

# Suzanne's School of Dance

## 2011-2012

*"Let us praise His name with dancing" Psalm 149:3*

### Studio Policies at a Glance

#### Class Costs and payment methods of tuition

- Tuition rates are as follow:
  - Pre-Primary 50 minute classes = \$50/month for 9 months (Sept-May)
  - 1 hour classes = \$55/month for 9 months (Sept-May)
  - 1 hour 15 minutes = \$55/month for 9 months (Sept-May)
  - 1 hour 30 minutes = \$60/month for 9 months (Sept-May)
  - Unlimited classes for 1 child NOT on company = \$205/month
  - Unlimited classes for 1 child on company = \$225/month
- Discounts apply to families with more than 1 child dancing
- There are 3 methods of payment one may choose when registering for class:
  - Automatic draft through a bank account or credit card
  - Payment for the semester (Sept- Dec. or Jan-May) with a **5% discount.**
  - Payment for the full year (Sept-May) with a **10% discount.**
- Payment for all tuition is due the 1<sup>st</sup> of the month and will be considered late after the 16<sup>th</sup>, incurring a \$10 late fee.
- There will be no refunds based on attendance. Tuition can only be prorated the first month a student attends if he/she begins mid month

#### Additional Fees throughout the Year

- Summer Registration Fee: \$15 – Due upon registering
- School Year Registration Fee: \$25 – Due upon registering (\$75 family max)
- Costume Deposits: \$20 per costume for May Recital – Due with December's Tuition
- Costume Balances: Full balance of your child's costumes – Due with January's Tuition \*Typically Each Costume Totals \$50 so the balance for 1 costume would be \$30 if you've already paid the \$20 deposit.
- Recital Fee: \$25 per child performing in the recital – Due with April's Tuition \*This fee helps us to provide a Professional Recital with free admission

#### Communication of Announcements

- All important information about the school year will be communicated through email. It is imperative that all families have access to this information.
- There will be 3 methods in which you can access these:
  - 1. Directly in your email inbox. Upon registering you will automatically be signed up to receive these updates
  - 2. View them posted in the studio on the bulletin board labeled "Announcements"
  - 3. Posted on our website. [www.suzannedancestudio.com/category/announcements](http://www.suzannedancestudio.com/category/announcements)
- **If, for some reason, you are not receiving these or you have a change of address you can also sign up for email updates on the homepage of our website on the right hand side.**

#### Withdrawals

While we hope that you will not find it necessary to withdraw your child from Suzanne's School of Dance, we ask that you please notify the studio by written note immediately if you find you must do so. By not providing proper notice to us, we continue to reserve your child's place in class. This means another child on a waiting list is kept waiting. By not providing proper notice to us, your child's account will continue to be billed. Non-attendance is not considered proper notice. You must fill out the withdrawal form from our website or in the office in order to withdrawal from classes at Suzanne's.

**Written notice must be received no later than the 3rd of each month in order to be considered effective for that month. If notice is not given until after the 3rd, your account will be billed for the month and you will be responsible for payment.**

## General Studio Info

Suzanne's School of Dance began in 1992 in the Bryan/College Station community. With over 350 students attending weekly classes, Suzanne's School of Dance is a growing community of dancers and instructors that strive for excellence in every way. Suzanne's desire is that each student experiences dance in a way that is set apart for God's Glory. Suzanne and her staff are always striving to provide each student with the highest quality of instruction and a variety of genres of dance. Currently, we have a total of 3 dance rooms in use Monday through Friday. These rooms enable us to offer a variety of different weekly classes. We offer Ballet, Pointe, Jazz, Tap, Modern, Lyrical, Hip-Hop, and Leaps/Turns/Progressions for ages 2-adult. Our studio provides a safe and loving environment that does not compromise integrity or values.

Suzanne's School of Dance is the home of Company and Apprentice AbunDance and STEP Hip Hop Crew. All Companies perform locally and in surrounding cities. These opportunities include performances in venues such as churches, festivals, workshops and community organizations. Every performance is seen as a ministry opportunity. Company AbunDance has had the privilege to be a part of Project Dance New York since 2002. This is a dance outreach in the heart of Time Square. Company auditions are held annually every spring.

