



Student/Parent Handbook

Policies currently in effect.

Thank you for choosing New Era Productions Dance Academy for your dance instruction. New Era Productions strives to give your child a well-rounded dance education. We do more than just teach dance routines. New Era Productions focuses on dance theory, education and technique. Our motto is "Learn the Art of Dance".

In September, classes will focus solely on dance technique and theory. Both are an important foundation in the growth of a dancer. Students will begin learning routines for the Holiday Showcase and June dance recital in October. This does not apply to Competition Teams who will begin learning choreography for competition dances right away.

New Era Productions always takes time out to remind parents that dancing offers children a wide variety of benefits. These benefits include exercise, a creative outlet, positive self-esteem and discipline, strength and flexibility, new friends and social skills and college scholarship opportunities. We look forward to having a great season seeing your child grow in his/her dance ability.

Please read the information in the packet thoroughly. After reading the information feel free to ask questions about anything you don't understand.

We want to make the time you spend at the studio as pleasant as possible; therefore, we have policies in place to accomplish this. Contained in the following pages are guidelines concerning attire, class placement, behavior expectations and lots more. We have tried to give you as much information as possible, to let you know what is required of both you and your student as we begin a new season together. Please do not hesitate to contact me if you have any concerns. Nothing can be fixed unless we know there is a problem.

Thank You,

Zhanda Clark, NEP Dance Artistic Director/Owner

Tuition Guidelines

Monthly tuition is based on a nine-month dance year with four classes per month and on the total number of hours a dancer takes weekly.

Tuition for all students is a **non-refundable**, non-variable flat monthly fee based.

Monthly tuition is not based on a student's attendance.

Automatic Payment Option (save \$5)

You may choose a day between the 1st-10th of each month to have your tuition payment automatically charged to your debit or credit card. You will receive \$5 off your monthly tuition when you set up autopay. You may set up automatic payments at the time of registration or anytime by notifying the director or studio assistant.

Tuition Payment Options

Fall to Spring: Pay for the entire session of classes (Sept. to June) in one non-refundable payment due on the first lesson in September and take \$100 off the total.

Semester Installment Option:

Pay for classes in two non-refundable payments and take \$50 off the total amount.

Semester Installment payment schedule:

1st installment:

Due the first lesson in Sept.- total tuition for, Sept. Oct., and Nov., and Dec. Take \$50 off the total.

2nd installment

Due the first lesson in January- total tuition for, Jan., Feb., March., April., May and June. Take \$50 off the total.

Trimester Installment Option: Pay for three months of classes in four non-refundable payments and take \$10 off the three-month payment.

Quarterly Installment payment schedule:

1st installment:

Due by first lesson in Sept. – total tuition for Sept., Oct., and Nov., Take \$10 off the 3-month total.

2nd installment:

Due by first less in Dec. – total tuition for Dec. Jan., and Feb., Take \$10 off the 3-month total

3rd installment:

Due by first lesson in March – total tuition for March, April, and May, Take \$10 off the 3-month total

4th installment:

Due first lesson in June

Tuition payment:

Except for those who choose one of the installment or entire session payment option, tuition for dance class is due on the first lesson of each of the months from Sept. to June.

Monthly Tuition Fee

Tuition is a non-variable, monthly fee regardless of the number of weeks in a month. Tuition is not adjusted based on a student's attendance. Tuition may be paid in the form of cash, check or credit or debit card. Checks should be made out to New Era Productions.

Payments may be made in person during class times or paid online.

For your convenience, you may pay your tuition online with a credit card or debit card.

To make a payment online go to our website www.nepdance.com, click on make a payment and click the word "here" to create an online account.

Tuition is due on the First Lesson of Each Month. A \$15 late fee should be included with all tuition payments paid after the 10th of each month. On the 12th of each month, statements will be emailed if your account has not been paid. If your account becomes more than 30 days past due, your child may be withdrawn from class and unable to attend until your account is current.

Return Check Fee

All returned checks are subject to a \$35 returned check fee. A returned check along with the returned fee must be paid in cash or with a money order.

Registration Fee

A one-time annual registration fee is due at the time of enrollment. The annual registration fee is \$35. If you register in June or July you save \$5 for early enrollment. You also will save five dollars off registration fee if you register at the open house. The fee must be paid each year.

Annual Dance Recital

All students enrolled in class at New Era Productions will participate in the annual dance recital in June. This is a very exciting time as students will have the opportunity to perform on stage in front of an audience. Attendance is extremely important during this time. The date of the dance recital is listed on the studio calendar. Listed below are the fees associated with the recital.

Recital Fees

Recital fees are \$90 per student or \$150 for parents with 2 or more children enrolled. The recital fee will include one pair of tights and a recital tshirt (s) for the recital. The recital fee is due May 1. Tickets for the dance recital are \$12 in advance and \$15 at the door.

