

Annual Recital

We are proud to have an annual recital to display the achievements of our students. Recital is not mandatory, but is the main highlight for the students. Our recital will be held at the Atlantic High School Auditorium. This year's tentative dates are for the first weekend in June. Each child participating in recital must pay a \$20 non-refundable recital fee along with their costume deposits.

Costumes

Recital costumes will be chosen and ordered by the staff and a costume fee will apply. A minimum 50% deposit is due by November 15th and the remainder due before January 15th. Your account must be current to receive the costumes in mid spring. If you drop classes or decide to not participate in recital before November 15th you are not obligated to buy costumes. NEW** Payments for costumes can also be made in September and October as well. All costume payments require a separate check.

Class Expectations

- *Please arrive no more than 5 minutes prior to class.
- *All other food and drinks must be kept in the student waiting area.
- *No smoking or foul language is permitted in or around our facility.
- *Cell phones need to be kept on vibrate.
- *Students are not allowed in the classroom without a staff member.

Financial Information

- *Registration Fee~ \$20/child due upon registration
- *Recital Fee~ \$20/child due with costume fees
- *Family Discounts~ 2 children enrolled 15% off monthly tuition,
3 or more children enrolled 20% off monthly tuition

*Costumes (these are an approximate cost based on last year)

Combo 1-2	up to 2 costumes	\$35-\$50 each
Dance classes	up to 4 costumes	\$35-\$65 each
Hip Hop classes	1 costume	\$35-\$50
Tumbling classes	1 costume	\$40-\$45
Boys classes	depending on class	\$35-\$60

You will be notified the first week in November of your actual costume charges. All costume charges will include a pair of the correct tights needed for pictures & recital.

Questions or Concerns

You may contact us with any questions or concerns at anytime at 712-243-4770, www.villadance.com, vdance@qwestoffice.net, or by the drop box. If we miss your call, please leave a message and we will return your call as soon as possible.



Information Packet

Our Mission

Villa Dance was established to provide you and your children with a safe, fun, positive and professional studio. We believe that you can learn to dance and tumble without being exposed to inappropriate movements, choreography or costumes. We use all genres of music, but carefully screen it for offensive language. We hope your experience here is fun and rewarding.

**Classes will begin on
Monday, September 12th, 2011**

Attire

Please note that street shoes, jeans, or inappropriate clothing should never be worn for ANY class (hip hop included). All girls are asked to pull their hair up and must wear a leotard and footless tights for all dance and tumbling classes. Loose fitting athletic wear may be worn for hip-hop. All shoes are to be Revolution brand. The studio will have on display, the proper shoes your child needs for each class.

Tuition Payment Policy

Payment for tuition is due the first week of each month and may be given to the office, put in the drop box or sent by mail to the studio. A \$15.00 fee will be added for a late payment after the 10th of the month. We accept checks, cash, debit or credit cards. We now Automatic Payments with a debit or credit card. If you would like to be put on our automatic payment list, please let us know. Tuition is based on a yearly amount, and then is divided into 9 equal payments. Therefore, holidays do not change your tuition for that month. All costume and tuition payments are non-refundable. There will be a \$20.00 service fee for returned checks.

Newsletters and Notices

All important information is posted on the bulletin boards or white boards. We will E-mail information this year; please inform us if your e-mail address changes at any time. We are green :) so no unnecessary paper or ink will be used.

Holiday Vacations

The studio will be closed during the following dates:

- *Thanksgiving Break~ November 21st-November 25th
- *Winter Break~ December 23rd-January 5th
- *Spring Break~ TBA
- *Memorial Day~ May 28th

Attendance

Good attendance is vital for class success! Absences will not be deducted from your tuition fees.

Class Observation

There will be 3 opportunities for you to stay and watch your child during class this year. Parents may only observe or wait in the hallway during these times:

- 1) First week of class 2) Before Winter Break in December 3) Costume handout week***

Parents in our small hallway causes extra noise, a lack of space and most importantly disrupts students & teachers. We want our school to be controlled and professional. During warmer weather, you are welcome to sit outside on our patio. Thank you for understanding that we must be strict with this rule.

Cancellations

In the case of inclement weather, tune into KSOM (96.5FM), KS95 (95.7FM), KJAN (1220AM) or our website to confirm cancellations. A general rule of thumb is, if the Atlantic Schools dismiss early or cancel because of bad weather, the studio will be closed.

Class Placement

Your child will be placed into class according their ability, not necessarily by age. During September they may be asked to try several classes to be certain they are in the proper class.

Insurance

Villa Dance does not carry medical insurance for its students. It is the parent's responsibility to have their child covered on their family policy in the event of an emergency. Your personal insurance plans are your only source of reimbursement.

Choreography

All choreography at Villa Dance is copyrighted. Anyone wishing to perform a routine or part of a routine that has been choreographed by a staff member must obtain written permission to do so. This includes performing in talent shows, at nursing homes or other places.

Withdrawal Policy

If you are withdrawing from a class, you MUST fill out a drop form. You will be charged, and are responsible, for tuition for classes until an official drop form to the office. You are registering for a yearly commitment; this commitment can be broken however you will need to sign a drop form. Please be aware that the current month's tuition is non-refundable.

Illness & Health Concerns

Please call and inform us when your child will not be attending class. If your child is running a fever, missed school, has an infectious disease or head lice; please keep them at home. Any child who comes ill, will be sent home immediately. If your child has any health related issues, notify the office. Please provide us with an additional emergency contact in case you can not be notified.

Lost and Found

Villa Dance is NOT responsible for lost or stolen items. Please do not bring valuables. We will keep items that have been left behind for one month. After that time they will be given to a needy child or the Salvation Army.

Parent Participation

Parents are not allowed in class with their child. Please drop off your child and pick them up on time. Due to limited space, we require that students do not get dropped off early, or be picked up late.

Waiting Area for Students

We offer a student waiting area for the students who have a break between classes. Waiting students are not allowed to leave the facility for any reason. Any student who has not been picked up within 15 minutes of class dismissal, a \$10 charge will be added to your account.