



Welcome to Davis Dance Academy!

**Home of Power House Tumbling
&
Competition Express, Extreme, & Elite Teams**

FOR THE PAST 8 YEARS Davis Dance Academy has been providing quality dance education at a reasonable Price. Davis Dance Academy believes in teaching technique in all classes, recreational and intensive, which will help build the students self-esteem and knowledge in dance. Those students who take dance generally do better in school and the world around them. We strive to build the self-esteem of each dancer and give them opportunities to shine! Within this packet you will find all the information you will need to have a successful year at Davis Dance Academy. If you still have questions after reading through the entire packet please talk to our office manager, or call the school at 801-444-3535, or check out our website:

www.davidanceacademy.com

& our blog at

www.davidanceacademy.blogspot.com

***Welcome to our dance family!
We look forward to an exciting year of dance!***

You will need to fill out and return the Enrollment Form, Parent Financial Agreement, and the Release and Waiver of Liability Agreement with your registration, recital fee and June 2010 tuition (1 week of instruction before recital) in order to hold your child's place in class. Make sure that you print, sign and date all three pages, and include your e-mail address (**This is a must**, most all correspondence & information will be done through email).

We also need 2 emergency contacts (besides parents.)

PART I: Rules and Policies

Commitment

We at Davis Dance Academy are excited to have you as part of our dance family. Our teachers strive to instill a passion and love for dance into every dancer. Commitment to anything builds a strong work ethic as well as a sense of accomplishment. As part of the dance experience, we ask that you commit to the full dance season. Students will participate in two dance recitals every year, one in January and one in June. Each recital gives the dance student the opportunity to show what they have learned in class, and to shine in front of their friends and family. Our dance term runs from recital to recital; ***Please do not place a child in class unless they are committed to stay for the entire term.*** We ask that students attend every class possible and arrive on time for class. We understand that your child may decide to try some other type of lessons instead of dance. ***However, we ask that once your child has signed up for dance class he/she commits to completing the entire term.*** A lot of time and effort goes into choreography and costuming. When a student leaves in the middle of a term, choreography and formations will need to be redone, which is very unfair to the others in the class. Costumes are ordered early so that we can get them at a discounted rate, which we pass on to you. Instead of low quality and high costs, we get the best costumes for a low price by ordering early.

Remember that a term goes from recital to recital. We do not have a second registration after the January recital. ***Your child will remain on the rolls unless we have a 30 day drop notice.*** We require a 30 day **written** notice to our office (***NOT your child's teacher!***) You will be charged 30 days worth of tuition from the time we receive **written** notice.

DETERMINING WHICH CLASS(ES) IS BEST FOR YOUR CHILD(REN)

If students really want to be serious about dance, they need to take ballet. Ballet is fundamental for every style of dance. We offer all types of dance, but ballet is really the best place to start no matter the age of your child. We understand, however, that some children are just here to have fun and that's okay too. For our recreational dancer we have Jazz and Hip-Hop classes as well as our ballet, and tumbling classes. If your child is 6 or older, you may want to enroll them in more than one type of dance, and we always recommend that one of those classes be ballet. Ballet helps with posture, coordination, and confidence more than any other form of dance. Dance students who are 8 and older should attend a minimum of two classes per week. This helps the students develop better technique, increase strength, flexibility, and stamina, as well as proficiency in the art form. *Students who attend two or more classes per week, with ballet as one of those choice, progress at a faster rate and can easily advance beyond a student of the same age who attends only once a week! For those interested in our Intensive Dance Program, speak with the Dance Director.*

Cost of classes: Registration, Recital Fees, & 1 week of June Tuition

We at Davis Dance Academy try to keep our cost low so that all who want to dance are given the opportunity. There is a yearly registration fee of \$15 for each student, which is used for copies, supplies, office help, and etc. There is a yearly \$20 recital fee per student (Maximum of 2 recital fees per family), used to offset the cost of the facility needed for performances. Both of these fees are due when you sign up for classes, to hold your child's place in class, and are non refundable. (We do not charge admission at the door for any of the recitals!) ***June tuition is due and payable on the first week of September.*** If you register after September 1st, June tuition is due at the time you register your child. Since we keep our prices low, there are no family discounts for classes. We do not discount if one person takes more than one class. If you have any questions, please talk to the office manager, call the school at 801-444-3535, or email us at: director@davisdanceacademy.com

Shoes, class uniforms, tights, and all other dance items must be paid **IN FULL** before they can be ordered. Please be prepared to pay for these items at the time of registration. Classes fill quickly so double check that the class you want is still available before purchasing the class uniform and shoes. If there are more than 5 people who request a class that we do not currently have, we will do our best to provide that class for them!