We offer online registration on our website: [www.suzannesdancestudio.com](http://www.suzannesdancestudio.com)

## Full

- **Class costs**
  - Registration Fee (non-refundable)- \$25/year (family maximum of \$75)
  - 50 min class per week- \$50/month
  - 1hour class per week- \$55/month
  - 1 hour 15 minutes -\$55/month
  - 1.5 hour class per week- \$60/month
  - every class enrolled in after the main class is \$30
  - Family discounts available for siblings of two or more students. \$5 off total monthly tuition of second child. Three or more students – ½ off tuition of third child
  - Unlimited classes per student \$205
  - All "Privates or Semi Privates" must be booked through the studio. Fees vary with instructors and payments are made to Suzanne's.
  
- **Payment Policies**
  - Tuition payments are made by automatic funds transfer (AFT). You merely need to fill out a form and attach a voided check or provide credit card information. You will have the option of two dates for the withdrawal to be made, the 5<sup>th</sup> or the 20<sup>th</sup>.
  - Semester payments will be 5% off the semester total(Sept.-Dec) and (Jan.-May)
  - Yearly payments will be 10% off the full year payment (Sept.- May)
  - Full tuition is due every month regardless of attendance and/or CSISD holidays. Tuition for the 2011-2012 dance season is divided into 9 equal installments. Payments do not vary due to holidays or the number of weeks in a month. Suzanne's guarantees a minimum of 33 classes during the session. Any additional classes are considered "free bonus" classes.
  - There is a returned check fee of \$25.
  - If the studio finds it necessary to cancel a class for the semester, a refund of all unused classes will be issued.
  - Any billing questions should be directed via e-mail to Gina Beyer. You can direct your questions to [suzannesbilling@yahoo.com](mailto:suzannesbilling@yahoo.com)

## Additional Fees

- Recital Costume Deposit- \$20 per costume due in December 1st. Recital costumes range in price from \$50-\$65. The remaining balance for all recital costumes will be billed in January. For example: If you have one child taking 3 disciplines (ballet, tap, jazz) you will pay \$60 by last day of fall semester.
- All fundraising credit will be used towards costume balance in January. If your child will not be returning in the spring, your candle fundraising credit will be transferred to another student of your choice. No refund checks will be issued.
- Recital Fee- \$25 per child is due in April. This fee is used to help with rental for rehearsals and performance times, program production, printing, stage staff, etc.
- All accounts must be paid in full by the last dance class in May. A monthly late fee of \$25 is charged to accounts with unpaid balances.

#### ❖ **Withdrawals**

- While we hope that you will not find it necessary to withdraw your child from Suzanne's School of Dance, we ask that you please notify the studio by withdraw form immediately if you find you must do so. By not providing proper notice to us, we continue to reserve your child's place in class. This means another child on a waiting list is kept waiting. By not providing proper notice to us, your child's account will continue to be billed. Non-attendance is not considered proper notice.
- The only way to properly withdraw or make changes to your child's classes is through filling out our online form at <http://www.suzannedancestudio.com/studio-info/forms> or filling it out in the office.
- **Written notice must be received no later than the 3rd of each month in order to be considered effective for that month. If notice is not given until after the 3rd, your account will be billed for the month and you will be responsible for payment. For example if any changes are to be made to tuition charges in October this form must be received by the 3rd of October.**

- ❖ **Appropriate Dance attire:** all classes will be expected to follow the following guidelines for attire. No mid-drifts should show in any classes, hair should always be pulled back away from the face (in a bun for ballet) and only small jewelry accepted. Undergarments should not be visible if worn under leotard.

##### General Rules:

*T-shirts – only allowed in Hip Hop, modern, and Tap classes – no exceptions*

*Shorts – if dance shorts are worn, they must be worn with black or pink tights – no tan*