Costume Fees

Costume fees are due in the month of be broken up in 3 payments due in October, November and January, date TBA. Costume fees are approximately \$55 per costume. The preschool class will use one costume for both their routines. Beginning Ballet and Tap classes will use a 2 in 1 costume (costumes which use the same tops but different bottoms). The 2 in 1 costume fees will be \$75. There will be additional costumes for hip hop, tumbling and poms classes. The fees for these costumes will range from \$45- \$55 per costume. We try to keep the cost down for tumbling and hip-hop costumes and sometimes create

wear simple costumes such as a tshirt and shorts or a leotard. Costume fees for competition students may be higher than \$55 per costume. You may pay the costume fee all at once or add it on to your monthly tuition for the first three months of class. To ensure a costume is ordered for your child, all costume fees must be paid by the deadline. Tights are included in the cost of costumes.

***Note all Fees: tuition, registration, costumes, and recital are non-refundable.**

Class Placement

We do our best to place students in the most appropriate class based on age and ability level. Sometimes after classes begin, it may be necessary to move a student to a different class to better meet his or her needs. We will discuss the potential move with the parent and try our best to accommodate personal schedules. Also, all class days and times are subject to change if there is not sufficient enrollment.

Attendance and Tardiness:

Consistent attendance and timely arrival to class is very important. While it is understood that school and important family events sometimes conflict with dance, instructors rely on parents' efforts to insure students' regular attendance. Poor attendance affects the entire class. Students with poor attendance results in a negative impact on their progress or the progress of the class (particularly in preparation for the annual recital). If a dance student misses too many classes, we may recommend a class more fitting to their schedule. Multiple absences in the months leading up to the recital may result in a student being pulled from a section of a dance.

Just as poor attendance has a negative affect on a student's development, consistent tardiness also affects his/her progress. At the very least it is a disruption to the class, but more importantly, continued tardiness delays a student's technical development, reduces his/her warm-up time, and can result in the student's not being properly prepared for the remainder of the class, placing the student in a situation which could result in falling behind the skill level of the class or worse, injury. This is especially true of classes for students who are not beginners.

Make-up Classes

Due to the several levels and styles of dance, group make up classes are not possible. Every class has different choreography and music because of our recital that is held in June. A private make-up class may be scheduled for a fee of \$20. At the end of May and June there will be extra hours added for recital preparation.

Lobby Etiquette

Since we want your time spent at the studio to be pleasant as possible, we ask that noise be kept to a minimum in the front lobby, dressing room and back lobby. In the front lobby the office attendant is working hard to answer questions, take care of phone calls, etc. NO food or drinks other than water are allowed in the front lobby. If you must eat, please do so at the designated area in the back.

Please make sure you and your child clean up after you eat. If you or your child cannot clean up after yourself, you will be asked not to bring any food into the studio.

Studio news, announcements and closings

Parents will be required to provide an email to receive information about updates and announcements. Please provide an email that you check regularly. Hard copies of information will also be posted in the studio.

Inclement Weather Closings: Parents will be contacted by email and text by 4 pm. on weekdays and 9 a.m. on Saturdays if the studio will be closed due to inclement weather. If you do not receive an email or text check our Facebook page www.facebook.com/NewEraProductions or tune into KMOV News Channel 4 to see if dance class has been cancelled.

New Era Productions Dance Academy Parent Protocol

1. Please Drop your child off 5 to 10 minutes before class. This will ensure that students have time to change into their dance attire and put on the proper shoes. It is recommended that students come already dressed in their dance attire to save time.
2. Make sure students go to the rest room prior to class.
3. Class Observation Policy: No parents are allowed in the dance studio classroom. Special parent viewing days will be announced as well as occasional spur of the moment opportunities to view your child.
4. No siblings or friends are allowed in the classrooms. There will be a special friend day in October so that students will have an opportunity to bring one or two friends to class.
5. Please come a few minutes early to pick students up on time. Please notify the front desk attendant, dance director or dance instructor ahead of time if you know you will be late. If a student is not picked up 15 minutes after class is over a \$5 charge may be added to your account.
6. Make sure you write your child's name on everything! Also check your child's bag before you leave. The New Era Productions staff is not responsible for the lost of your child's items. Lost and Found items will be brought to the front desk.

New Era Productions Dance Academy Student Rules

1. Be on time for all classes.
2. You must wear your dance attire at all times.
3. With the exception of preschool students there will be No restroom breaks during class other than emergencies. Please make sure you go before class.
4. Show respect for the teacher. Keep talking and giggling to a Minimum. No horse playing. Excessive talking and horse playing will result in you being asked to leave the class. You will not be able to return until your parent speaks with the artistic director.

5. Never say I can't. Always say I can. Don't give up easily. You can learn anything you set your mind to learn. Don't be afraid to ask questions or ask for help.
6. Have fun and always do your best. Compete with yourself in each class to do better than you did in the class before.
7. Do not make fun of anyone. No one is perfect. Give words of encouragement to each other.
8. While in class pay attention to the teacher, yourself and learning.
9. No food, drinks or chewing gum are allowed in the studio.
10. Have fun!

