



Prestige Dance Studio Parent/Student Handbook 2021-2022

Address: 5005 Blairs Forest Lane NE Suite D Cedar Rapids, Iowa 52402
Email: PrestigeDanceStudioCR@gmail.com **This is the best way to contact us!*
Website: www.PrestigeDanceStudio.com
Phone: 319-200-4844

Owner & Artistic Director: Jess Novotny

Teachers: Miss Jess, Miss Amy, Miss Ally, Miss Ashley, Miss Camille, Miss Emily, Miss Faith, Miss Holli, Miss Jenna, Miss Jen, Miss Kayla, Miss Toree, Miss Trista

Support Staff: Stacey, Vicki, Adrienne, Steph

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 2021-2022 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 9th year of Prestige Dance Studio the best 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. We will do our best to respond to all emails within 48 hours with the exception of the weekends. We encourage you to use all available resources (i.e. our website, Facebook page, Parent Handbook, Studio Cheat Sheet, etc.) to find readily available answers to any questions you have.

Facebook & Instagram

Follow us on Facebook and Instagram for important information, news and deals.

Facebook: 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. 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 \$35 bounce fee will be assessed to any failed pulls and an additional \$35 late fee will apply to any accounts with balances less than \$250 not paid in full by the 5th of the month. Balances after the 5th of more than \$350 will be charged a 10% finance fee. If you would prefer to avoid auto-withdraw, payments are accepted through Venmo or PayPal, or you may bring cash or check into the office during our scheduled office hours by the 25th 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 and place the fees to their active account in good standing. 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 \$35 bounce fee for any failed pulls. Prestige Dance Studio is not responsible for any bank-assessed bounce fees due to failed pulls. Please submit cash, check, Venmo, or PayPal payment 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

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 during the year not to continue with a class, we must be notified by email no later than the 10th of the month prior. Any withdrawal notifications received later than this date will still be subject to the following month's tuition payment. All withdrawal notifications must be sent by email. **No withdrawal requests made in person to any staff of Prestige Dance Studio are considered appropriate or applicable.** Any drops after January 10st, 2022 will result in remaining tuition (February-May) balance due in full.

Class Cancellations

PDS may cancel class due to inclement weather. We will send out an email and update our studio's Facebook page. 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. PDS reserves the right to deliver class content via an online system in the event that classes are not able to be conducted live for any reason including, but not limited to, governmental advisory.

Parent Observation

Parents are not permitted to enter the studio at any time 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. 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 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 1st.

Lobby Expectations

Be considerate of other clients 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 must be supervised at all times within the walls of Prestige Dance Studio. There should be no running, yelling or playing with water fountains or merchandise in the lobby.



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Classroom Expectations

Students are to 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. 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 aged 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 via email 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 5, 2022. Each family will receive a packet with detailed information by March 1st. We ask that you read this packet completely and as thoroughly as possible. 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 \$66 per class for our Tippy Toes 1-4 & Hippity Hop classes, and \$72 per class for our Levels 1-8 classes. Payment will be split over the course of 2 billing periods (October and November). *All classes except for Leaps & Turns, Pre-Pointe 5/6 and Baby & 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 March + April. All costume fees are non-transferable or refundable. Any accounts with an outstanding balance will not have costumes sent home until paid in full.

Recital Fees: A recital fee of \$80 for families with one dancer or \$115 for students with two or more dancers will be split into two equal payments along with tuition and any other account balance on Feb 1st and March 1st. This fee includes complimentary tickets to our annual recital, full DVD of all three shows, 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 by March 1st. Recital fees are non-transferable or refundable.