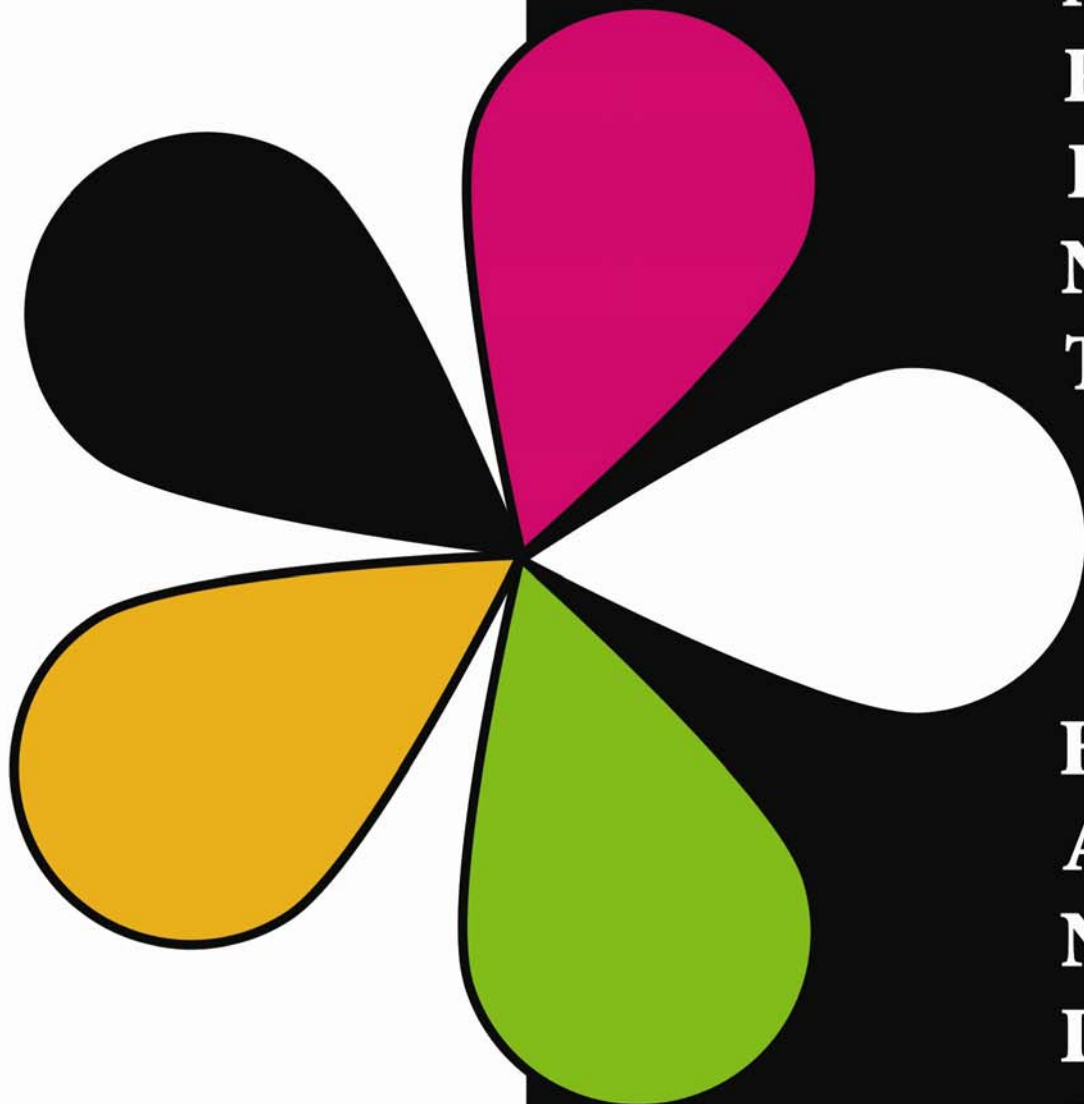


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# Registration and Fees

## HOW TO REGISTER

1. Read *Policies & Procedures* thoroughly, consult the *Fall 2009-2010 Schedule of Classes* and determine which class or program you are interested in registering your child for. Call our office with any questions at 419-720-9009.
2. Fully complete the *Student Registration/Emergency Form* in its entirety. This form must be signed and dated by a parent or guardian. (These forms are also available to download from our website in pdf format.)
3. Mail completed forms, along with an annual \$25.00 non-refundable Registration Fee (per family) payable to Inspire Dance Company, 7430 W. Central Avenue, Unit F-1, Toledo, Ohio 43617.
4. You may also bring completed forms to IDC during normal business hours. We advise early registration as some classes fill up quickly.
5. First day of Fall Classes is Monday, August 31<sup>st</sup>. Late sign-ups will be taken throughout the Fall of 2009.

