

# FANCY FEET DANCE AND FLOOR GYMNASTICS STUDIOS, INC.

Celebrating our 24<sup>th</sup> year!!!

Voted one of the top 50 most outstanding dance studios in the United  
States by dance spirit and dance magazine

&

awarded the FDC studio of excellence award for 2007 & 2008

2008-2009

## Parent / Student Handbook

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Dear Parents:

We would like to take this opportunity to thank you for choosing Fancy Feet for your child's dance/gymnastic education for the upcoming season. In order to provide you with the best possible information about our school, we have developed this Parent/Student handbook. It provides a detailed description of policies and procedures used by our studio. We believe this handbook will answer most of your questions. Please keep this as your reference for the dance school year. Should you have a question that is not answered in the handbook, feel free to call us. We are looking forward to another exciting and successful year!

Sincerely,  
Miss Paula  
Director

### **STUDIO OFFICE HOURS**

Monday: 2:00-6:15

Tuesday: 2:00-7:30

Wednesday: 2:00-9:30

Thursday: 2:00-7:30

Friday: CLOSED

Saturday: 8:30-1:30

Sunday: CLOSED

## Calendar of Events 2008-2009

The following is a tentative "year-at-glance" schedule, subject to change as needs dictate. These schedules will be confirmed in our newsletters.

August 18 <sup>th</sup> August 30 <sup>th</sup>	Classes Begin <b>Studio Closed</b> – Matthews Alive Parade
September 1 <sup>st</sup> September 15 <sup>th</sup> – 20 <sup>th</sup>	<b>Studio Closed</b> – Labor Day Bring-A-Friend Week (1 <sup>st</sup> grade & above)
November 1 <sup>st</sup> November 3 <sup>rd</sup> – 8 <sup>th</sup> November 10 <sup>th</sup> – 15 <sup>th</sup> November 17 <sup>th</sup> & 19 <sup>th</sup> November 26 <sup>th</sup> – 30 <sup>th</sup>	<b><i>Recital Costume Deposit Due</i></b> Parent Visiting for Studio 1 & 3 Parent Visiting for Studio 2 & 4 Parent Visiting for Competition Students <b>Studio Closed</b> – Thanksgiving Break
December 15 <sup>th</sup> – 20 <sup>th</sup> December 21 <sup>st</sup> – January 2 <sup>nd</sup>	Holiday Parties <b>Studio Closed</b> – Winter Break
January 3 <sup>rd</sup>	Classes Resume
February 2 <sup>nd</sup>	<b><i>Recital Balance Due</i></b>
March 9 <sup>th</sup> – 14 <sup>th</sup>	Recital Work Begins
April 9 <sup>th</sup> – 13 <sup>th</sup> April 14 <sup>th</sup> April 27 <sup>th</sup>	<b>Studio Closed</b> – Spring Break Classes Resume Pre-registration Begins for 09-10 Season
May 17 <sup>th</sup> May 18 <sup>th</sup> – 23 <sup>rd</sup> May 25 <sup>th</sup> – 30 <sup>th</sup>	Outdoor Rehearsal at Stumptown Park Parent Visiting Studio 1 & 3 Parent Visiting Studio 2 & 4
June 1 <sup>st</sup> June 16 <sup>th</sup>	Parent Visiting Competition Students Last day of classes

### **Miscellaneous Information:**

October: Fall fundraiser info goes out to help defray cost of recital costumes.

December: You will receive detailed recital and costume information. Students will also be measured for recital costumes.

January: Stop by the office to see a picture of your child's recital costume!

March: A spring fundraiser will go out this month. We will also offer a Spring Fun Dance class for new students ages 2 ½ - 5 who are not yet in kindergarten.

July & August: Fun Dance Classes, Gymnastics, Hip Hop, Summer Technique, Competition Intensives

Welcome to the Fancy Feet Family. Fancy Feet strives to provide quality dance education in a positive environment. Our staff is composed of some of the best...and we have hand-selected each one to give our students the best possible training. Most of our staff have grown up in our Fancy Feet family. We always try to inform you of important information via monthly newsletters and/or emails. Please feel free to contact us if you ever have a question or concern!

**Payments:**

1. **Registration Fees:** A yearly registration fee of \$50.00 PER FAMILY is due along with the registration form.
2. **Tuition:** All tuition is prepaid for the upcoming month. **Monthly tuition is due on the 25<sup>th</sup> of the preceding month.**
3. **Late Payments:** Tuition received in our office after the 1<sup>st</sup> of each month will be assessed a \$20.00 late fee.
4. **Costume/Recital Fee:** See our Policy & Release Agreement. Recital rates are determined by the class. Deposits are due November 1<sup>st</sup>. Balances are due February 2<sup>nd</sup>.
5. **Refunds:** NO REFUNDS WILL BE GIVEN FOR ANY PAYMENTS (including annual tuition payments).
6. **Trophies:** For those students who have had three or more years previous dance experience (other than at Fancy Feet) and would like a yearly trophy to correspond with this experience, you can purchase 'said' trophy through Fancy Feet. Tentative costs range from \$6.00 - \$13.00. You may fill out an order form in February. Just stop by the office.
7. **Fundraising:** We will be doing a fall and spring fundraising event to defray the costs of items needed in our school. These fund-raisers will help students who participate to defray the cost of recital costumes. These monies will need to be PRE-PAID (see fundraiser forms for details.)
8. **Gift Certificates:** Gift certificates are available for purchase at the front office. They are a great idea for birthday or holiday gifts.
9. **Late Pick-ups:** You are responsible for your child before and after class. Parents who are more than 15 minutes late to pick up their child after the last class of the day has ended will be charged a baby-sitting fee of \$10.00 per 15 minutes. This charge will be added to your account and will be reflected on your next statement.
10. **Miscellaneous:** Payments cannot be combined. For instance: tuition must be paid separately from costumes, etc. Each is considered an individual account. There is a \$20.00 service charge for returned checks. Please make a note.