Monthly Tuition Rates

Based on Hours per week/per student

HOURS	MONTHLY TUITION	JUNE TUITION (1Week)	HOURS	MONTHLY TUITION	JUNE TUITION (1Week)
45 Min	\$24.00	\$6.00	4 Hours	\$81.00	\$20.25
1 Hour	\$26.00	\$6.50	4hrs 30 min	\$88.00	\$22.00
1hr 30 min	\$45.00	\$10.25	5 Hours	\$95.00	\$23.75
2 Hours	\$48.00	\$12.00	5hrs 30 min	\$105.00	\$26.25
2hrs 30 min	\$54.00	\$13.50	6 Hours	\$110.00	\$27.50
3 Hours	\$65.00	\$16.25	6hrs 30 min	\$125.00	\$31.25
3hrs 30 min	\$74.00	\$18.50	7hrs Unlimited	\$130.00	\$32.50

Payments:

There is a payment box by the office, please deposit all payments in this box. Do not give payment to your teacher!

All tuition is due by the 20th of the month prior to attendance. (For Example: October's tuition is due on September 20th.)

Tuition is considered late if paid on or after the first of the month. There will be an additional \$10.00 fee charged to tuition that is paid after the first of the month. Your tuition is the discount rate we offer for paying before the first. All payments we receive will be put in by the last day of the month. *You might find it easier to pay your tuition in advance in case your child misses the last class of the month, or something unexpected comes up. In order to keep our prices low, it is important that we are strict with money issues.*

Please make all checks payable to "Tiffiny's/DDA". You may combine payment for dance, costumes, and preschool on one check.

Please make sure that you write your child's name on the memo portion of your check so that we can make sure your account is properly credited.

Cash Payments:

Due to the lack of cash on hand, if you choose to pay by cash, please pay the exact amount due. If you do not have the exact amount, your account will be credited the amount paid. Cash payments must be placed in a cash envelope (located by the window near the office) and must be filled out completely. This includes the receipt number (which you can get from the office manager). You must have a receipt for any cash payments you make to be sure proper credit is placed on your account. There is always a teacher or aide available, even if no one is at the desk, which can quickly write out a receipt. Remember to write your receipt number on your cash envelope before you place it in the tuition box. **Do not give cash payment to any employee.**

Returned checks will need to be redeemed with cash or money order only! You will be assessed all applicable fees, including, but not limited to, late fees and a returned check fee of \$25.

If your account becomes 30 days delinquent, your child may be removed from the rolls to provide space for another child. After 30 days, any unpaid accounts will be charged 20% APR. When enrolling your child, you agree to pay all attorneys' fees, court costs, filing fees, and all other collection costs, up to 50% of the amount owing which may be assessed by any collection agency retained to pursue the matter.

Remember: No costumes will be handed out if your account is delinquent, and your child cannot participate in any recital until your account becomes current. It is hard for us not to allow a child to perform due to delinquent accounts, but we must follow the rules for everyone. Please do not disappoint your child, keep your account up to date. Thank You!

Discontinuing Classes:

Your account will continue to be charged until we receive ***in writing,*** a drop form. You will find these located by the window near the office. They need to be filled out, dated, signed, and handed into the office. You are responsible for 30 days tuition from the date we **receive** your drop notice. You must fill out the drop form ***do not tell the teacher!*** They cannot take your child's name from the roll. Only the office manager can take your child's name off the rolls, and file the drop form accordingly.

