no more than 10 minutes after their class has ended.

*Inclement Weather Closings:* In case of extreme weather conditions, the studio may cancel classes. We will post cancellations/delays on PWDA's FACEBOOK page, and we will record a voice mail update on the studio voice mail. Studio: 703-594-3223.

*Holidays:* Information on holiday and scheduled studio closings are listed on the Calendar page of studio website. Additionally, students and parents will be reminded of holidays or closings on our PWDA FACEBOOK page, e-newsletters, PWDA website, and notices posted in the studio.

*Withdrawal:* Students are responsible for tuition until PWDA receives official notification of withdrawal. Two weeks notice is requested. There will be no refunds for semester or monthly tuition if a student withdraws from classes.

### Enrollment Fees

*Registration Fee:* There is a \$35 non-refundable registration fee due and payable upon enrollment of all new and returning students, or \$50 for families with 2 or more children enrolled.

*Recital Fee: Due March, 2012. Individual—\$85; Family (2 or more students enrolled) \$140*

*Costume Fees:* A costume deposit of \$50, per child, per class, will be due November 22, 2011. The balance of your costume fees will be due in February, 2012.

### Tuition Payments

*Trimester—* Due September 10, December 10, & March 15, 2012

*Monthly—* Due by the 1st of the month. Payments received after the 5th of the month will incur a \$20 late fee.

*Annual—* 10% discount for 10 months tuition, paid in full at registration.

Cash, checks, & Visa/MasterCard accepted for tuition payments, costumes, and other fees.

*Refunds:* Registration fees and tuition are non-refundable. Refunds will not be given for missed classes, holidays, or weather related closings. Absences due to extenuating circumstances will be evaluated on a case by case basis.

*Late fee:* A \$20 late charge will be applied to all accounts not received after the close of business on the 5th of the month.

*Returned check fee:* \$20 for checks returned for insufficient funds. If a check should be returned more than once for insufficient funds, payment for classes will be available on credit card or cash only basis.

**Costume Fees:** The *average* cost of a costume for children 3-10 years old is \$45-\$65. Students 10 years & up will *average* \$65-\$80. A costume deposit of \$50, per child, per class, will be due **November 22, 2011**. The balance of your costume fees will be due in February, 2012.

No costume will be ordered for your child if a costume deposit has not been received by December 17, 2011.

A costume budget, or installment plan is available for parents who have children in multiple classes. Add up the total number of classes x \$50, and divide by 3, to get the installment rate of your costume deposit. (A combo class *generally* will have one costume.)

The installment due dates are: October 15, November 15, December 17. The balance of costume fees will be due in February, 2012.

*Once a costume is ordered for your child, it cannot be returned, or cancelled. Costume houses make costumes to order, but, they are not custom fit.*

*Occasionally, costumes may require simple or minor alterations to better fit your child.*

**Recital Fee: Due March, 2012.** All students participating in the student recital will be required to pay a recital fee. Recital fees *help* to cover our recital expenses (facility rental & school staff, lighting/sound technicians, etc.).

The fees are as follows: Individual student: \$85; Family (2 or more students enrolled) \$140. Additionally, each student will receive:

- PWDA recital T-shirt
- Two, complimentary tickets to the recital (per family)
- Complimentary class photo

**Weather Closings/Class Cancellation:** In case of inclement or unsafe weather conditions, please check our Facebook page, or call the studio, 703-594-3223, for a voice mail update on class delays or cancellations. PWDA does not follow Prince William or Fauquier county school inclement weather closings.

**Food or Drink:** Food and drinks are not allowed in the studio. Water is acceptable. Absolutely no gum. Snacks should be consumed in the kitchen area. Please dispose of all trash properly. Students are expected to clean up after themselves, and others, and wash any dishes/flatware that they have used. We request full cooperation on this matter. *We encourage students that take multiple classes to bring healthy snacks and avoid eating empty calories or junk food.* Students can keep snacks, etc. in a small, labeled, plastic container with a lid, and store them in a cabinet. The kitchen is on honor code—students should not eat, or steal other students' food or snacks. We do not have a "kitchen monitor" guarding the food! No food should be kept in student lockers. A microwave and refrigerator is available for use by students, however, all foodstuff should be labeled. Refrigerated foodstuff not labeled and dated will be discarded on regular basis.