## PLACEMENT

Parents of all Pre-Ballet, tap and acro and Beginning students can easily and quickly choose a class (designated as such) from our 2009-2010 schedule. If you are a new intermediate or advanced level student we will need to see you for a placement class or for advisement from the director or a teacher. We will have staff available during Registration to help with placement questions.

Placement also occurs during class time in September and October. Any recommended level changes teachers deem necessary will be discussed with both parent and child after the first 3 to 4 weeks of classes.

## REGISTRATION FEES

Registration fees are \$25.00 per family, per year and are non-refundable. This fee is payable upon registration.

## MONTHLY TUITION FEES

DUE ON THE FIRST OF THE MONTH. MONTHLY FEES REMAIN THE SAME REGARDLESS OF THE NUMBER OF LESSONS TAUGHT WITHIN A MONTH DUE TO HOLIDAYS OR REGARDLESS OF CHILD'S ABSENCES. See tuition policy for details.

Our season is August 31, 2009 through June 2010, ending with the recital. See Calendar for dates TBA.

## LATE FEES/RETURNED CHECK FEES

***A late fee of \$15 will be assessed for payments received after the 14th of the month – NO EXCEPTIONS.*** A \$25 return check fee will be added onto all insufficient fund checks. There are no refunds for missed classes.

## ACCEPTED FORMS OF PAYMENT

We accept checks and cash. If you are paying by check, please be sure to note the month and the child's name in the memo area.

## MONTHLY DANCE CLASS FEES per INDIVIDUAL:

**Pre-Professional Programs**- In collaboration with Elevate Dance Co. (Artistic directors will place children in appropriate level after audition) Must attend Company classes and one ballet class per wk, except minis. Company members may attend all technique classes at no additional tuition charge.

Senior program \$155, Junior program \$155, Minis program \$100 (Ballet will be provided in this program so additional classes will not be required)

## Technique Classes

1 class \$40.00, 2 classes \$75.00, 3 classes \$110.00, 4 classes \$125.00, 5 classes \$135.00, 6 classes \$145.00,  
Unlimited \$155

**Drop in class rate** \$10 per class

**Specialty Classes:** Pilates, Yoga, & Zumba (To be held in 6 week sessions) \$60 per session

**Belly Dance Class:** To be paid directly to Kay Louise.

**Private Lessons:** \$30 per hour

**Semi-Private Lesson:** \$15 per hour per student

**Choreography Fees:** Solo \$200, Duo \$100 per child, Trio \$75 per child, Groups TBD by choreographer

**Some classes/rehearsals will be paid separately and directly to the instructor. Check with the front desk!**  
**May & June Tuition fees will be due together on May 1st 2010** (normal monthly amounts) due to closing out accounts prior to recital. The technical rehearsal, dress rehearsal and the recital are charged as one class each in June as the teachers are there and must be paid for their time.

### **COSTUME FEES**

Every student participating in the annual June Recital must purchase a costume. All fees for costumes will be due in full by December 15th. Costumes are ordered in December; therefore, parents and students must decide by November if they are going to participate in the recital. Costumes for single subject classes are \$75 a piece. Costumes for double subject classes are \$150 for both. Costume Fees are non-refundable once costumes are ordered. Late fees will be charged if payments are received after December 15th. Any costume ordered in January will be charged an additional \$10 fee. Cut-off for costume orders is January 31st. No Exceptions.

### **DISCOUNTS**

**Family Discounts:** (Off of the Monthly Tuition Only) Applies to immediate family members under the same custodial parent. Families may take \$5.00 off of the total monthly bill for a second child enrolled; \$5.00 off of the third child enrolled; and \$5.00 off per month for the fourth child enrolled in IDC classes.