*Camis – may be worn over leotard – except for ballet*

*Capri Pants or Jazz pants – allowed in all classes except ballet*

- **Tiny Tots:** Ballet pink tights, solid pink, purple or black leotard (skirts are optional), black tap shoes with elastic or tap ties (no ribbons) and pink ballet shoes.
- **Pre Primary:** Ballet pink tights, solid pink, purple or black leotard (skirts are optional), black tap shoes with elastic (no ribbons) and pink ballet shoes.
- **All Primary Classes:** Ballet pink tights, solid pink, black, or purple leotard (skirts and jazz pants are optional), pink ballet shoes, black tap shoes with elastic (no ribbons), black jazz shoes
- **All Secondary Classes:** ballet pink tights, any solid color leotard (skirts and jazz pants or shorts are optional), pink ballet, black jazz shoes.
- **Intermediate Classes:** ballet pink tights, any solid color leotard (skirts and jazz pants or shorts are optional), pink ballet, black jazz shoes.
- **Lyrical/Contemporary:** any solid color tights and solid color leotard, lyrical shoes or Foot Undeez (skirts and jazz pants or shorts are optional.)
- **All syllabus ballet classes:** hair must be in a bun, black leotard, pink tights, no skirts or pants allowed
- **Hip Hop:** comfortable/movable clothes such as sweatpants, t-shirts, long shorts, gaucho style pants or capris. Athletic shoes such as tennis shoes are required. No jeans are accepted. Leotard must be worn under shirt.
- **Secondary, Intermediate and Advanced Tap:** Leotards and tights are not required but are welcomed. Jazz pants, athletic style pants, capris, or shorts with t-shirts are acceptable. Black Oxford style tap shoes are required.
- **Jazz:** Solid color tights and solid color leotard dance shorts or capri pants must be worn with Jazz Shoes

- **Modern:** Leotards are required. Comfortable/movable clothes such as sweatpants, t-shirts, long shorts, gaucho pants or capris. There is no shoe specification required (barefeet, socks, etc.)
- **Boys:** any class- white crew neck t-shirt, black shorts or sweat pants, black socks, black ballet, jazz or tap shoes.

❖ **Where can I purchase appropriate dance attire?**

- *A Dancer's Trunk* is the dance apparel store located within Suzanne's School of Dance. A Dancer's Trunk offers everything our dancers need from the youngest dancer to adults. Leotards, tights, skirts, jazz pants, ballet shoes, tap shoes, jazz shoes, lyrical shoes, and more!
- Each enrolled Suzanne's School of Dance student receives a 10% discount on every purchase!
- A Dancer's Trunk is open Monday-Friday: 12-6 (979-694-7463)

❖ **Annual Studio Performances**

- **Christmas in the Park-** Primary level and above (all combo classes and other selected classes) will perform. Date TBA (usually first weekend in December.)
- **Recital/Spring Show:** We now have two separate recitals. Both are held the 3<sup>rd</sup> week of May. All companies will perform at both recitals.
  - Recital 1- Pre Primary, & Primary Levels: Saturday, May 19 1:00-3:30pm Margaret Rudder Performing Arts Center
  - Recital 2 - all Secondary Levels and higher: Sunday, May 20 2:00pm at Rudder Auditorium on A&M

❖ **Professional Dance Portraits and Dance Videography-** Individual dance portraits are optional and available to purchase (information will be available at a later date).

- Recital videography by Memoir Photography will be available to purchase.
- Dance Portraits – taken at the studio by Steph Lee Photography

❖ **Studio Use:**

- **SSD Students:** Must schedule through office for availability. Fee – use is \$15 (up to one hour) \$25 (up to two hours). Use not to exceed 2 hours. Must have adult present if under age of 16. No charge if not utilizing the AC (practicing during regular office hours and studio is available )
- **Non SSD teachers or students:** Studio rental for anyone other than students and SSD teachers ~ \$20 per ½ - 1 hour. By availability only.

❖ **Costume and Recital Meetings:** Meetings are held third week of April 2010. **These meetings are mandatory.** These meetings are very informative concerning all details for costumes and recital information. Moms or a responsible adult must attend.

❖ **Costume Fundraiser**

- We hold a yearly Recital Costume Fundraiser in October-November. All of your profits from the fundraiser will be applied to the recital costume fees. All remaining money raised from the fundraiser will be applied towards tuition. (Franklin Candle Sales)
- Funds to be applied towards tuition will be applied first to May tuition and work its way backwards.
  - Example: If you have \$100 left over after paying for all costumes and your tuition is \$50 per month the funds will first cover May tuition then April Recital Fee (\$25) and then April Tuition. This will make your last payment in April for \$25.

❖ **Ballet Syllabus:**

At Suzanne's we use a ballet syllabus in all of our ballet classes. It is not required by Suzanne's for the students to come twice a week, but it IS a requirement of the syllabus. Students can take ballet once a week, but will not be considered for examination in the Spring. In order to move up, students will be required to take and pass the exam, and therefore the second ballet class per week. Sonja Staines will

come and give the exam and give written feedback. If you do not take two classes per week (one syllabus class) and do not test, you can still move up by taking the same level for three years. Please contact the office of more information.