**Lockers:** PWDA has a limited number of lockers available to students enrolled in 3 or more classes. Students who request a locker will need to speak to Ms. Kim. Only combination locks can be placed on a locker, and each student must register their combination with Ms. Kim, who will keep it confidentially in a notebook in the staff office. Lockers are to be emptied and cleaned at the end of each dance season, in June.

**Class Attire:** The studio requests that all students wear a black leotard and pink tights for ballet. Black leotards, and toast tights, as well as dance shorts will be acceptable for jazz and tap. Students may wear other solid colors in addition to the required studio uniform. Baggy shirts and pants, and midriff tops will not be allowed. No cut-off shorts or denim. Short ballet skirts are permitted for the children 8 years or younger, however, staff may request that skirts be removed during class. Hair must be pulled back from face and secured in a bun or ponytail. Dance is a discipline and students are expected to follow the dance studio dress code.

**Ballet shoes :** *Children - Pink, full sole; 8 yr & up - Pink full or split sole*

**Pointe Shoes:** *Consult with your ballet teacher*

**Tap shoe :** *Beg. Tap/Tap I:* Black tyeette or maryjane strap for young children; *8yrs and up:* black, jazz tap shoe *Tap II/III:* Bloch, 1/2" Cuban heel tap shoe, caramel; Black jazz tap may be required.

**Jazz shoes :** *Beg. & Jazz I:* black, split sole or slip on jazz boot; *Jazz II/III :* Capezio slip on jazz boot in Caramel. Black jazz shoes may also be required.

**Hip Hop:** Fitted T-shirt, shorts or loose fitting pants or dancewear. No jeans, or jewelry. Black Dance sneakers or Hip Hop Shoes

**Jazz Pom—** Dancewear, or jazz/hip hop attire; Shoes-consult with instructor

**Lyrical/Modern—** Dance Paws, Foot Undeez or Half Soles (Nude) Consult with instructor.

**Boys:** All classes—White T-shirt and black shorts or leggings; black ballet shoes, black tap shoe

**Hair:** *Ballet—*Hair must be secured in a bun and away from the face at all times. *Jazz/Tap—*A bun or ponytail is acceptable.

Short and long hairstyles must not allow hair to hang in the face. Please use hair bands, clips, etc. Hair that is not securely pulled back is a distraction to the dancer and the teacher.

## 2011-2012 Tuition Schedule

Hours of Instruction (per week)	Trimester (12 weeks)	Monthly
45 min–1 hr	\$200	\$70
1.25–1.75 hrs	\$265	\$85
2 -2.75 hr	\$368	\$125
3-3.75 hr	\$500	\$170
4-4.75 hr	\$615	\$210
5-5.75 hr	\$740	\$250
6 hrs or more/wk/ unlimited rate	\$800	\$268
Private Lessons		\$35/ hour
Private: Small Group (2-4)		\$65/ hour
**PRIDE & PASSION Competition Team		**Add to monthly tuition <i>INQUIRE WITH DIRECTOR</i>
Solo (up to 12, .75-1 hour sessions)	\$350	
Duet/Trio (up to 12, .75-1 hour sessions)	\$450	
8 week class	\$120	

\*\*PASSION - Invitation only

\*\*PRIDE - Audition required

### Tuition: Payment options

1. **Trimester**– 3 equal payments due September 10, December 10, March 15
2. **Monthly**–Due by the 1st; Payments received after the 5th will incur a \$20 late fee.
3. **Annual Tuition Plan:** A 10% discount is applied to annual tuition payment; Due at registration
4. **Automatic Debit/Credit:** PWDA will debit your account for tuition, fees, and other expenses. Please inquire with PWDA Director.

Prince William Dance Academy accepts cash, checks, MC/ Visa. Tuition is non-refundable if student should withdraw from classes.

**Late Fee:** A \$20 late fee should be included with your payment if received after the 5th of the month. This applies to monthly and trimester payments.

**Tuition payments:** Place your payment in the tuition mailbox, located upstairs, in studio B reception area. (Next to the bathroom) Cash payments should be placed in a sealed envelope, clearly marked with your child's name. Cash receipts will be provided for your payment.

