



**Policies, Procedures, and Registration
2023-2024 School Year**

"We take pride in making fond memories for children."

The following information is provided to give you a better understanding of our policies and procedures. Your signature on the registration form indicates your understanding and acceptance of these policies. Some of our policies and procedures have come as the result of suggestions from our NancyDance families. We will continue to grow with your positive input and suggestions. Thank you for helping to make us better.

1. DRESS ETIQUETTE FOR DANCE CLASS

- A. Ballet -Each level is a different color. Please see separate dress code flyer. Pink tights only!
- B. Tap - Same as ballet.
- C. Jazz, Hip Hop, and Acrobatics - Leotard and tights (any color - with discretion).

ALL HAIR MUST BE WORN IN A BUN FOR BALLET AND TAP AND PONYTAIL FOR all other classes. AT NO TIME MAY THE HAIR BE WORN DOWN!!! Tights are required for sanitary reasons. We recommend wearing tights with shoes to prevent hot and itchy feet. **Wear hair secured and pulled back off face and neck (buns or French- braids for ballet classes).** Shoes appropriate to class are required. Jazz students must wear jazz shoes. Please see our dress code sheets for shoe requirements. Socks are not considered a shoe; they are slippery and could cause injury. No gum chewing in class; it could be dangerous! Please wear cover-ups to and from the studio (especially older students) to maintain modesty.

2. ATTENDANCE/MAKE-UP CLASSES

If you are going to be absent, please call the studio and let your teachers know. Classes may be made up within three weeks of the original class. Exceptions will be made for those with long term illnesses.

3. NOTICE OF WITHDRAWAL

You are responsible for payment for all classes your student(s) is/are enrolled in until we are notified in writing at least two weeks prior to the end of the month. Missed lessons cannot be used in place of payment; no adjustment or credit will be given for missed classes.

4. TEMPORARY DROPOUTS

We are responsible to give continued training to the students who attend class. We cannot hold back an entire class for a student who drops out temporarily. There is a \$30.00 renewal registration fee and the student will be placed in an appropriate class. If the student would like to return to the original class (providing there is still room in the class) private lessons may be needed.

5. PRIVATE LESSONS

Private lessons are for advanced work only. The directors determine who is ready for this level. Charges are determined by the directors of the studio and start at a minimum of \$150.00 per month for one thirty- minute lesson per week. There will also be a \$25.00 rental fee for studio use. Competition or performing fees are based on the amount of time involved.

6. CLASS OBSERVATION

We do have viewing windows in our classrooms; however, we ask that parents use these wisely so as not to disturb classes. Occasionally, we may drop the curtain if there are any distractions. **WE DO DISCOURAGE the use of the studio lobby as a lounge or "hang-out" for younger siblings. Our insurance will not cover any injuries that occur.** Please remember, lingering in the lobby only disturbs the classes and wastes your precious dollars. Allow the children the opportunity to learn without interruptions or an overly observant audience. Exceptions to viewing class can be made on occasion for working parents, visiting relatives, etc.

7. HOLIDAYS

We take several breaks during our school year: Labor Day, Veterans Day, Halloween, Thanksgiving, Winter Break (Christmas Break), Martin Luther King, Jr. Day, Presidents' Day, Spring Break, and Memorial Day. Please refer to our schedule for the dates.

8. RECITAL AND COSTUMES

All costumes for the recital must be paid for by November 1, 2023. You will be given a total of your costumes at the time you register. Costume fees will automatically be billed on November 1, 2023 and deducted from your card on file, unless you make arrangements with the office to make payments beginning in August. (Final balance must be paid by November 1, 2023). It is automatically assumed that your child will participate in the Recital in June 2023, and you will be charged your costume fees unless you notify the office in writing prior to November 1, 2023. We plan to have our recitals at the Times-Union Performing Arts Center. Our Recitals will be held in the first two weeks of June... dates TBA soon. **IN ORDER TO BE IN THE RECITAL, YOU CANNOT MISS MORE THAN FOUR (4) LESSONS OF ANY CLASS FROM JANUARY TO JUNE AND YOU MUST ATTEND ALL REHEARSALS THE WEEK PRIOR TO RECITAL WEEK. WE RESERVE THE RIGHT TO REMOVE A STUDENT FROM THEIR RECITAL DANCE DUE TO LACK OF ATTENDANCE!**

9. NANCY'S NEWSMAKERS

We publish monthly newsletters that keep you updated on everything you need to know throughout the year. Please make sure you read them each month! Check your email on file with us to ensure you are receiving all updates.

10. INSURANCE

NancyDance Studio, Inc. does not carry medical insurance for its students. It is required that all dance students be covered by their own family insurance policy. If injuries occur, it is understood that the student's own policy is the only source of reimbursement. This includes any activity outside of the studio such as parades, competitions, conventions, activities, fund -raisers, and/or performances. NancyDance Studio is not responsible for any personal injury during any of these events.