New Era Productions Dance Academy Agreement and Release

Liability Waiver & Assumption of Risk:

I hereby agree to release New Era Productions and its officers, employees, instructors and agents from liability for any claim, demand, cause of action of any kind whatsoever for personal injury, property damage or loss of any kind resulting from or related to my or my child's use of these facilities and participation in any physical exercise within or without of the premises. This waiver of liability and assumption of risk shall also be binding to include my heirs, executors or administrators.

I, the undersigned, hereby authorize New Era Productions, its owners, officers, directors, affiliates, agents, employees and independent contractors to authorize and consent to the administration of any emergency medical treatment on behalf of the below named minor ("Minor"), which New Era Productions in good faith believes to be necessary or, if there is time, after consulting with a licensed physician or paramedic, emergency care including, but not limited to: x-ray examinations and medical or surgical diagnosis or treatment and hospital care to be rendered to the Minor under the general or special supervision and upon the advice of any licensed physician, surgeon, dentist or paramedic. This authorization is provided in advance of any specific diagnosis, treatment or hospital care being required. The Studio will attempt to contact the undersigned prior to consenting to emergency medical care for the Minor, but emergency medical care will not be withheld if the undersigned cannot be reached. The undersigned expressly represents that the Minor is in a condition of good health and soundness of mind and body that warrants his/her undertaking all aspects of the Studio's programs. Any and all risks assumed by Minor in all aspects of the Studio's programs are hereby assumed and undertaken by the undersigned and the Minor.

Photography and Video Release

I understand New Era Productions takes pictures and videos of the Minor and has full permission to use those pictures in marketing and public relations and its related activities without further communication or notification.

Payment Agreement

New Era Productions reserves the right to change the schedule and/or the teacher as it deems necessary. I understand that a signed registration form along with the registration fee must be received before the student may attend class. I understand class fees are due on the first lesson of each month. If tuition is not paid by the 10th of the month, a late fee of \$15 per month will be applied to your account. There are NO REFUNDS! New Era Productions reserves the right to refuse service to any student or family that disrupts the learning environment or is not current in making payments.

Parent Signature: _____ Date: _____

Student's Name: _____

I have read and understood the following:
REFUNDS/WITHDRAWALS/MISSED CLASSES: All Fees: tuition, registration, costumes, and recital are Non-Refundable . If you miss a class, you may set up a private make-up class for an additional fee of \$20.
ADDITIONAL FEES: Tuition fees <u>do not include</u> – <u>Mandatory Items:</u> Class Attire/Performance Costumes (including footwear/shoes/makeup), class materials, recital costume(s) <u>Optional:</u> Recital Tickets (must pay to attend) , recital, merchandise, workshop fees, & class photos
NEWS AND INFORMATION: New Era Productions produces several newsletters, information notes and information emails throughout the year. Please read them thoroughly.
DANCE COSTUMES: Dance costumes are required. Dance shoes are <u>not</u> included as part of the tuition & are mandatory to be in the recital. The cost(s) are the parents' responsibility. Ordering costumes from a seamstress can cost twice as much as ordering from a company which mass produces them. New Era Productions makes every effort to choose costumes which will be cost effective for the parents. All costumes are kept by the student after their recital. Each costume can cost between \$55 to \$90, depending on the type of class if it is a group or solo. Some classes have more than 1 costume. Specific information about costume prices will be given out in the Fall.
DANCE RECITAL: The annual recitals take place in Mid-June. All students are invited to participate in the recital however, it is not mandatory. There is a \$75 recital fee. It is assumed that all students will participate in the recital unless we are notified otherwise on the of this form – all students who do not let the office know they are not performing prior to <u>January 31</u> will be responsible for full payment of their dance costume. Any student with any outstanding fees as of May 15 th may not be permitted to participate in the recital. <u>All audience members, including parents must purchase a ticket to watch the recital.</u> Please purchase tickets early as we do sell out. Tickets are available in May.
REHEARSALS FOR PERFORMANCES ARE MANDATORY: Please ensure that you schedule rehearsals & performances on your

family's event calendar. Even though the student may have a 5-minute performance, they are part of a much larger picture when it comes to the show. Students who miss rehearsals disrupt the flow for their entire class). Rehearsals are the only time that all students get together to prepare for their one time in the spotlight. Please ensure that you schedule rehearsals & performances as an important event on your calendar.

CONCERNS: If you have a concern, please direct it to the Artistic Director immediately. If you should have questions about your child's dance education, please **do not talk with other parents first when questions arise.** New Era Productions staff, teachers and Artistic Director are most concerned first and foremost with the well-being of each and every student.

For our students' safety be aware that if a student has a medical condition &/or an injury we may request a Dr's note to verify your child can safely participate in the activity & not cause further damage