We reserve the right to drop any student whose account becomes delinquent. You will still be responsible for all charges you accrue, as well as late fees, collection fees, and all fees necessary to bring your account current.

Important Dates:

We follow the Davis County Traditional School Schedule. If there is no school, there is no class. On the rare occasion that we do hold class on a day that school is out, we will inform you in advance. Because tuition is a flat rate there will be no extra charge for months that have 5 weeks, or for additional classes around recital time. We require full tuition on months that do not have four weeks of class due to holidays and school vacations, classes canceled due to extreme weather conditions, or your child misses a class for any reason. A copy of the school schedule will be available at the time of registration. By allowing your child to participate in the Davis Dance Academy recital, you commit yourself and/or your child to the following dates and events.

Date	Activity	Where
October 1	Costume Fees Due	Davis Dance Academy
October 2	Costume late fee added	Davis Dance Academy
January 25	Powerhouse Tumblers Exhibition	Northridge High School
January 26	January Dance Dress Rehearsal	Northridge High School
January 27	January Dance Dress Recital	Northridge High School
To be Announced	Costumes Handed Out	Davis Dance Academy
To be Announced	Dance& Tumbling Pictures	Davis Dance Academy
May 18	Powerhouse Tumblers Exhibition	Northridge High School
June 8	June Dance Dress Rehearsal	Northridge High School
June 9	June Dance Recital	Northridge High School

Updates

As the season progresses, additional recital information or updates will be posted on the Davis Dance Academy Website & Blog, www.davidanceacademy.com or www.davidanceacademy.blogspot.com, in monthly newsletters, and on the school bulletin board. You will also receive emails on a regular basis letting you know important information, so please check your emails daily. There may be last minute information we need to get to you and emails save time & money on making phone calls. We try to keep our costs low and email is the main source of helping us save on paying office staff, making copies, and postage, which means lower costs for you. Make it your responsibility to keep abreast of this important information. Our goal is to make each recital organized, and an exciting experience for everyone involved. It's a team effort; students, their parents, the teachers, and the director are key players in the show's success.

Home Study

To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis. You can purchase a copy of your child's dance music and are also welcome to come into a dance class and record their dance, once choreography is complete. Please make arrangements with the office for all class recordings and requesting a copy of their music. A charge of \$2 per CD is required to cover expenses.

Parent Visits:

We have windows on our classroom doors in order for parents to be able to watch their child. We do not allow parents into the studio, as often the child doesn't want to participate in class but wants to sit with the parent. We hope that this will be a positive experience for both student and parent.

If you wish to speak with your child's teacher, please make arrangements with the office. We ask that you not talk to your child's teacher at the end of class, as classes are often back to back and another class will need to start. A parent-teacher conference will be scheduled at a time that will best meet both you and the teacher's schedules. Often the office staff can answer any questions you may have. If not then they can get a message to your teacher.

Your child's teacher wants to give each class the attention it deserves, please do not make it awkward for your child's teacher by cornering her after class. All requests should go through the office staff. We know that you will appreciate the fact that your child's teacher wants to give every student the love and attention she shows your child.

If you wish to video your child's dance in order for them to practice, please schedule a time with the office. The first week of December & May, are the best times for you to record your child's class. It is best to stand behind the teacher and film so that your child can follow along at home. We make sure that there are no more than 2 parents allowed into a class at any one time. Parents will be allowed in the last 10 minutes if class for videotaping. Make sure that the office knows you are coming, and that your child's teacher is aware that you will be coming into class. Thank you so much for your respect, and appreciation towards our teachers!

Class Uniforms

Each student is required to purchase a class uniform. We find that this increases the child's focus on dance in class, and not what each student is wearing. Students will also wear their class uniforms for the January recital. Class uniforms are listed on the next page along with appropriate shoes and tights. Each student will need an appropriate class uniform, with their hair pulled back, in order to participate in class. **No jewelry is allowed in dance class.** Please make sure your child removes all bracelets, necklaces, rings, earrings, and watches before class begins. We have had many pieces left behind after class, so it is better that they remove it at home, or place it in their dance bag prior to class starting.