**Company Discounts:** Families with two or more Company Dancers may take \$40.00 off of the total monthly bill for each additional Unlimited Dancer.

## *Policies and Procedures*

### **CLASS PROCEDURE**

Please have your child arrive five minutes prior to class start time dressed in the proper attire, shoes and hairstyle. Please do not be late for classes. Proper technical warm-ups are done at the beginning of class and are vital to preventing injuries. Warm-up is critical to proper dance execution and the safety of your child. Students who are late and miss warm-up may not be allowed to take the remainder of that class and may be asked to sit and observe. **This will be determined by the instructor.**

### **ATTIRE**

**Ballet classes...**pink ballet slippers, a solid color leotard, and tights. Hair must be worn in a bun! Boys are to wear black dance pants and a white T-shirt to all classes, black ballet shoes for the boys. Ballet shoes will be fit according to the ballet teacher's guidelines. Ballet shoes that are too big will not be allowed.

**Tap, Jazz and other Technical classes...**Black jazz pants, capris, bike shorts or leggings over a black leotard or black sports bra or crop top. IDC tops are acceptable as well.

**Hip Hop...**Loose fitting clothing is acceptable (anything comfortable and appropriate for movement) such as t-shirts, black athletic or jazz pants. No Loose shorts unless worn over bike shorts.

**Shoes...**Shoes vary from class to class. Be sure to check at registration what type of shoe will be needed. Do not wear dance shoes outside of the dance studio. Shoes that have any dirt or markings on them cannot be returned. Also, do not wear any dance shoes until they have been approved by each individual instructor.

### **OBSERVANCE**

Parent's observance of classes is recommended and encouraged. Parents must view classes through the television monitor located in the lobby area. Parents and guests will occasionally be invited into the dance studio room to view what the children have been working on, which will normally happen the last five minutes of class. You may take pictures and videos during these times.

## **BEFORE / AFTER CLASS**

IDC is not a daycare or babysitting service. When one class ends, another starts; teachers are not responsible for watching students once class has dismissed. Please instruct your child to wait inside the studio lobby for their rides and to inform the receptionist or teacher if their ride is late. **Students are not permitted to wait outside for rides.**

## **CLASS CANCELLATION**

IDC reserves the right to combine classes, change times, provide substitute teachers or replacement teachers, and cancel or combine any class with 6 or less students. There is only one teacher assigned per class. There may be times when two teachers will be assisting each other. Teacher assignments can be subject to change if in the best interest of students and teachers. These decisions will be made by the Artistic Director.

## **BAD WEATHER**

If Lucas County is under a level 2 snow emergency, or more severe weather alert, IDC classes and rehearsals will be cancelled. You may check local television stations for more information.

## **QUESTIONS / CONCERNS**

Please do not engage the instructors at any time in their respective dance rooms to ask questions. When one class ends, another one begins. If you need to speak directly to the teacher, call the studio line at 419-720-9009 and leave a message with the receptionist. Messages will be returned as soon as possible. The teacher and/or the parents can schedule a studio meeting if needed. This should be done through the office. You may also contact Miss Dena by email at [dena@inspiredance.net](mailto:dena@inspiredance.net).

## **ABSENCES**

You may make-up missed classes in other comparable classes within the month of the missed class. Missed classes are not refundable. Tuition is still due to hold the spot for your child. There are no refunds if you drop a class(es) in the middle of the month, choose other activities over dance class, or simply skip class. **IDC requests that a parent call the studio to inform the teacher and staff of any absence, illness, or problem a student might be having.** If your child has a contagious illness, or is injured please keep them out of class until they are recovered and can participate fully without risk of relapse or re-injury. In case of a serious illness or injury, a doctor's permission note to return will be required.

## **ADDING / DROPPING CLASSES**

Once a student has enrolled, paid the registration fee and first month's tuition we will permit the student to try other classes if teacher and parent agree (there must be space available in that class, it must be the correct level and it must be with teacher approval). **The drop-in class rate will apply.** During the months of September and October we encourage you to try other dance styles and classes. Although we do allow drop/adds during other times of the year, we ask that you do your experimenting with different dance forms and classes at the beginning of the year so that we can have correct class counts and roll sheets by October.