Payments may also be mailed to:

**PWDA**  
P.O. Box 417  
Nokesville, VA 20182-0417.

*Please remember to pay your tuition and other fees in a timely manner. Tuition payments must be current to hold a student's place in class. All tuition accounts and fees must be paid in full by June 5, 2012 for your child to participate in the recital.*

### Trimester Calendar:

**Trimester I:** September -December, 2011

**Trimester II:** January -March, 2012

**Trimester III:** April - June, 2012

703-594-3223

12926 Fitzwater Drive, P.O. Box 417, Nokesville, VA 20181  
www.princewilliamdance.com Email: director@princewilliamdance.com

PWDA CLASS SCHEDULE 2011-2012

MONDAY	Studio A	10:00-10:45 a.m.	Creative Movement (3/4 yr)	Ms. Charis
		4:45-5:30 p.m.	Creative Movement (3/4 yr)	Ms. Kim
		5:30-6:45 p.m.	Ballet/Tap Combo I/II (5-7yr)	Ms. Kim
		6:45-7:30 p.m.	Beg. Jazz (6-8 yr)	Ms. Kim
		7:30-8:30 p.m.	Tap II**	Ms. Kim
	Studio B	5:00-6:00 p.m.	Beg. Ballet (6-8 yr)	Ms. Charis
		6:00-7:30 p.m.	Ballet II/Pre-Pointe**^	Ms. Charis
		7:30-9:00 p.m.	Ballet III**^	Ms. Charis
TUESDAY	Studio A	10:00-10:45 a.m.	Creative Movement (3/4 yr)	Ms. Kim
		5:15-6:15 p.m.	Pre-Ballet (4/5)	Ms. Kim
		6:15-7:00 p.m.	Half Pint Hip Hop (5-7 yr)	Ms. Bianca
		7:15-8:15 p.m.	Jazz I (7-10 yr)	Ms. Kim
	Studio B	5:00-6:00 p.m.	Hip Hop Kids (8-11 yr)	Ms. Bianca
		6:00-7:15 p.m.	Ballet I (8-11 yr)	Ms. Wendy
7:15-8:15 p.m.		Hip Hop Teens(12yr+)	Ms. Bianca	
8:15-9:05 p.m.		Tap III**		
WEDNESDAY	Studio A	5:00-6:00 p.m.	Jazz Pom Jr. (8-11 yr)	Ms. Melissa
		6:00-6:45 p.m.	Tap I (7-11 yr)	Ms. Kim
		6:45-8:00 p.m.	Beg. Tap/Jazz combo (7-11 yr)	Ms. Kim
	Studio B	3:45-4:30 p.m.	Turns, Tricks, Technique (10yr+)	Ms. Caitlin
		4:30-6:00 p.m.	PRIDE & PASSION#	Ms. Kim/Caitlin
		6:00-7:30 p.m.	Ballet II/III/Pre-Pointe**^	Ms. Charis
7:30-8:15 p.m.		ZUMBA (16yr+;8 week session)	Ms. Natasha	
THURSDAY	Studio A	5:15-6:00 p.m.	Mini Jazz Pom (5-7 yr)	Ms. Caitlin
		6:00-7:00 p.m.	Jazz III (13 yr+)**	Ms. Caitlin
		7:00-8:00 p.m.	Contemporary (12 yr+)**	Ms. Caitlin
		8:00-9:00 p.m.	Jazz Pom Sr. (12 yr+)**	Ms. Caitlin
	Studio B	4:15-5:00 p.m.	Turns, Tricks, Technique(10yr+)	Ms. Caitlin
		5:00-6:00 p.m.	Lyrical II (12 yr+)**	Ms. Kim
		6:00-7:00 p.m.	Jazz II (9-13yr) 1 yr +experience	Ms. Kim
		7:00-8:00 p.m.	Lyrical I (9-12 yrs)**	Ms. Kim
		8:00-9:00 p.m.	Adult Tap (8 week session)	Ms. Kim
FRIDAY	Studio B	4:30-7:30 p.m.	PRIDE & PASSION#	Ms. Kim/Caitlin

\*\*Placement determined by staff \*\*\*Additional enrollment in Ballet or Jazz required

#Audition required for placement ^Ballet II/III attend 2x week

8 Week Session I: Wed. September 28–November 16, 2011

Thurs. Sept. 29–November 17, 2011

## Class Descriptions

**Creative Movement**—Young children learn to dance through exploration of movement and rhythm. Use of props, imaginative dance, locomotor skills, fun dances, body awareness and self expression; Must be potty trained, able to follow basic directions and separate from mom/dad at the door.

**Pre-Ballet**—Emphasis on basics of ballet with age appropriate skills & technique. Use of props, imaginative dance, locomotor skills.

