



# Prestige Dance Studio Parent/Student Handbook 2016

**Address:** 5005 Blairs Forest Lane NE Suite D Cedar Rapids, Iowa 52402  
**Email:** [PrestigeDanceStudioCR@gmail.com](mailto:PrestigeDanceStudioCR@gmail.com)  
**Website:** [www.PrestigeDanceStudio.com](http://www.PrestigeDanceStudio.com)  
**Phone:** (563) 543-8414

**Owner & Artistic Director:** Jess Novotny  
**General Operations:** Addy Sullivan “Big Addy”  
**Teachers:** Miss Allisyn, Miss Alyssa, Miss Erin, Miss Jennifer, Miss Jess, Miss Kaytie, Miss Meg, Miss Megan, Miss Miranda, Miss Megan, Miss Trista  
**Support Staff:** Sarah “Trink” – Costuming & Rhinestone Extraordinaire  
Stacey – Office Manager  
**Fall Office Hours:** Monday – Thursday 4:30-7:00pm

*This handbook contains information about classes and the studio, student and parent expectations, and a calendar for the 2016-2017 dance season. All of the teachers and staff at PDS are dedicated to making sure our customers’ experience is positive. We look forward to making our 4<sup>th</sup> year of Prestige Dance Studio the best and most impressive yet!*

## Studio Communication

Prestige Dance Studio sends out a monthly newsletter and other announcements via email. For the fastest and most thorough answer to any questions you may have, please contact us via email at [PrestigeDanceStudioCR@gmail.com](mailto:PrestigeDanceStudioCR@gmail.com).

## Facebook & Instagram

Follow us on Facebook and Instagram for important information, news and deals.  
Facebook: [www.Facebook.com/PrestigeDanceStudioCR](http://www.Facebook.com/PrestigeDanceStudioCR) Instagram: PrestigeDanceCR

## Registration

Registration for new and returning members is easy via our Parent Portal enrollment link. This can be found on our website at [PrestigeDanceStudio.com](http://PrestigeDanceStudio.com). Concurrent enrollment in ballet is required for all Jazz, Lyrical, Leaps & Turns and Pre-Pointe classes. For questions regarding enrollment please contact us via email.

## Tuition

First month’s tuition plus the annual registration fee is due at the time of enrollment. Tuition will be pulled from the required account on file on the first of each month (September-May). A \$25 bounce fee will be assessed to any failed pulls and an additional \$25 late fee will apply to any accounts not paid in full by the 5<sup>th</sup> of the month. If you would prefer to avoid auto-withdraw please bring cash or check into the office during our scheduled office hours by the 25<sup>th</sup> of the month prior. Payments made by cash or check after this day or outside of office hours may not clear our system before auto-withdraw resurrects accounts and could result in a double pull. This would place a non-refundable credit on your account. All payments must be up to date and balance paid in full in order for a student to receive apparel or merchandise, or before participating in class, any special event, showcase, recital or competition.



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### **Charges to Account (Merchandise & Non-Tuition events)**

Families are allowed to purchase dancewear, shoes, attire and other Prestige spirit items from our Diva Boutique and place the fees to the account. Any charges placed on your account for any items or events other than tuition will be pulled from your bank account on file within 24 hours and subject to the \$25 bounce fee for any failed pulls. Prestige Dance Studio is not responsible for any bank-assessed bounce fees due to failed pulls. Please pay cash or check at the time of purchase or enrollment to avoid auto-withdraw. All transactions are subject to 7% sales tax in accordance with Iowa State law.

### **Attendance**

Please email us as soon as possible if your student is going to miss class for any reason. Classes missed due to unforeseen or unavoidable circumstances can be made up within a month of the date of absence. Students are permitted to attend a class of the same or lower level. An email requesting a make-up class must be sent no later than 48 hours before the make-up class time. Tuition will not be discounted due to missed classes.

### **Withdrawing Enrollment**

If you or your student decides mid-year not to continue with a class, we must be notified by email no later than the 20<sup>th</sup> of the month prior. Any withdraw notifications received later than this date will still be subject to the following month's tuition payment. All withdraw notifications must be sent by email. No withdraw requests made in person to any staff of Prestige Dance Studio are considered appropriate or applicable.

### **Class Cancellations**

PDS may cancel class due to bad weather. We will send out an email and update our studio's Facebook page. Please check both outlets for the fastest and most accurate information. The cancelled classes will not be rescheduled or refunded, but students are allowed to make up these classes within one month in the same or lower level class of the same genre.

### **Parent Observation**

Parents are not permitted to enter the studio at anytime during class hours unless invited by the instructor. Curtains are placed over windows to prevent distraction of our students during class and should not be pulled back for clear view under any circumstance. Please remember that this is as a courtesy to your dancer and all other dancers in the studio. Their dance education is of utmost importance to us. We understand that adjusting to the first few classes may be difficult for our some of our Tippy Toes students. We permit parents to join students for the first few classes until dancers warm up to their teachers, peers and surroundings. Parents are not permitted in Tippy Toes classrooms after October 1<sup>st</sup>.

### **Lobby Expectations**

Please be considerate of other customers as well as our students while in the lobby or viewing areas of the studio. Just as you can hear some of the instructions coming from inside the studio, dancers and instructors inside the studio can hear loud noises from the lobby. Siblings of students need to be supervised at all times within the walls of Prestige Dance Studio. There should be no running, yelling or playing with water fountains, vending machines or merchandise in the lobby.

