



2013-2014 Studio Schedule, Information & Policies

Monday	Tuesday	Wednesday	Thursday	Friday
4-4:45pm Baby Ballet (ages 3-4)	3:30-4:15pm Baby Ballet (ages 3-4)	4:30-5:30pm Ballet/Tap (ages 5-6) CLOSED	4:45-5:30pm Ballet I (ages 6-7)	4-6pm <i>TBD</i>
5-5:45pm Itty Bitty Ballet/Tap (age 4) CLOSED	4:30-5:15pm Itty Bitty Ballet/Tap (age 4)	5:30-6:15pm Tap I (ages 6-7)	5:30-6:30pm Ballet/Tap (ages 5-6)	6 <i>Competition Solo</i>
6-6:45pm Tap II (ages 7-10)	5:30-6:15pm Jazz I (ages 6-7) ALMOST FULL	6:30-7:15pm Jazz II (ages 7-9)	6:30-7:15pm Ballet II (ages 7-9)	6:30 <i>Competition Duo</i>
6:45pm-7:30pm Jazz III (ages 8-10) ALMOST FULL	6:15-7pm Hip Hop I (ages 8-10) ALMOST FULL	7:15- <i>Competition Practice TBD</i>	7:15-8pm Hip Hop II (ages 8-11) ALMOST FULL	7 <i>Competition Solo</i>

Classes listed above:

Baby Ballet, Itty Bitty Ballet/Tap, Ballet/Tap, Tap I, Tap II, Ballet I, Ballet II, Jazz I, Jazz II, Jazz III, Hip Hop I, Hip Hop II. To aid our expanding enrollment, we plan to increase our staff.

We want all of our students to have a positive, rewarding experience in our safe and supportive environment. In order for us to deliver the best possible experience, we ask that you review the following information. These policies are for your protection, privacy, and enjoyment. Please have respect for our space as well as those in it.

For Announcements & Information

We highly recommend that if you have a Facebook account, that you “Like” **Downtown Dance Lewisburg PA**. We post announcements right as they happen, for example: costumes will be distributed tonight, a new class has opened, special events, closings due to snow, etc. You can also refer to our website: www.downtowndance.org or follow us on Twitter. Be sure to give us your best email addresses as this is our main form of communication. Our email address is: DowntownDancePA@gmail.com and phone is: 570-768-9379.

Attendance

Dance classes begin the day after Labor Day, Tuesday, September 3, 2013 and run through May 2014. There will be one extra Rehearsal and a Recital in June. Classes end with the Recital. Please save the first and second Friday & Saturday night dates in June as potential Dress Rehearsal/Recital dates. Although payments are made in 3-month installments, students are expected to be enrolled for the entire school year.

- Inclement weather may force us to close. Call us and our voicemail message will inform you or refer to our Facebook announcement.
- Major federal holidays are observed. Other holidays will be posted in advance.

Initial enrollment numbers that are low may force us to discontinue a class. We reserve the right to move a class time. In either case, we will give you advance notice.

Registration & Forms:

***Please note that our fees have been updated.**

To register, fill out the registration form and submit it with the registration fee. These two items can be dropped in our 1st floor drop-box or snail mailed to: Downtown Dance, Suite 201, 434 Market Street, Lewisburg, PA 17837. The form can be found at our 2nd floor door or on our website. Some classes will fill so please get your materials in as soon as possible to ensure a spot in your preferred class time.

- Registration fee: \$15 nonrefundable, payable only once per school year, per student (due along with the Registration Form and prior to attending a class thus saving your spot.)
- The monthly calculations are: Baby Ballet is **\$32/month** and all other regular classes are **\$37/month**. Multiple classes or having a sibling enrolled at the studio reduces the rate to **\$22/month** for additional classes. Competition classes are **\$32/month**.
- **Tuition: calculated for 3 months at a time and due by the first class of September, December, and March**; students are expected to maintain enrollment for the entire school year; the tuition is not adjustable for absences, emergency closings, or holidays. Students may make up absences by attending another class. Tuition is not refundable.
- Method of payment: Cash or check accepted. Make checks payable to “Downtown Dance”. Your account is considered late if not received by the 10th of the month. At which time a late fee of \$10 will be assessed. The return fee for a bad check is \$35.

Dress Code:

Please login at www.CurtainCallforClass.com. Type Downtown Dance then select Downtown Dance Lewisburg pa as it appears. The password is dance2013. Navigate with the “My Studio” button on the top right or left sidebar & scroll down. We have partnered with Curtain Call and Capezio brands in this online store. Click on your class name for required attire to view shoe and tight style/colors. You may select your class with all options to view bodywear that would be appropriate for class. Add items to your shopping cart & have it shipped to your home. Free shipping applies to orders \$100 or more. Shipments should be received in 1-2 business days since the supplier is in York (ignore the date listed on the shopping cart page).

Important Notes on Dress: You may wear any style/color leotard for any class. Long sleeve leotards are only recommended in the winter. Ballet shoe ties must be tucked in for class. Danskin ballet slippers from Walmart are not suitable. Spandex shorts, ballet skirts, and tutus are acceptable dancewear. No jewelry (stud earrings are okay). Hair is to be swept up away from the face. A dressing room is available next to the waiting area. The closest brick & mortar dance retailer is Freestyle Dancewear in South Williamsport.

In the Studio:

No food or drinks; capped water bottles are to be kept in the waiting area.

Please use the cubbies in the hallway for your personal belongings.

No street shoes are allowed on dance floor.

No one is permitted on dance floor that is not in the class.

Please do not stand in the studio doorway to watch because it is distracting to the students. If the door is open, you may peer from a distance. We will offer scheduled parent/family visitation days to highlight student progress.

Behavior

An important part of studying the art of dance is to honor and respect yourself, your instructor, and your classmates. Students in preschool aged classes should keep their hands to themselves, cooperate, and listen to instructions. In general, students who are not following directions and refuse to follow directions will get a warning, then a time out, then no sticker.

Arrival and Pickup:

Please arrive at least 5 minutes before the scheduled start of each class.

Children must be picked up on time. Do not assume that anyone is available to wait with your child.

Baby Ballet & Itty Bitty Ballet/Tap (3 & 4 yrs old) – Parents need to stay in the waiting room for the duration of class to take their child to the bathroom if necessary during class time. If this is not possible, please make other arrangements.

