

**REGISTRATION FEE:**

A non-refundable registration fee of \$30.00 is due at formal registration. After formal registration, the fee becomes \$35.00. This fee holds the student's position in class only until the first month's tuition is due. The student's required tank must also be paid with the registration fee (\$35).

**STUDIO COMMUNICATION:**

All communication for the studio is done via email. Please be sure an accurate email address is on file with your registration. If you do not have email access, it is the parent's responsibility to come into the studio to check the bulletin board for important notices. Individual phone calls will not be made. Notes are not sent home, but important studio business will be posted via emails, and on our website. You may also find us on facebook.

**SCHEDULES:**

Final schedules, as well as required shoes for each class will be emailed after formal registration, before August 20. Please be sure a working email address is on file with your registration form. If you do not have email access, please provide a mailing address and/or phone number.

**STUDIO SPACES:**

SDC will utilize two studio spaces this year. The main studio is 114 South Main Street and Studio B is right down the street at 210 South Main Street. (Formerly Shannon's School of Dance). Your schedule will specify which studio your classes will be held in.

**SHOE REQUIREMENTS:**

When purchasing dance shoes, all students are encouraged to take advantage of the Southside Dance Center Studio Night at All That Jazz on Thursday August 20 from 6-9pm. All of the required shoes will be available as well as dance attire and accessories. Additional information is available with SDC staff.

**CLASS PLACEMENT:**

Students will be placed in classes according to age AND/OR ability. Students may be moved from one class to another according to progress and effort. Likewise, the director reserves the right to place a student in a lower level class if the student cannot perform sufficient technical skills for the higher level. The instructor is trained to assess this ability and/or progression.

**STUDIO CLOSINGS:**

Halloween.....closed October 31  
Thanksgiving.....closed Nov. 23-26  
Christmas.....closed Dec. 21- Jan. 1  
Easter.....closed April 5-9

We DO NOT FOLLOW SCHOOL SCHEDULE. In the case of inclement weather, call the studio or director for a recording on whether or not classes will be held. Cancellation of classes due to weather, or staff illness may or may not be rescheduled depending on the number of weeks in the month.

**TUITION:**

Tuition is due monthly from SEPTEMBER THROUGH MAY. Classes are not held after the recital, which is usually scheduled mid month. May tuition, however, covers recital production expenses. There are no refunds for missed lessons, and tuition remains the same no matter how many weeks are in the month.

Tuition is due the FIRST WEEK OF THE MONTH. There is a \$5.00 per week late fee for tuition paid after the first week of the month. **Parents are expected to figure these late fees into their check if paying after the first week of the month.** Late fees will accumulate, and roll over monthly. All accounts must be paid in full in order for the student to participate in extra dance expenses (ie. dance pictures, costume orders, and any performances). **PLEASE NOTE: LATE FEES WILL APPLY EVEN IF THE STUDENT IS ABSENT FROM CLASS WHEN TUITION IS DUE.**

Students will not be allowed to remain in class if tuition is not paid after one month or special arrangements have not been made. All returned checks will be charged a \$25 handling fee.

**TUITION RATES:**

30 Minute Classes.....\$25.00 per month  
45 Minute Classes.....\$35.00 per month

**AVAILABLE DISCOUNTS (per student):**

2 classes.....\$2.00 off monthly total  
3 classes.....\$3.00 off monthly total  
4 classes.....\$4.00 off monthly total  
5 classes.....\$5.00 off monthly total  
Family Discount....\$2.00 off monthly total

**STUDIO DRESS CODE:**

**STUDENTS WITHOUT THE REQUIRED DANCE SHOES WILL NOT BE ALLOWED TO PERFORM AT ANY EVENT OR PARTICIPATE IN DANCE PICTURES. STUDENTS WITHOUT PROPER DANCE ATTIRE WILL NOT BE ALLOWED TO PARTICIPATE IN CLASS.**

SHOES:

All shoes must fit the student's foot. Shoes should not be purchased with "growing room." Shoes that slip on a student's heel or do not fit properly are dangerous and will not be allowed.