Since dance fees are charged on a month-to-month basis you may drop out of a class at any time. If you have paid a month's fee and drop during the beginning or middle of the month you will not receive a refund. You may however, finish the rest of the month and drop at the end of that particular month. **If you drop classes in the middle of the month and have not paid for that particular month you will be billed at your normal monthly rate for the entire month.** To insure that you do not get billed after you have dropped a class at IDC, please make sure to come in and speak directly to the receptionist (or mail a letter) so that we may remove you from that class list and our billing records. If you add class(es) during the middle of a month the remainder of that month will be pro-rated and the following month will be at the full rate.

## *Tuition Policy Details*

Payment of tuition is DUE BY THE 1ST OF THE MONTH.

Payment of tuition secures enrollment for your child in class.

***If your child is absent due to any reason; illness, vacation, other activities, payment is STILL due by the 1st to continue to hold the spot for your child. If not available to pay in person please mail your tuition postmarked by the 7th of the month to avoid late fees (See policy on late fees).***

***The custodial parent is responsible for payments. If your child is no longer taking classes, notification in writing is required. Any outstanding fees on the account must be paid in full upon un-enrollment.***

If student has not been in class for five weeks, we will assume that the child has dropped.

***The re-enrollment fee within the season is \$15.***

**Our season is August 31, 2009 through June 2010.**

**TUITION REMAINS THE SAME EACH MONTH REGARDLESS OF WHETHER IT IS A 5-WEEK MONTH OR A SHORTENED MONTH DUE TO HOLIDAYS. Tuition is not pro-rated, refunded or credited for missed classes or holidays.** Any student who misses a class may make-up classes in other comparable classes within the same month. Please pick-up the form at the front office for make-up classes, prior to taking the class. This will let the teacher know of the make-up.

***So that we can close out for the season and get ready for recital, full tuition for the months of May and June are collected together on May 1st. In June, the technical rehearsal, dress rehearsal and the recital are charged as one class each as the teachers are required to be there and must be paid for their time.***

### **LATE FEES**

**Payments are due the 1st of each month!** Payments received after the 14th of the month will be assessed a \$15 Late Fee unless we have received a "Drop" form or written notification dropping the child from class prior to the 14th of the month. **NO EXCEPTIONS!**

A \$25 return check fee will be added on all insufficient fund checks.

## *Recital and Studio Rules*

### **ANNUAL JUNE RECITAL**

#### **WHEN & WHERE**

The annual Recital will be scheduled in June. We are currently looking into venues for our big event! You may check [www.inspiredance.net](http://www.inspiredance.net) for current up-to date information regarding this occasion. This will NOT be just any Recital!!! We plan to make this event special for both parents and children. We assure that it will be a night to remember!

### **REHEARSAL**

Our Dress Rehearsal and Technical Rehearsals for the annual June Recital are scheduled during the week prior to the recital. Specific dates will be identified as we get closer to the recital week.

### **COSTUMES**

Every student participating in the Recital must purchase a costume(s) per routine that will be performed in the recital. Costumes fees will be due in full by December 15<sup>th</sup>. Costumes are ordered in December, therefore, parents and students must decide by the end of November if they are going to perform in the annual recital. If they do not, then their last day of class will be May 30, 2010. Any costume ordered in January will be charged an additional \$10 fee. NO EXEPTIONS. Deadline for costume orders is January 31<sup>st</sup>.

***To maintain safety and to keep our studio in good condition, please help us by following some simple rules:***

1. NO food or drink in classroom (except water).
2. NO RUNNING.
3. NO STANDING on benches/chairs. NO KICKING benches or walls (particularly with tap shoes)
4. If there is food or drink spilled, please clean-up ASAP.
6. Students are NOT allowed in classrooms without a teacher.
7. Parents must not leave toddlers unattended while waiting outside the classroom.
8. The studio areas are not for playing. Quiet activities can be done in the waiting area or the dressing rooms.
9. Please use cell phones outside the studio. This is very distracting to other clients and to staff.
10. If a child gets sick or has a potty accident inside the studio or classroom, it is the parent's responsibility to clean up.