All School Uniforms are available through DDA. House slippers are not allowed in class as they have no traction and do not form to the student's foot. No shoes or socks are allowed in tumbling class. If you have questions, please contact the office. Your child will be measured for class uniforms and shoes at the time of registration. Everything must be paid in full before they can be ordered. Shoes ordered at the time of registration, hopefully, will be available at the student's first class. Shoes that are not paid for at the time of registration will be ordered after payment is received. Please allow 2 to 4 weeks for shoes to arrive.

Starting on the Right Foot:

One of the most important things in dance is the correct fitting of your child's dance shoes. Dance shoes are made to fit snugly on the feet. We order stretch ballet and jazz shoes so that your child will still have room to grow. All of our dance shoes are leather, so they will stretch and conform to your child's foot. Buying a shoe that is too big can be detrimental to the dancer in many ways.

- Material will bunch up in the arch of the foot which makes it difficult for the dancer to point.
- If too big, Ballet shoes will ride up on the Achilles tendon and cause pain to the dancer.
- Because most students are not used to wearing snug shoes, some children may complain that the shoes are too small. Allowing the student to wear their shoes at home, on carpet, and with socks will stretch the dance shoes and make them more comfortable during class.
- When your child is fitted for shoes, you will be given several options. Please keep the above in mind when ordering. We try to allow room for growth when sizing the shoes, but do not want them too big.
- Shoes that are too large can cause blisters, and may slip off of the heel, which can cause a child to trip and fall during class. Remember that we want your child's experience to be a positive one, which is why we offer top quality shoes at a reasonable cost!

Class Type	Leotard \$	Shorts/Pants \$	Shoes \$	Tights \$	Hair
Pre-Ballet/Jazz Kinder Ballet/Jazz	Revolution Black Short Sleeve Leo \$15	Optional Ballet Skirt \$15	Black Leather stretch ballet shoes \$16	Revolution Classic Pink Footed \$7	Pulled back away from face
Jazz Classes Grade 1st-6th	Camisole Black Leo \$16	Black Jazz Shorts \$15	Black Leather Stretch Jazz Boot \$25	Revolution Classic Pink Footed \$7	Ponytail/away from face
Jazz Classes Grade 7 th & up	Camisole Black Leo \$16	Black Jazz Shorts \$15	Black Leather Stretch Jazz Boot \$25	Revolution Classic Pink Footed \$7	Ponytail/away from face
Ballet 6 & 7 yr. olds	Camisole Black Leo \$16	Optional Ballet Skirt \$15	Black Leather stretch ballet shoes \$16	Revolution Classic Pink Footed \$7	Low Bun
Ballet I & II	Camisole Black Leo \$16	Optional Ballet Skirt \$15	Pink Leather stretch ballet shoes \$16	Revolution Classic Pink Footed \$7 or Classic Pink Convertible \$9	Low Bun
Hip-Hop	Not Required	Black Shorts/Sweats	Tennis Shoes (we always look for good deals and will let you know where to get these)	None	Ponytail/away from face
Tumbling	Tumbling Leo \$35 (Girls) Boys T-Shirt \$12	Optional Jazz Shorts \$15 (Girls) Boys Black Shorts/Sweats	None	None	Braids or low ponytail. Hair pulled away from face

Pick-up:

Since teachers have classes back to back, we cannot baby-sit any students after their classes have ended. It is important for you to pick your child up as soon as class is over. Please do not ask for your child to come outside to wait for you. We are concerned with the safety of all our students, so we will have them sit quietly inside the hall until a parent comes in to pick them up. **This also allows parents to read the bulletin board and stay up to date with everything that is going on in the school/studio!** Parents of preschool aged students, there is no one in the hall to supervise your student after classes. It is your responsibility to be on time so that your child is not left alone. We suggest arriving 5 minutes early in case your clock and our clock is not the same. If a child is not picked up on time (within 10 minutes of class ending) you will be charged a \$5 late pick-up fee.