DANCE ATTIRE:

- *Leotards or form fitting tank tops, dance pants or dance shorts are required in all classes.*
- *No t-shirts or street clothes are allowed*
- *No Walmart or off brand shoes are allowed*

HAIR:

- *Hair must be pulled neatly away from the face.*
- *Long hair should be secured in a pony tail or bun.*

**STUDIO TOPS/MERCHANDISE:**

All students are required to purchase SDC dance tops. These tops will be worn as uniforms during the mid-year performance, and may also be worn for class. Other SDC merchandise will be available (ie. bags, dance shorts, t-shirts, etc.) Merchandise orders will only be taken for a limited time at the beginning of the dance year.

**COSTUMES:**

Costumes are ordered for each class to wear in the annual recital. A non-refundable costume deposit of \$25 per class will be due with or before November tuition. The costume balance must be paid in full with December tuition. **FAILURE TO PAY THE COSTUME BALANCE IN FULL IN DECEMBER WILL RESULT IN YOUR CHILD'S COSTUME NOT BEING ORDERED.** Costume payments may be made in September and October also in order to avoid a lump sum payment in December. Sizes are ordered according to studio measurements and pre-determined company charts. Any alterations necessary are the responsibility of the parent. **COSTUME FEES ARE NON-REFUNDABLE.**

**PERFORMANCES/SHOWS:**

SDC will present a studio wide mid-year show in December at South Columbus High School. Current SDC tanks will be worn as uniforms for this performance. Students are also encouraged to participate in the annual year end recital held at South Columbus High School. A mandatory dress rehearsal will be held before this show.

**YAM FESTIVAL PARADE:**

Students and parents are invited to ride on the SDC sponsored float in the NC Yam Festival parade. Students and adults participating must wear a current (from this year) SDC item (tank, t-shirt, or sweatshirt).

**STUDIO POLICY AND PROCEDURE:**

1. Administrative staff will be in the studio office the first week of each month to handle all transactions. All business should be conducted at the window. Late tuition payments (with late fees included) should be handed to the instructor at the dance room door between classes. Please understand the instructor has very limited time between classes to conduct business.  
**Do not enter the dance room during instruction.**
2. **Restrooms are not available during class.**
3. Please do not bring children any earlier than 10 minutes prior to their class time. The waiting area is small and space is limited.
4. Students are to remain inside the studio facility at all times.
5. As the instructor cannot supervise students in the waiting area, parents are expected to pick students up promptly when their class is over. **Students may not be left unattended in the waiting area during breaks between classes.**
6. Students should have used the restroom and be ready to dance upon arriving at the studio.
7. No smoking is allowed on the premises.
8. No gum, food or drinks are allowed in the dance room. (water only)
9. All dance shoes, bags, and accessories should be clearly labeled with first and last names after being approved by the instructor.

**PARENT OBSERVATIONS:**

Parents and/or guardians may observe classes during the FIRST week of November and March only.

**SDC ALLSTAR DANCE TEAMS:**

The SDC All Star Dance Teams are composed of students who are chosen by auditions held during the summer. Auditions are open to new and returning students. The teams serve as performing representatives of the studio at community events and competitions. More information about the Allstar dance teams is available upon request.

**COMPETITION GROUPS:**

Some additional groups will be deemed as "competition groups" by the director. These groups will have extra practices for extra fees. Please let the director know if you are interested in being in a competitive group.

**INSURANCE:**

All students must be covered by their family health insurance. SDC does not carry health insurance for it's students and will not be held responsible for damages and/or injuries which may be sustained by the student. All students must sign an insurance waiver.

**STUDIO BULLETIN BOARD:**

Important business and reminders are posted on the board in the studio lobby each week. Written notices are not sent home. Feel free to discuss any problem you may have, or ask about your child's progress over the phone or in person **AFTER CLASS HOURS.** Please understand that your ideas are important, but valuable teaching time must not be sacrificed for these conversations.

**STUDIO WAITING AREA:**

The studio lobby is a small area. It is not intended as a play area. Parents and children are expected to keep noise to a minimum, including conversation. For their safety, please do not allow children to play in the windows.

**PRIVATE LESSONS/SOLO CHOREOGRAPHY:**

(available only to SDC students)

Private lessons and/or solo choreography projects for pageants, talent shows, etc. are a separate fee payable to the instructor for each lesson. There will be a studio fee to secure studio space for private lessons/rehearsals. Solo choreography will only be performed in the recital by Senior dancers who have been with the studio for a minimum of 2 years. More information on Senior Solo projects is available upon request.

**THANK YOU FOR DANCING AT SOUTHSIDE DANCE CENTER!!**

