

# Parent Information Guide 2010-2011

## Office Hours:

Office and dancewear supply store open September Tuesdays and Thursdays 3:00-7:30 p.m.  
Phone – (334) 265-5299  
Email – [aodmidtown@yahoo.com](mailto:aodmidtown@yahoo.com)

## Dance Attire for Ages 3-4

Ages 3-4:

Pink tights, pink leather ballet slippers, pink leotard. Tie slippers in a knot and clip excess strings for safety. No bows please.

Tan tap shoes for tap class. Elastic Dancin' Ties to secure tap shoes instead of shoe strings. (Tan Elastic Dancin' Ties are available at [Jazz Z Dancewear](#)). Light Suntan tights are required for tap performances.

Students enrolled in Ballet/Tap class should bring a dance bag for their shoes.

Please write student's full name on the handle of the dance bag, first and last. (no initials). Dance bags for age 3-4 should zip or velcro, please **NO BACKPACKS** or **DRAW STRING BAGS** for this age. This is extremely helpful to instructors!

## Dance Attire for Ages 5, 6, & 7

Ages 5, 6, & 7

Ballet / Jazz / Tap Combination Class – Black leotard, pink tights, pink leather ballet slippers, tan slip on jazz shoes, tan tap shoes. Light Suntan Tights are required for Jazz and Tap performances. Adult Jazz & Tap - Solid color leotard or t-shirt and jazz pants, black oxford tap shoes, slip on jazz shoes. Men & Boys - Black jazz pants, white t-shirt, appropriate shoes. Capitol City Dance Alliance. Please ask for a dress code update at Jazz Z Dancewear

## Dance Attire for Ages 7 & Up

Ages 7 & Up

Ballet / Jazz / Tap Combination Class – Black leotard, pink tights, pink leather ballet slippers, tan slip on jazz shoes, tan tap shoes. Light Suntan Tights are required for Jazz and Tap performances. Adult Jazz & Tap - Solid color leotard or t-shirt and jazz pants, black oxford tap shoes, slip on jazz shoes. Men & Boys - Black jazz pants, white t-shirt, appropriate shoes. Capitol City Dance Alliance. Please ask for a dress code update at Jazz Z Dancewear

## Dance Attire for Ages 10 & Up

Ages 10 & Up

Intermediate Tap Class – Black flat oxfords, tan heel tap shoes.

## During Class

All students are required to wear hair in a ponytail or in a classical style bun.

Costumes should be worn for performance only, not for class work.

No gum, candy, jewelry, toys, food or drinks during class.

No street shoes may be worn during class.

Make sure full name (first and last in lieu of initials) is listed on each piece of dancewear, shoes and dancebag.

Check the "lost and found" for misplaced items.

## Capitol City Dance Alliance Attire

Ask for a separate hand out at the Studio.

## Tuition Rates

45 minute class \$44 per month

1 hour class \$48 per month

1.5 hour class \$55 per month

1 hour class (Satellite) \$53 per month

**50% off each additional class and/or each family member. Highest hourly class fee will be considered as primary class and/or the first family member for tuition calculation. Satellite classes, add \$5 per hour to tuition. (One hour class \$53.00)**

## Registration

Registration fee (non-refundable) \$40 per person, \$65.00 for immediate families.

Please obtain [application](#) and [schedule](#) from this website or call (334) 265-5299.

Submit registration by fax to (334) 265-3044, phone or mail. Classes are filled on a first come first serve basis. Students are considered registered upon receipt of application and registration fees, otherwise class places can not be held.

## Recital Fees

The annual performance is held during the month of May. This year-end recital is an extension of each student's training and allows parents an opportunity to evaluate their child's progress. A recital fee of \$45 for individual students or \$55 per family, with more than one student, is due by February 15th. Each family receives two complimentary recital tickets. Additional recital tickets available.

## Recital Costumes

Costume fees are due November 1st. Age 3-4: Ballet/Tap - \$78.00 Ages 5, 6, 7 and 7 & Up: Ballet/Tap/Jazz - \$160.00. All other fees are charged separately by the class with the exception of the Capitol City Dance Alliance and Adult Classes. Fees for these classes are to be announced. Costumes are special order. Therefore, we order costumes only if paid in full by November 1st. No refunds, cancellations or exchanges on costumes. Late orders are charged additional shipping charges and are based on availability. Students who withdraw, remain responsible for paying any past due fees, (costumes/tuition/other). These fees are due in full upon withdrawal.

## Tuition is Due

Tuition is due the first of each month and is delinquent after the 10<sup>th</sup> of the month. Please add \$5.00 late fee on the 11<sup>th</sup> or after. If tuition is not received by the 11<sup>th</sup>, students will not be allowed to participate in class until paid in full. We no longer mail out bills. Billing is done via email, please provide current email address and remember to update accordingly during the year. Lump sum yearly payments are available for those who do not wish to receive e-billing. Students attending satellite classes are required to make tuition payments at the studio, by mail, automatic withdrawal, or in person. Please do not leave payments at satellite locations or send with a student. Teachers are not responsible for picking up payments and delivering to the studio. Satellite classes are an additional \$5.00 more than in house classes. Please add \$5.00 accordingly based on classes taken.

## Absentee Policy

Fall tuition is not based on single lessons. It is based on a season's fee and divided into nine equal monthly installments. No reduction in fees for holidays or classes not attended. Students are allowed to attend an additional class to make up a lesson missed due to illness. We observe the same holidays as those observed by the Montgomery County Public School System. For students who attend private school or live outside the county please ask for a current holiday schedule.

## Withdrawal Policy

If a student wishes to withdraw, a 30 day written notice of withdrawal must be submitted to our bookkeeper. The receipt of this notice will start the 30 day withdrawal period. Students and/or parents will be responsible for paying tuition during the 30 day withdrawal period.

## Current Information

Newsletters and handouts concerning dance school activities and information are issued via email and a copy of the same will also be posted in the lobby on the bulletin board.

## Year End Fees

All year-end fees are due in full no later than April 15th. This includes April and May tuition, any past due tuition, any costume balances and late fees, or any other fees charged to your account.

## Payment

Auto draw via Debit or Credit card, cash or money order.  
We no longer accept checks. You may pay by phone,  
(334)265-5299, or contact us by email at [aodmidtown@yahoo.com](mailto:aodmidtown@yahoo.com).

## Dancewear/Supplies

### Jazz Z Dancewear

located at studio

2620 East 3rd Street

Contact us at [aodmidtown@yahoo.com](mailto:aodmidtown@yahoo.com)