11. MONTHLY RATES

KreativeKids Dance Club

"Dance With Me" class.....	\$135.00/6 week session
KreativeKids In Motion class	\$95.00/month
KreativeKids VPK In Motion class.....	\$100.00/month
KinderKids In Motion class	\$100.00/month
JazzHop&FlipFlop VPK or K class.....	\$95.00/month
2 KreativeKids classes.....	\$140.00/month
2 KinderKids classes.....	\$140.00/month

Grades 1-12 Continued

6 classes per week.....	\$190.00/month
7 classes per week	\$205.00/month
8 classes per week	\$220.00/month
9 classes per week.....	\$235.00/month
10 classes per week.....	\$250.00/month

Grades 1-12

1 class per week.....	\$95.00/month
2 classes per week.....	\$125.00/month
3 classes per week.....	\$145.00/month
4 classes per week.....	\$160.00/month
5 classes per week	\$175.00/month

Family Rate

Family rate 5-10 classes (2 children).....	\$275.00/month
Family rate 11-15 classes (2 or more children)....	\$305.00/month
Family rate 15 classes & Up (2 or more children)	\$340.00/month
Private Lessons.....	\$150.00/month
	plus \$25.00 month rental fee

12. REGISTRATION

There is a \$150.00 per student per school year registration fee. This includes processing, recital and scheduling fees. This fee is **non-refundable after November 1st**. If you drop prior to November 1st, you will receive a \$100.00 refund. Students who drop out temporarily will be required to renew registration at a cost of \$30.00. All students must register in person to complete the registration form.

13. TUITION PAYMENTS

Payments are due the first lesson of the month. **Eleven** equal monthly payments are based on an average of four classes per month during the school year (38-40 classes). Some months will be 5 weeks and some will have 2 to 3 weeks. Rehearsals for Recital at the end of the year are also included in this pay schedule. You are responsible for payment for all classes that your student(s) is/are enrolled in, even if absent, until NancyDance received written notice of withdrawal. We will collect tuition payments through pre-authorized automatic credit card billing or bank debit card. At the time of registration, you will be asked to provide a credit card or debit card number you wish to use for the account. **Tuition will be billed automatically on the first day of each month August through June.**

14. PICTURE FEE

There will be a \$30.00 picture fee charged per dancer on April 1, 2024. This fee will automatically be charged on your account on April 1, 2024. This fee will provide you with two program books per student for the recital.



1521 Penman Road
 Jacksonville Beach, Florida 32250
 (904) 241-8349

Classes begin the week of August 14, 2023

2023-2024 REGISTRATION FORM

Today's Date: ____/____/____

Mother's Name: First _____ Last _____

Address _____

City _____ State _____ Zip _____

Mom's Cell Phone _____ Mom's Email _____

Father's Name: First _____ Last _____

Father's Cell Phone _____ Father's Email _____

Email for Updates _____ Phone # for Text Updates _____

Student's Name: First _____ Last _____

Student's Birth Date: ____/____/____ Age _____ Fall Grade _____ School _____

Medical Conditions to be concerned about: _____

CLASS SCHEDULE - TO BE FILLED OUT BY NANCYDANCE STUDIO

	Class	Day	Time	Costume
KreativeKids Dance Class	_____	_____	_____	_____
KinderKids Dance Class	_____	_____	_____	_____
Jazz,Hop & FlipFlop Class	_____	_____	_____	_____
Ballet	_____	_____	_____	_____
Tap	_____	_____	_____	_____
Jazz	_____	_____	_____	_____
Hip Hop	_____	_____	_____	_____
Acro	_____	_____	_____	_____
Pointe	_____	_____	_____	N/A
Showcase	_____	_____	_____	_____
Stretch & Cond	_____	_____	_____	N/A
Leaps & Turns / Improv	_____	_____	_____	N/A
NDS Nuggets & Company	_____	_____	_____	_____

*LIABILITY WAIVER: NancyDance Studio, Inc. provides classes and training at the exclusive risk of the participants. Your signature below indicates your understanding and acceptance of this policy as listed in paragraphs 1-14 on the reverse side of this form. I understand the payment policy procedure.

Signature: _____ Date: ____/____/____

PHOTO RELEASE – My signature below gives permission for NancyDance Studio, Inc. to use my or my child's photograph publically to promote its business. I understand that the images may be used in print publications, online publications, presentations, websites, and social media. I also understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Signature: _____ Date: ____/____/____

For Office Use Only

NOTES:

Credit Card or Debit # _____ Exp. _____ M/C Visa Disc AMEX

Reg Pd _____ Pmt type _____ Date _____

Tuition Total per month _____ Costume Total _____

Costume Arrangements _____