Severe Weather Policy

If school is cancelled due to bad weather, dance classes will also be cancelled. We will schedule a make-up class, which may fall on a Friday or Saturday morning. If you are in doubt, call the school at 801-444-3535

Safety

Since we have several students coming and going at the same time, we cannot supervise the students before or after class. We cannot have students running around or “hanging out” in the studio or hall. ***It is important that you make arrangements to pick your child up as soon as class is over. Please drop your child off no more than 5 minutes before class. If your child is in preschool dance, do not leave then until their class is called into the studio.*** Please use care and caution when pulling in and out of the studio parking lot. Please come in to pick up your child from class, we hold all preschool dance students in the hall until a parent comes to pick them up. We discourage any student to wait outside for a parent to pick them up. It is safer for everyone to wait inside. Please take the time to explain this to your child. We are not responsible for any child after they leave our door.

Lost, Articles, Injury, & Illness

Please label your child’s shoes, bags, coats, etc. DDA will not be held responsible for lost, stolen, or damaged items. Please check lost and found box at the office and cubbies in the studio. Any items that are not claimed by the end of each term will be given to charity. Socks and underwear are immediately thrown in the trash.

DDA will not be responsible for injuries sustained as a result of participation in any dance, or tumbling class, rehearsals, performances, or competition. We strive to provide a safe and fun atmosphere, however, accidents happen. We will inform you of any injuries that we become aware of during class, and will call immediately if we think it is serious. If your child misses a class due to illness, you may call the office to set up a make-up class. You will need to have a “make-up-slip” from the office in order to participate in any other class your child is not enrolled in.

*** We recommend that each student’s name be placed in his or her costumes, shoes, accessories, and tights.**

Dance Notes and EMAIL:

NOTES: We often have notes that are handed out in class. These students have important information, such as extra practices, make-up classes, and recital information. If your child misses a class for any reason, please check the accordion file on the cubby shelves in the dance studio. Notes will be alphabetized by last name. Your child’s name and class day and time will be written on the front of the note. Anyone who is still missing dance pictures, you will find them in this accordion file. If you have any questions, please speak to the office staff.

EMAIL: Most of our correspondence to you will be through email. We have noticed in past years that a lot of our notes and information is getting left here, lost, not given to parents, or not picked up when a class has been missed. You will receive emails on a regular basis letting you know important information, so please check your emails daily. There may be last minute information we need to get to you and emails save time & money on making phone calls. We try to keep our costs low and email is the main source of helping us save on paying office staff, making copies, and postage, which means lower costs for you. Make it your responsibility to keep abreast of this important information. ***Please make sure we have your correct email on file and that it is updated with us if a change is made to your email.***

PART 2: Recital information and Costume Fees

We spend many hours determining the correct costumes for each class. They are always age-appropriate, and modest. Preschool students will need one costume; all other students will need one costume for each type of dance class they train in. Costume fees include all accessories (hats, gloves, etc.), but not tights or shoes (these items are required class attire and should be purchased separately).

Costumes:

- All Costume fees are due and payable on October 1st. A \$10 discount will be given to all those who pay by this time. Payment After October 1st will not be discounted for any reason.
- We keep costuming modest at all times. Each costume will cover at least what a one-piece swimming suit will cover.
- Cost for costumes (without discount!) is: \$60 for all Ballet costumes ages 6 and up; \$48 for all Pre-Jazz/Ballet students; \$50 for Hip-Hop; \$45 for all Tumbling uniforms (girls); \$24 for all Tumbling t-shirts (boys); and \$35 for Jazz students. Cost does not include class uniforms, shoes, or tights (these items are required class attire and should be purchased separately).
- Any special orders, including extra large sizes, may require an additional charge (determined by the costume company); Additional charges are the sole responsibility of the parent.
- Class uniforms will be worn for the January recital. Spring Costumes will be ordered October 1st, and handed out in time for class pictures in the spring.
- Make sure that all costumes are only worn for pictures, dress rehearsals, and recital performances.
- Always check the bulletin board for more information and any changes. A recital program will be placed on the bulletin board at least 4 weeks in advance. Please check to make sure your child’s name is in the right class and spelled correctly. We try to triple check the program, but even then a name may be missed. So please check the program we would be sad if someone was left off.

