



**Jan's Dance Studio, Inc.**  
16 Cottonwood Drive  
Chatham, IL 62629  
483-3688  
[www.jansdancestudioinc.com](http://www.jansdancestudioinc.com)

Dear Parents and Students,

The following is a letter on studio policy for 2017/2018 Season. Please read carefully and keep a copy for your records. Let us know of any questions or concerns at any time!

**Important Dates:**

**First Day of Class-** September 5<sup>th</sup>

**Halloween-** Tuesday Oct. 31st the studio will be closed

**Observation 1-** Nov. 1st, 2nd, 6th, and 7th

**Thanksgiving Vacation-** Nov. 20th-23rd

**Holiday Break-** December 23rd-January 4th

**Observation 2-** March 1st, 5th, 6th and 7th

**Spring Break-** April 2nd-5th

**Memorial Day-** May 28th

**Recital-** TBA

All other local or federal holidays the studio will be open

Please note if Chatham schools cancel for weather we will cancel as well.

\*Please see paragraph about observation for more details

**Attendance:** Students are expected to be regular and prompt to all classes. Please call or email if your student will be absent. There are no refunds for missed lesson. There will be no refunds once tuition is paid. A student taking a vacation during the dance season must make monthly payments to retain placement in class. Makeup lessons may be available. Please contact the studio director to schedule.

**Dropping and Adding Classes:** Drop/add forms can be found on our website, under studio information. Please fill out the form and give it to the teacher. Drops must be done before the 1<sup>st</sup> of the month or you will be responsible for payment for the remainder of the month.

**Drop Off:** Please stay with your children until class begins and teacher invites the student's into the class. We are not responsible for children when they are not in the classroom.

**Pick-up:** Children will only be dismissed to a parent. Younger students dancing in Studio B will be dismissed by way of the front door off the parking lot. All parents of students dancing in this studio must come up to the sidewalk by way of the front door to identify their child.

**Class Cancellation:** If Chatham schools are closed early or canceled for inclement weather, there will be no dance class. Canceled classes will be announced on the radio stations and we will do our best to post on Facebook and email as well. There will be no reduction of monthly payments and no make-up lessons offered for school closings.

**Registration Fee:** All students will pay a \$25.00 non-refundable Registration Fee at the time of enrollment each year to cover costs of mailings and registration.

**Payment and Late Fee Policy:**

Payments are due on or before the 1<sup>st</sup> of the month. You may pay your account online or bring/drop payment off at the studio. Payments made after the 10<sup>th</sup> of the month will incur a \$10.00 late fee per student.

Please make all checks payable to Jan's Dance Studio and put your student's name in the memo line. There will be a \$15.00 fee for all returned checks

Students withdrawing from the school or from a class must inform the school in writing before the 1<sup>st</sup> of the month or be held responsible for payment.

There will be no refunds once tuition has been paid and no credits for missed classes. Once the recital fees have been paid, there will be no refunds for costumes or show fee.

**Class Placement:** The placing of students is at the director's professional discretion.

**Dress:** Please see the last page for shoe and clothing requirements for each class. Many shoes colors have changed- so please read. Tights are required for all Ballet Classes. Hair must be secured away from face for all classes. **For Hip Hop, no shoes that have been worn on the streets will be allowed. Also the sole needs to be non-marking and not black. Hip Hop shoes need to be dedicated for class only and put on after arriving at studio. This rule will be strictly enforced.**

**Observation:** Weekly observation of children's classes is not allowed. Parents are invited to watch the first week in November and the first week in March. Observation is not meant to be a recital or show. **Please limit each student to 2 observers- no exceptions- other guest may come to the recital to see students progress. NO VIDEOTAPING IS ALLOWED AT OBSERVATION.** Please schedule a private conference with your child's teacher if you have questions or concerns regarding their progress. No street shoes will be allowed in the studio- please take shoes off before entering the studio.

