



dance creations

www.dancecreations.com

888-B Easy Street • Simi Valley, CA 93065 • (805) 582-2598

Dear Parents and Students,

August 2011

Welcome to Fall 2011 at Dance Creations. Class will begin on Monday, August 29th. Enclosed is a class schedule, a registration form and the studio policies for the 2011-12 season.

Registration

- Mail in your completed form and class requests with your \$20 Ind./\$30 family annual registration fee to our Easy St. address. Class availability is on a first come/first serve basis. Some classes for little ones do fill up so we highly recommend that you return your requests as promptly as possible. Please **INCLUDE YOUR EMAIL ADDRESS ON THE REGISTRATION FORM. WE SEND ALL STUDIO INFORMATION AND BILLING STATEMENTS VIA EMAIL!** Tuition will be calculated for you and then due on the first day of class. Questions about your class/level? Please email us at dancecreations@roadrunner.com. We will promptly answer your questions and concerns.
- Deliver your registration form next week when the studio is still open, Aug. 8-11 from 3-8pm.
- Registration will then be accepted on an "as available" basis beginning Monday, August 29th. Class size may be limited based on dance studio space and the level of class.

Placement

Determination of placement is at the discretion of our instructors.

Levels 2 and above for our Ballet and Jazz classes are generally a two year program.

Ballet requirements are as follows:

Level 2 – 2 classes per week highly recommended

Levels 3, 4, 5, 6 – Minimum 2 classes per week

Pointe – Teachers' approval required, minimum of 2 Technique classes per week in addition to Pointe classes

Jazz and Lyrical students must also be enrolled in an appropriate ballet program/classes.

Turns and Leaps highly recommended

Dress Requirements

Jazz, Lyrical, Tap Students: Black dance shorts or black jazz pants, black or white form-fitting tops.

All Ballet Students: Ballet Bun. NO PONYTAILS! Students will not be allowed to begin class until hair is neatly secured in a ballet bun. A bun kit (including hair net, pins, clips) and assistance will be available at the front desk and a \$1.50 charge will be charged to the student's account.

Levels 1-4: Black leotard/pink tights *Levels 5-6:* Black cut-off tights permissible

Combo and Creative Students: Any color leotard, pink tights or bobby socks, leather ballet shoes.

Hair tied back.

Tuition

Monthly tuition is posted to accounts and email statements are delivered at the beginning of each month.

Payment is due on the first lesson of the month or by the 10th of each month. **Late fees (\$5) will apply to all accounts where payment has not been received by the 10th of the month.** This is an automatic fee, managed by our online accountant, that cannot be reversed. Accounts with balances on the 11th will receive a mailed statement with late fees posted. We accept cash, check, Visa, MasterCard, Discover, and American Express.

Returned checks are subject to a \$10 NSF charge and the late fee.

Monthly Tuition Rates

Annual Registration fee	\$20.00 per student/\$30 per family		
45 min class per week	\$42.00		
1 hour per week	\$50.00	2 hours per week	\$85.00
3 hours per week	\$115.00	4 hours per week	\$140.00
Add'l hrs per week	\$20.00 per hour	unlimited/monthly	\$280
Adult Series Card	\$75.00 (applicable toward any 6 adult one-hour classes. No expiration)		
1 ¼ or 1 ½ hour classes will be billed as 1 ¼ or 1 ½ hours based on the next hour's rate.			

Holidays and Studio Closures

The studio will be closed and classes will not take place in observance of the following holidays:

- Labor Day – Monday September 5
- Halloween – Monday, October 31
- Thanksgiving – Thursday – Sunday November 24-27
- Winter Break – December 19 – January 1
- Martin Luther King – Monday, January 16
- Good Friday & Spring Vacation – March 16-24
- Memorial Day – Monday, May 28

Make-up Policy

Make-up classes for classes available for all classes within 4 weeks of absence. Make-up classes will not be offered for any studio closure dates. Please email or call the studio when your child will not be able to attend class. We can schedule a make-up for you at this time. There will be no refunds, credit or extension of tuition for missed classes.

Family Rates

The total enrollment hours for all family members is combined when calculating a family's tuition.

Class Schedule Changes:

Students who add or drop classes from their monthly schedule MUST notify the front desk 582-2598 or email dancecreations@roadrunner.com with all changes so that accounts can be adjusted accordingly.

Email Notices/Statements

Email is our primary way of sending tuition statements, notices, and news. We only do this once a month and we never give out or use your email address for any other purpose. If you plan on using the customer portal, you will need to have your email address on file we us.

Customer Portal

Access your account information and pay tuition online via our customer portal from our website www.dancecreations.com. You will be asked to sign-in, using the **same email address we have on file for you**. The first time you access your account, you will need to click on "I Don't Know My Password" link. Then you need to type in the email address we have on file for you. Dance Creations will deliver a temporary password to your email address immediately. You can then use this password, along with your email address, to view your account information and charges. You can also establish your own 8 character password – just follow the prompts from the drop-list menu. When viewing your account, please make sure we have the correct information on file for you, including emergency contact numbers and class schedule. Dance Creations has established a SECURE site where you can safely submit payments using Visa, Mastercard, American Express, or Discover. You will receive an email receipt. Try it! We're hoping this will provide a valuable service for our customers. Please email us with any questions. We check our messages daily! Thank you...we appreciate your business!