**Methods of Payment:**

**CHECK or MONEY ORDER:** When paying via check or money order, please make sure you note the student's name in the description field to assure that it is posted properly to your account. A \$20.00 returned check fee will apply to any check returned to Fancy Feet. It is not our policy to re-submit a check for payment once it has been returned.

**DEBIT CARD or CREDIT CARD:** We accept VISA, MasterCard.

**CASH:** Always make sure you get a receipt from the front desk staff when paying with cash. Please make sure the student's name is noted on the cash receipt so we will post your payment properly. Fancy Feet will not be responsible for lost or misapplied payments if a proof or receipt is not provided.

**Classes:**

For class schedules and make-up schedules please see your child's teacher.

**Memos:**

Memos are emailed on a regular basis to keep you informed. If you do not have an email address, a copy of the memo will be mailed to you.

**Dancewear:****1. SHOES**

In order for a child to be a competent dancer, he/she must wear the correct shoes for their specific class. Tap shoes for tap class (low heels unless otherwise requested by teacher.) Ballet shoe for ballet class and jazz slip on booties for jazz class (3<sup>rd</sup> Advanced and above). **It is also necessary that your child's name be in all shoes and dance bags.**

**2. DANCE BAGS**

Some form of carry case is needed for all students' shoes and other dance accessories. This enables the students to better keep up with their items.

**3. BODYWEAR**

Fitted body wear and tights are required for girls (NO shirts, shorts, or sweat-pants). Sweat-pants or biker shorts are required for boys (NO jeans).

**4. OTHER**

Girls' hair should be pulled back away from the face. Be aware that jewelry only gets in the way; therefore, we request minimum or no jewelry during class. Also, no gum, candy, or other type of mints, etc. allowed at any time during class.

**Studio Closings:**

In the event of inclement weather, please tune in to WSOC – Channel 9 (ABC) for weather closing information or check your email for updates. If we cancel class for any weather related reasons, we will send home a make-up schedule at the next scheduled dance class.

**Parent Visiting:**

The parent visiting dates are given previously in the Studio Calendar are the only dates parents and other visitors are allowed in class. However, in some extenuating circumstances, exceptions are made. Please call the office in advanced to make such arrangements.

**Change in Personal Information:**

Please contact our office if you have an address, telephone number, or email address change. This is vital for our internal records and all information is confidential.

**Information Location:**

We have a bulletin board located at the front entrance for your convenience. Calendars for both recreational students and competitive students are updated on a regular basis to help keep you as informed as possible.

**Lost & Found:**

There is not a lost & found at this location. Please have your child check his or her things before leaving to make sure they do not leave anything. Any items found will be taken to Goodwill.

**Studio Rental:**

The studios are available for rental, either with or without a teacher, for rehearsal, practice, and picture – or video-taking. Call for more information.

**Studio Rules:**

1. No food, drink or gum allowed in the studio!
2. At the end of class, students will be taken to the front door of the studio. Those students under the age of 10 will not be allowed to cross the parking lot without a parent.
3. It is recommended that students arrive a few minutes early to be prepared for class. However, students should arrive no earlier than 15 minutes before class, except in special circumstances. Please note that children under the age of 10 should not be left in the studio unsupervised either before or after class.
4. In order for us to continue to be as organized and efficient as possible, please note that the office area is restricted to key personnel of Fancy Feet only. If you have any questions or needs from the office, please wait at the office window and we will attend to your needs as quickly as we can. **Please note, that for payments other than cash or charge, you may use the payment box located on the office door.**
5. Use of our telephone should be for emergencies only. Please note that this is a business phone and NON Fancy Feet employees should only use the telephone when absolutely necessary.
6. We love babies but please do not dispose of dirty diapers inside our studio and do not flush dirty diapers in the studio toilets. There are large trash cans located outside the studio better suited for such disposal.
7. During class time, the teachers are working with their individual classes and cannot be interrupted. Please leave your question(s) or request at the office and they will get back with you as soon as possible. Remember, when you stop them in the hallway between classes, you are keeping them from another student's time.

**SUGGESTIONS, COMMENTS, QUESTIONS, AND CONCERNS ARE WELCOME. WE TRULY DO APPRECIATE YOUR INPUT!**