**Please see Parent and Dancer Responsibilities on Next Page**

**Dancers Responsibilities:** (Parents please read with child before class begins)

- Please be properly dressed and on time for lessons. Tights are required for Ballet.
- Please use the restroom before class as it takes time to leave class unless it is an emergency.
- Please be quiet in waiting room as to not disrupt the class in session.
- Cell phones must be left in the waiting area and must be turned off or on silent. There will be no use of cell phones during dance class. Please have parents call the studio landline to speak with a student during class.
- Please do not correct other dancers.
- Please do not touch or pick-up other dancers.
- Please raise hand to speak.
- Please do not talk in-line.
- Please do not touch the mirrors or hang on the barre.
- Please enter the studio quietly and sit down until teacher instructs you further.
- Failure to not follow rules above and or oral and or written instruction from your teacher will result in being excused from class.
- Please be positive and proceed with a "Can Do" attitude

**Parent's responsibilities:**

- Please review and go over the responsibilities above with your student
- Please make your best effort to get your child to class on time every week as regular attendance is key to good training
- Please be sure your child is outfitted properly for class
- Please call in all absences
- Please check your child's bag for notices and check your email for updates
- Please avoid participating in studio gossip and contact us directly to discuss concerns and questions
- Please trust your child's teacher's evaluations since they are the professional dance educators and only have your child's best interest at heart. Please feel free to contact us at any time with questions or concerns. Our teachers have an obligation to start their next class on time but will either email or call you as soon as possible. All teachers are available for private conferences if scheduled in advance.

(Continue to next page for Dress and Shoe requirements)

**Dress and Shoe information by class:**

**Creative Movement-** Tights (any color), leotard or dance dress/tutu, hair pulled back from face, pink leather ballet shoes- please pull up ties and tie in knot and cut off extra string, black patent mary jane tap shoes with elastic sewn instead of ties, dance bag, please label all shoes with initial or name

**Combo-** Tights (any color), leotard or dance dress/tutu, hair pulled back from face, pink leather ballet shoes, black patent mary jane tap shoes with elastic sewn instead of ties, dance bag, please label all shoes with initial or name

**Ballet, Tap, Pre-Jazz-** Tights (any color), leotard or dance dress/tutu, hair pulled back from face, pink leather ballet shoes, black patent mary jane tap shoes with elastic sewn instead of ties, optional tan split sole slip on jazz bootie, dance bag, please label all shoes with initial or name

**Kinderhop-** comfortable movable clothing, hair pulled back from face, tennis shoes that have never been worn on the street and are changed into every week at the studio- no black sole on shoes

**Hip Hop** (all levels)- comfortable movable clothing, hair pulled back from face, tennis shoes that have never been worn on the street and are changed into every week at the studio- no black sole on shoes

**Lyrical** (all levels)- convertible ankle tights and leotard or tight fitting boy shorts and fitted tank, tan jazz shoes

**Beginner (All levels) Ballet, Tap and Jazz -** Tights (any color), leotard or dance dress/tutu, hair pulled back from face, pink leather ballet shoes, Tan slip-on tap shoes without ties (sometimes called a jazz tap), Tan Leather split sole jazz shoes, dance bag, please label all shoes with initial or name

**Adv. Beg (All levels) Ballet, Tap and Jazz -** Tights (any color), leotard or dance dress/tutu, hair pulled back from face, pink leather or canvas ballet shoes, Tan slip-on tap shoes without ties (sometimes called a jazz tap), Tan Leather split sole jazz shoes, dance bag, please label all shoes with initial or name

**Intermediate (All levels) Ballet, Tap and Jazz -** Tights (any color), leotard or dance dress/tutu, hair pulled back from face, pink leather or canvas split sole ballet shoes, Tan slip-on tap shoes without ties (sometimes called a jazz tap), Tan leather split sole jazz shoes, dance bag, please label all shoes with initial or name

**Advanced -** Tights (any color), leotard or dance dress/tutu, hair pulled back from face, pink leather or canvas split sole ballet shoes, Tan slip-on tap shoes without ties (sometimes called a jazz tap), Tan Leather split sole jazz shoes, dance bag, please label all shoes with initial or name

**Teen Class -** Tights (any color), leotard or dance dress/tutu, hair pulled back from face, pink leather or canvas split-sole ballet shoes, Tan slip-on tap shoes without ties (sometimes called a jazz tap), Tan Leather split sole jazz shoes, dance bag, please label all shoes with initial or name