**Beg. Ballet/Tap/Jazz**—Beginners need to learn proper technique, alignment, flexibility and vocabulary of dance. Skills include across the floor movements, centre, and basic turns and combinations. Tap=rhythm, clarity, speed, and basic steps. Jazz=warm-ups, isolations, combinations, progressions.

**Ballet/Tap or Jazz combo:** combination class; 45 minutes ballet/30 for tap or jazz.

**Ballet I/Tap I/Jazz I:** Continuation of fundamentals and technique development; terminology. Succeeding levels of classes will build on mastery of skills. (1-2 years previous experience)

**Ballet II/III**—Ballet experience required; Students must demonstrate preparedness, focus, and commitment and must take a minimum of 2 classes/week. Placement in level II or III will be determined by instructor.

**Level II/III**—For students with dance experience. Students should demonstrate skill achievement and have a good understanding of dance vocabulary. This level does not correspond with number of years of dance, but to mastery of skills, etc. Placement in levels may be determined by instructor evaluation.

**Contemporary/Modern**—(12 yrs & up) Combines ballet, lyrical, jazz & modern techniques. Additional enrollment in jazz, ballet, or lyrical required.

**Hip Hop**—Urban dance style, street funk, pop and lock movements. Experience or participation ballet/jazz very helpful, but not required. All levels.

**Lyrical**—Combines ballet, jazz, modern styles with emphasis on drama/emotion; Requirement: Ballet or jazz enrollment

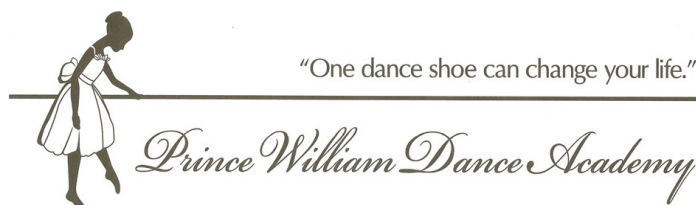
**Jazz Pom**—Jazz dance style with leaps, kicks, precision drills, motions, pom poms. Enrollment in jazz or ballet is recommended for technique.

**Turns, Tricks, Technique**—skill driven for students to learn challenging turns, leaps, jumps, strengthening, and stretching activities. Must be enrolled in ballet or jazz. Open to 10 years and up.

**PRIDE & PASSION of PWDA**—Competition Teams: Rehearsal class for competition members. In addition to company class, students must maintain attendance in core dance classes. (ballet, tap, jazz)

*Please speak to the Director or staff for additional clarification of classes or student placement.*

*Age ranges are guidelines, but not the only determinant for placement. Levels I,II,III, etc. do not correspond to years of experience, but to level of skill and achievement.*



## PWDA Payment Calendar

**Monthly Tuition:** Due by 1st of month. Payments received after the 5th should include a \$20 late fee.

**Trimester Tuition :** Sept. 10, December 10, March 15, 2012

**Costume Deposits:** Nov. 22, 2011; \$50 per child, per class; Balance of fees due in February 2012

**Costume Installments:** Oct. 15, Nov. 15, Dec. 17; Balance due in February 2012;  
Add up total number of classes x \$50 and divide by 3 to get installment rate of costume deposit.

**Recital Fees:** March 2012; Individual \$95; Family (2 or more enrolled) \$140

## PWDA Calendar 2011-2012

<b>Mon. 09/12/2011</b>	<b>Classes begin</b>
<b>Wed. 11/23 - Sun. 11/27/11</b>	<b>Closed for Thanksgiving; classes resume Mon. 11/28/11</b>
<b>Wed. 12/21/11 - Sun. 1/2/12</b>	<b>Holiday Break</b>
<b>Mon. 1/3/12</b>	<i>Classes resume</i>
<b>Mon. 2/20/12</b>	<b>Closed for President's Day</b>
<b>Mon. 4/2/11 – Sun 4/8/12</b>	<b>Closed for Spring Break</b>
<b>Mon. 4/9/12</b>	<i>Classes resume</i>
<b>Sat. 5/19/12</b>	<b>Nokesville Day Parade; classes cancelled</b>
<b>Mon. 5/29/12</b>	<b>Closed for Memorial Day</b>
<b>June, 2012</b>	<b>TBD - Recital &amp; Dress Rehearsal</b>