- ❖ **Discipline:** Discipline is one of the foundational principles in the success of all dance students and classes. It is very important that the students are ready and prepared for class by the time their class begins. During class time, students are expected to pay attention to the instructor and maintain suitable behavior for their age. A student who fails to do so will be handled in a manner consistent with his or her age and maturity. For the younger dancers, we will have a “time out” spot in the room. Older students may be excused from participation in class. For a student who continually disrupts class, parental involvement will be called upon. We cannot have children hindering the learning process of others who are there to learn. Tiny Tots, Pre-Primary and Primary classes are rewarded with lollipops.
  
- ❖ **Cell Phones:** No cell phones are allowed in class.
  
- ❖ **Attendance and Punctuality:** Each student is expected to be dressed and entering into the studio room ready to dance at their class time. Students who are late for class should enter the classroom quietly and without disturbing the class that is already in progress. If you are having a hard time getting your child to class on time , please notify the student’s instructor.
  - If any student is consistently late, there will be a notice sent home that a change may be necessary.
  - Excessive absences or tardiness can hinder the promotion/advancement of the student. If the student is 30 minutes late, this will be considered an absence.
  
- ❖ **Inclement Weather Policy**
  - Suzanne’s School of Dance will follow the College Station ISD public school closings due to inclement weather. The studio also reserves the right to cancel classes due to weather upon any new upcoming weather knowledge. Please watch news for school closings.
  - Unfortunately, we may be unable to make up classes missed due to inclement weather and refunds will not be issued. Please contact the studio for more details.
  
- ❖ **Make Up Classes**
  - It is far better to observe a class than to miss the class altogether when a student does not feel well, as long as the student is not contagious or has a fever.
  - Make up classes are optional, not a requirement. Missed classes may be made up in a similar class- your child’s instructor can give you the best class to attend for a make up class. Refer to schedule for make-up class options.
  - During the spring most classes are working hard on their recital numbers, therefore make up classes are less helpful as the student will not be working on their same routine in any other class they choose as a makeup.
  - **We cannot give refunds due to illness or vacations.**
  
- ❖ **Awards**
  - **The following awards will be given out each year at the beginning of the recital**
    - Award for dancing at Suzanne’s for 5 years.
    - 10 or 15 year awards are given honoring all years of dance including training at other studios
    - Graduating senior awards
    - Other awards of honor and service are also given at that time.

- If a child should be receiving an award, the office must be notified upon registration. In order to ensure that all awards recipients are recognized, we ask for the help of our families.

### ❖ **Student Placement**

- Older students with little or no experience may be placed in an age appropriate introductory level for their first year of study. Placement is based solely on the recommendation of the staff for the benefit of each student. We seek to place them in class levels according to their ability and character.
- For more information on class levels and placement, please see our web-site at [www.suzannedancestudio.com](http://www.suzannedancestudio.com)
- Each student will receive an evaluation from each of their classes at the end of the fall semester.
- Suzanne's School of Dance evaluates students' level during the first month of classes and will notify parents if a change needs to be made in level.
- In the Spring teachers will conduct an evaluation to place each student in an appropriate class for the following school year.

- ❖ **Schedule Changes:** In the case that any schedule changes are necessary or desired, the parent/guardian must fill out the proper form and submit it to the office one month prior to the change desired. This must be cleared through the instructors before the change will be made. Students may not begin a new class without written change.

- ❖ **Studio Etiquette:** We encourage our studio parents to observe your students' classes, however, it is very important to maintain an atmosphere in the viewing areas that is not distracting to the students or teachers. Here are some ways to help:

- A toy box for siblings is located in the dressing room. Children are welcome to play, but we ask for your help in keeping the toys picked up after use.
- Please keep all children near you- no running or loud yelling/screaming
- Please keep all students and children outside of any unused studio rooms – noise can be heard in classrooms
- Please keep a short distance between you and the viewing windows
- Please do not wave/draw attention away from the instruction
- No food, drinks or gum allowed dance studios (water bottles only)
- Please dispose of all dirty diapers in the outside trash can
- Please dispose of all personal food or drinks
- No excessive talking during class
- Proper attendance – cover ups worn to and from class
- Please have good attendance
- Take all belongings with you when you leave studio room
- Enter quietly if late
- If over the age of 11 – please wear deodorant
- Arrive at least 10 minutes early to appropriately prepare for class. If late, wait for the exercise in progress to be over before entering
- If a student needs to leave early, he/she must ask the teacher's permission before class begins. Please leave discreetly so as not to disrupt class.
- Photography and videography are permitted during class time to help aid in progress. If this is done to excess, it can be distracting to the class. Please consult your child's teacher for the best time to film.

