



September 2016



PLEASE SAVE

Welcome to our 27th season of dance here at Performing Arts Dance Academy!

We hope you all had a great summer and will have a successful year!!

- 1.) **DRESS CODE:** Please be sure your student comes to class prepared in the proper attire. Ballet Tech students MUST wear tech uniforms and have hair up every week. Please ask/check the brochure if you are not sure of the dress code for the other classes. Tights and leotards must be worn for ALL tap, ballet & jazz classes. Please bring your own hair bands.
- 2.) **TUITION:** Tuition Statements should never go home and should be paid the 1st class of each month. Statements can be found by the entrance wall. Place check or cash inside the envelope with the statement. Do not seal the envelope or put the statement back on the wall. Payment must go into the slot in the tuition payment kiosk. If you wish to pay by credit card, please take your statement into the store, keep the credit receipt inside the envelope and place that into the payment kiosk. I will mark all statements and place them back on the wall for the following month.
- 3.) **AUTOMATIC PAYMENTS:** Even though we do not keep your credit card on file, many parents prefer to set us up as a payee through their checking accounts for automatic payments. This way your check will always arrive on time.
- 4.) **OFFICE HOURS:** Someone will be available at the desk to answer questions for most class hours until the end of September. After that regular **Office Hours will be Weekdays 11:00 AM—7:00 PM, and Saturdays from 9:00— 2:00.**
- 5.) **PARKING:** DO NOT line your car up in front of the plaza, blocking other businesses to drop off your student. Park your car and bring them inside and pick them up the same way. DON'T SIT in front of the building expecting your child to run out and find you. This is especially dangerous in the darkness of winter months. This is an inconvenience, but they will be safe.
- 6.) **NEWSLETTERS:** Please pick up the monthly newsletter when you come in and READ IT! You will find them on the left of the tuition statements on the wall. Almost any question you might have will more than likely be answered in the newsletter.
- 7.) **PARENT OBSERVATION:** Parents are welcome to observe classes upstairs on the mezzanine level from Monday September 12th—Saturday September 24th. Other upper deck viewing days will be listed on your calendar which is coming soon. Studio B parents can always observe classes in the parent lounge on the closed circuit system.
- 8.) **PARENT LOUNGE:** It is not necessary for parents to stay in the lounge during classes. There are never enough seats to accommodate everyone. HOWEVER if you do stay you should not mill around in the foyer. You must stay in the parent lounge at all times. Thank you for respecting this! Some parents refuse to sit in the lounge because they are uncomfortable listening to other parents putting down students, teachers, other studios or their child's class placement. Please be respectful of the feelings of others by not sharing negative feelings.
- 9.) **CLASS PLACEMENT:** In the 1st few weeks of class teachers will be observing students, especially transfer students from other studios to make sure they have been placed in the proper level class. We will notify parents if we feel they would be better placed in a different class. Any changes made would always be for the benefit of the student.
- 10.) **BULLYING/UNFAIR TREATMENT:** We need to know if your child feels he or she is being picked on by other students. It does us no good to find out once the dance year is over. We promise to address the situation immediately.
- 11.) **ATTENDANCE:** is always important for your student to keep up with the class. And parents of COMBO students, please make sure your child has been to the bathroom before class starts!! Once one goes, they all want to follow!! **Miss Sue**