### **Classroom Expectations**

Students should be ready to enter class on time, have used the restroom, with hair up in a bun and in the appropriate dress code for the class they are preparing to enter. If your student is not in the appropriate attire as it is stated in our studio's dress code, the necessary attire will be charged to your account on file and they will be asked to leave class to change.

### **Dress Code**

It is incredibly important that your dancer follow our guidelines for dance attire and footwear within the walls of our studios. The Prestige Dance Studio dress code was created to keep your dancer safe, prevent injuries and ensure that he or she receives the best dance instruction possible. A copy of our dress code is included on the last page of this packet. Additional copies of our dress code are available in the studio office. All attire required for our classes is available for purchase or order in the Studio Lobby or Office.

### **Student Evaluations & Level Information**

Staff and teachers at Prestige Dance Studio reserve the right to place students in the appropriate level. Students age 6 and up will be placed in levels based on technical ability and maturity, not their age. Students are evaluated every spring and an email will be sent with their recommendations for the following year prior to early-enrollment in April. Students in classes Level 1 and up should plan on spending at least two years in a level before continuing on to the next level. Teachers are more than happy to provide additional feedback and help students develop and succeed in their dance goals. If at the time Fall classes begin we feel that your student has improved past our Spring recommendations, we will contact you to reassess class levels.

### **Recital Information**

Prestige Dance Studio will hold their annual dance recital at the Paramount Theatre on Sunday, June 4<sup>th</sup>, 2017 at 12:00pm and 4:00pm. Each family will receive a packet with detailed information on March 1<sup>st</sup>. We ask that you read this packet completely and thoroughly as we will not re-address subjects covered in this packet. Recital season is incredibly busy and we dedicate many hours to putting on an incredible and unforgettable performance for your family and your dancers to remember for years to come.

**Costumes:** Costumes fees for our annual recital are \$62 per class and payment will be split over the course of 2 billing periods (October and November). *All classes except for Leaps & Turns and Mommy & Me will participate in our annual recital.* Students will be sized for costumes during the month of October. All measurements will be adjusted to account for growth before your student receives the costume. Costumes will be sent home throughout the entire month of April. We will not send home costumes until all students in the class have received their costumes. All costume fees are non-transferable or refundable.

**Recital Fees:** A recital fee of \$55 for families with one dancer or \$85 for students with two or more dancers will be billed along with tuition and any other account balance on March 1<sup>st</sup>. This fee includes complimentary tickets to our annual Recital and covers some of the costs of our fully produced recital. More information regarding complimentary tickets will be included in our Recital Packet which will be available on March 1<sup>st</sup>. Recital fees are non-transferable or refundable.

## 2016-2017 Calendar of Events

**Monday, August 15<sup>th</sup> - Sunday, August 21<sup>st</sup>** – Fall Classes Begin

**Thursday, September 1<sup>st</sup>** – Monthly Tuition auto-withdrawn

**Saturday, October 1<sup>st</sup>** – Monthly Tuition + ½ costume deposit auto-withdrawn (*\$31 per recital costume*)

**Monday, October 17<sup>th</sup> - Sunday, October 23<sup>rd</sup>** – Parent Observation Week

**Tuesday, November 1<sup>st</sup>** – Monthly Tuition + ½ costume deposit auto-withdrawn (*\$31 per recital costume*)

**Monday, November 21<sup>st</sup> - Sunday, November 27<sup>th</sup>** – Fall Break

**Thursday, December 1<sup>st</sup>** – Monthly Tuition auto-withdrawn

**Friday, December 23<sup>rd</sup> – Thursday, January 5<sup>th</sup>** – Winter Break

**Sunday, January 1<sup>st</sup>** – Monthly Tuition auto-withdrawn

**Wednesday, February 1<sup>st</sup>** – Monthly Tuition auto-withdrawn

**Monday, February 6<sup>th</sup>** – Recital tights pre-order begins

**Monday, February 27<sup>th</sup> - Sunday, March 5<sup>th</sup>** – Parent Observation Week

**Wednesday, March 1<sup>st</sup>** – Monthly Tuition + Recital Fee auto-withdrawn (*Recital fee: \$55 for families with 1 dancer and \$85 for families with 2+ dancers*)

**Wednesday, March 1<sup>st</sup>** – Recital Packets available for pick up in the studio office

**Monday, March 13<sup>th</sup> - Sunday, March 19<sup>th</sup>** – Spring Break

**Saturday, April 1<sup>st</sup>** – Monthly Tuition auto-withdrawn

**Monday, April 10<sup>th</sup>** – Flower pre-order, room-mom sign up and recital seat reservations begin.

**Monday, May 1<sup>st</sup>** – Monthly Tuition auto-withdrawn

**Wednesday, May 17<sup>th</sup> & Thursday, May 18<sup>th</sup>** – Dress Rehearsal

**Monday, May 29<sup>th</sup>, Tuesday, May 30<sup>th</sup>, Saturday, June 3<sup>rd</sup>, & Sunday, June 4<sup>th</sup>** – No Regular Classes

*\*Wednesday and Thursday classes will use this week to make up for classes missed for Dress Rehearsal*

**Sunday, June 4<sup>th</sup>** – Prestige Dance Studio's 4<sup>th</sup> Annual Recital at the Paramount Theatre