### ❖ **Snacks and Drinks**

- Students can bring snacks to place in the snack room/fridge if desired.
- Drink machines are located in our studio snack room. Drinks are \$1.25
- Full size refrigerator and microwave are available for students that may eat dinner between classes.
- All leftovers in refrigerator will be thrown away at the end of the week.
- Please help keep snack room clean and be responsible to dispose of trash.

- ❖ **Student Assistants:** Our wonderful student assistants are chosen out of many young and talented dancers. They are required to show character, leadership and good conduct in the classes they attend. They are chosen by invitation only and are given the unique opportunity to pour into young lives and train under the qualified teaching staff. If a student is interested, they may send their request in written form. Assistants receive discounts on monthly tuition. Age requirement varies.
- ❖ **Senior and Company Gala- March Performance Fundraiser**
  - Graduating high school seniors who have danced with Suzanne’s School of Dance for the past three consecutive years have the option of performing and participating in the Senior Gala. Here they can perform a solo, share a slide show and display a table of memories/awards/ pictures. We encourage our seniors to take part and invite their families to this special ceremony and event. All Company members will also perform choreography from the current season.
- ❖ **Communication:** There will be three forms of communication from the studio to you:
  - First: we will e-mail every announcement and upcoming event. For example: holidays, important dates, reminders etc.
  - Second: we will post the e-mail inside the studio on the bulletin board in entry.
  - Third: a copy of these emails will be posted on our website at <http://www.suzannesdancestudio.com/category/announcements>
  - These emails will have very important information regarding announcements and reminders throughout the year.
  - **If you are not receiving these or you have a change of address you can also sign up for emails on the homepage of our website on the right hand side.**
- ❖ **Parking:** Please use the parking areas in the front and in the rear of the studio. DO NOT park in parking lot spaces in businesses on either side until after 5:30. It is important that we are courteous to our neighbors! ☺ Please be careful in the parking lot and always look for dancers coming and going.
- ❖ **Student Drop Off and Pick Up:** Please supervise any child drop off in front of studio. For pick up, younger students must wait for parents inside studio at all times.
- ❖ **Parent-Teacher Conferences:** Our staff is available to visit concerning you child’s progress and to answer any questions or concerns that you may have. Please e-mail us if a conference time is desired.
- ❖ **Birthday Parties:** The studio is available for birthday parties.
  - Princess Package~The entire facility to yourself for 2 hours. One of our talented Company AbunDance members will teach the girls a dance for 30 minutes. You may choose between ballet, jazz, hip-hop, lyrical, etc..We provide the music and stereo system, plus a trunk full of costumes and props. A \$10 gift certificate for the birthday girl to A Dancer’s Trunk! Assistance of Company member for 1 hour to help facilitate class and dress up time Cost: \$85
  - Prima Ballerina Package~ The entire facility to yourself for 2 hours. One of our talented Company AbunDance members will teach the girls a dance for 30 minutes. You may choose between ballet, jazz, hip-hop, lyrical, etc. We provide the music and stereo system, plus a trunk full of costumes and props. A \$10 gift certificate for the birthday girl to A Dancer’s Trunk! Assistance of Company member for full 2 hours to facilitate class, dress up time, cake and presents and any other games or activities. Cost: \$115
- ❖ **Christmas parties** are held the last week before the break during class time. The students can also participate in an ornament exchange.
- ❖ **Contact us:**

- [suzannesschoolofdance@yahoo.com](mailto:suzannesschoolofdance@yahoo.com)
- 979-485-8277 or 979-694-7463
- 211 Rock Prairie Rd. College Station, 77845
- our web site: [www.suzannesdancestudio.com](http://www.suzannesdancestudio.com)
- Studio office hours are Monday-Friday 12pm-6:00pm
- Closed on weekends

#### ❖ Office Staff

Owner/Director: Suzanne Moreau  
Bookkeeper: Gina Beyer  
Studio Manager: Morgan Johnson  
A Dancer's Trunk: Blair Whitley

Director Company & Apprentice AbunDance: Suzanne Moreau  
Assistant Director Company & Apprentice AbunDance: Blair Whitley  
Director STEP Hip Hop Crew: Bonnie Roye

#### ❖ Studio Faculty

Erin Cothran  
Jessica Crabtree  
Kirsten Hartman  
Morgan Johnson  
Sarah Kitterman  
Suzanne Moreau

Taylor Wedgeworth  
Andrea Sheridan  
Arlina Pletcher  
Bonnie Roye  
Blair Whitley