*** Costumes are always age-appropriate and modest**

Alterations

Although rare, alterations are sometimes needed after the costumes have been distributed and are the sole responsibility of the student's parent or guardian. Please contact the DDA office for recommended dressmakers. Most costumes will need to have straps sewn or pinned.

Distribution

Costumes will be distributed when all outstanding balances for the season (including tuition) are paid in full. The deadline for all balances due is April 1. Class photos will be taken in April or May. To ensure that there are no costume problems, students should not wear their costumes, accessories, or tights prior to the photo session, dress rehearsal, or performances.

Costume Care

We recommend that each student's name be placed in his/her costumes, shoes, accessories, and tights. Place the costumes in a garment bag with your child's name on the outside. Pack accessories in a clear plastic bag with your child's name on the bag and on each item. Hats should be stored in a hatbox or similar container to prevent damage. Place all costumes prior to the dress rehearsal and the performances in a warm drier with a damp cloth for no more than 10 minutes, and hang to get rid of wrinkles. Please do not wash costumes in your washing machine, dry clean them only (after the recital!)

TIPS: COSTUME COMMON SENSE

- * Always have a second pair of tights available.
- * Place costumes in a garment bag for travel.
- * Carry hats in a hatbox or container to prevent them from damage
- * Hang and steam (or place in dryer) costumes before each performance
- * Place your name in all costumes, shoes, and accessories.

Withdrawal

No refunds will be made if a parent or guardian withdraws a child from the studio/school. We require 30 days notice if a student is not going to continue through recital, and tuition must be paid for 30 days from the time we receive the drop notice. Parent or guardians may pick up purchased costumes at the studio after the Spring Recital. Costumes not picked up after recital within 15 days will be donated to charity.

Parent Volunteers

Our recitals run smoothly due to help from our dance parents! We are truly grateful to all those parents who volunteer. We could not do this without YOU! We will need two parent volunteers for each pre-dance class, 1st-6th grade classes, and one parent volunteer for each class 7th grade and up. Please let the office know if you are interested in volunteering for one or both recitals. As a special "thank you" for your help, you will get to save a seat for your **immediate** family only (not grandparents, uncles, aunts, cousins, & friends). You will sit with your child's class until they are taken into the hallway. At that time you can sit in the audience and watch your child dance! Afterwards, you can pick up your child in the hall off stage, and return to the audience and watch the remainder of the recital. Davis Dance Academy wants to thank all our parent volunteers, past, and present, that help our recitals run smoothly! We need volunteers for our Tumbling Exhibitions also. If your child is in a tumbling class, please see the office to volunteer for your child's class.

Tights

To ensure that there are no discrepancies in color and style, students are required to have the following tights for their class. Tights are available at the studio. Be sure to purchase the correct style. Please purchase new tights for the recital, and do not wear or wash them before the dress rehearsal or performances. (Note: Having a second pair on hand offers students and parents a great sense of security.)

Level	Required Tights
Pre-dance & all ballet classes	Revolution –Classic Pink
Jazz K-6 th grade	Revolution –Classic Pink
Competition Teams	Revolution—Convertible Classic Pink & Footless Classic Pink

Shoes

The following shoes are required for all students. Pointe shoes are at the discretion of the teacher. All shoes are to be ordered through the DDA office. This is to ensure that all shoes fit correctly and match the others in their class.

Level	Required Shoes	Price
Pre-dance & ballet 6 & 7 yr olds	Revolution - #151 Black Ballet Shoes	\$16 Pair
Ballet I & II	Revolution - #150 Pink Ballet Shoes	\$16 Pair
Jazz Classes	Revolution - # 651 Black Jazz boot	\$25 Pair
Competition Teams	Look at your team packets for this information	Look at your team packets for this information

* Having a second pair of tights on hand offers students and parents a great sense of security.

Please fill out the registration form completely, including signing and dating the final page. Sign and return the costume confirmation form before September 21st.

We want to thank you again for allowing us the opportunity to share our passion for dance with you and your child. Welcome to Davis Dance Academy! We look forward to a wonderful year in dance!!

Davis Dance Academy
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