



2009-10 Registration Handbook

www.dance-etc.com

Dear Dance Etc. Parents,

Welcome to Dance Etc! We hope you have a wonderful experience at our facility. We will do everything we can to help your child achieve his/her personal goals.

Below is some information that you will need to know. Also some things you might find interesting!!

How long has Dance Etc. been in business?

This is our 14th year!! We opened in 1996.

Who owns Dance Etc.?



The Owner/Artistic Director is Miss Anne Kramer. She has been dancing for over 32 years, teaching for over 25 years, and a studio owner for 13 years. Owning a dance studio was a childhood dream.

Anne has received numerous choreography and teacher awards at both regional and national levels, including:

- "Small Business of the Year," Milford/Miami Township Chamber of Commerce, 2007
- Choreographer Award, StarQuest International, 2009
- "Teacher of the Year," Rainbow Connection, 2003
- "Best Choreography," Cathy Roe Productions, 2006
- "Rising Star Award," Rising Star Productions, 2006
- "Teacher of the Year," Kids Artistic Revue, 2007.



Who do I go to with question or concerns?

You can see our Office Manager, Ellen Marks, or one of our directors.

Or, if no one can handle your problem, leave a message for Miss Anne.

Everyone above is accessible via e-mail - just log on to www.dance-etc.com; go to About Us, then Staff.



Director of Dance,
Nicole Hess



Director of Tumbling
Catherine Bissett

How long are sessions?

We do not have "sessions." Rather, registration is for the entire 39 week period, from August 24 until June 10. Start anytime ... withdraw anytime (we require a two-week notice to withdraw from classes).

When are payments due?

Payments are collected every ten weeks:

1. Upon enrollment
2. October 28
3. January 20
4. March 31

If you would like to break up your payments to every five weeks, the payments will be collected on the following dates:

1. Upon enrollment
2. September 23
3. October 28
4. December 2
5. January 20
6. February 24
7. March 31
8. May 5



When and how do I pay?

The easiest way is to sign up for our free service—**automatic credit card billing!** We can charge your tuition on a Visa or Mastercard. It's EASY, safe, and secure, and you'll never have a late fee. You may also stop in with cash, credit card or check. Due dates will be posted in the studio.

WE DO NOT SEND paper statements.

However, we can send you reminders via e-mail if you give us your e-mail address. Don't forget - payments received more than 5 days late are subject to a \$10.00 late fee. We also charge a \$25.00 fee for checks returned from the bank.

How do I drop a class?

Go to the front desk and fill out a **withdrawal** form. We require **two weeks notice**. Tuition will continue to be charged to your account until two weeks after a withdrawal form is received. Exception: Medical conditions that are validated by a physician's statement. A credit will be issued with the prorated amount based upon the date we receive the written statement (retroactive requests cannot be granted, as it eliminates our opportunity to fill the vacated class spot).

Can I get a refund if my child doesn't like it?

Sure, and if it is your child's first class, we will refund all your tuition. After the first class, we issue refunds, provided that you have given us a **withdrawal form** and **two weeks notice**. No refunds for missed classes.

Can my child make up a class that he/she missed?

Sure!! Just let us know ahead of time so we can make sure there is space available.

How do Holidays work?

If your class falls on one of the following holidays, you are entitled to a free make-up class that you may schedule at your convenience:

- Labor Day
- Thanksgiving Day, Friday and Saturday after Thanksgiving



Can I drop my child off for classes?

We are not equipped to supervise children before or after class. Parents of children unable to safely supervise themselves **MUST** stay onsite and in sight of their child.

Please note that we make a concerted effort to deter unauthorized persons from entering the premises including the presence of video surveillance. Thank you for your understanding and cooperation in our ongoing effort to ensure the safety of all children.



What's the dress code for my child's class?

The dress codes are listed in our class brochures. If you need help with what to wear, please visit our Dancewear Boutique/Gift Shop. We will help you put together outfits and get the correct shoes!



Do I receive an incentive if I refer a friend?

Yes! Our best advertising is word of mouth. If you refer a new student to us, we will give you \$20.00!! Pick up a referral form at the front desk today!

Is there a recital at the end of the year?

Yes... But we don't call it "recital." It's our Spring Showcases! Our goal is to provide a fun production that will entertain everyone! There are *four* different shows, all on the same day, held in June.



Of course, participation is optional. Those who participate will need a costume. Costume payments are \$75.00, and includes a \$10.00 showcase participation fee and a \$10.00 administrative fee.. Any students providing their own costumes will be charged a \$10.00 fee.

Tickets to the Showcases are extra (\$5-\$6 each).

Who participates in the Spring Showcases?

Just about anyone who wants to!! (There are a few dance classes that will not participate in the Spring Showcases - check with the front desk to make sure your class is participating.)

While we would like everyone to participate, the event is optional. Please let your teacher know if you will NOT be participating in the Spring Showcases.

Our dance students will learn a routine during their regular class time.

Tumbling students do not learn a routine during their classes, but they can still participate. All that is required is payment of a \$75.00, which includes a costume and all extra rehearsals. During extra rehearsals, we will teach a routine, which combines tumbling with dance. Find out more about this as the year progresses.



What's the snow cancellation policy?

In case of inclement weather, please call the studio (576-1400) about a half-hour before your scheduled class; or check the website (www.dance-etc.com). The decision

to close is usually based on local conditions and whether our staff is able to make it to the gym. Please note that we may be open even if area schools are closed. If classes are canceled, you may schedule a make-up class on your own at your convenience.



**5985 Meijer Drive
Milford, OH 45150
(513) 576-1400
www.dance-etc.com**

Updated August 1, 2009



Studio Policies, 2009-2010

Please read this information thoroughly.

Registration and Payments

- ◆ With your registration, you are signing up for the **ENTIRE session**, or the remainder of the session, **(through week #39)**. This yearly tuition is divided into smaller more convenient payments that are due every ten weeks. Payments may be split into every five weeks for a \$2.00 fee.
- ◆ *Tuition will be charged to your account until you **WITHDRAW using a withdrawal form**. We must be notified in writing 2 weeks prior to your withdrawal date. **Those 2 weeks from notification are non-refundable.***
- ◆ Payment due dates are listed:
 - On the calendar at the studio
 - On signs posted on the bulletin boards at the studio
 - On the website: www.dance-etc.com/news/duedates.aspx
- ◆ Dance Etc. does not mail reminders. We can, however, e-mail them if you give us a valid e-mail address.

Fees

- ◆ There is a \$10.00 fee if payment is late.
- ◆ There is a \$25.00 fee for checks returned from the bank.

Refunds

- ◆ Tuition is NOT PRO-RATED due to absences or holidays. Make-up classes can be arranged on a space available basis.
- ◆ NO REFUNDS will be issued for absences or no-shows. NO REFUNDS for snow days.
- ◆ We must be notified in writing 2 weeks prior to your withdrawal date. **Those 2 weeks from notification are non-refundable.**

Spring Showcase and Costumes

- ◆ The \$75.00 fee for your Spring Showcase costume includes costume, participation fee (\$10.00) and administrative fee (\$10.00) as well as other expenses involved with your child's participation in the Showcase. However, *your fee does NOT INCLUDE tickets to the **Spring Showcases**.*
- ◆ We offer four separate recitals (shows) on one day. If your child(ren) are performing in more than one routine, there is a chance that you will be scheduled to participate in more than one show. Tickets will need to be purchased for all shows that you are attending.
- ◆ Costume fees are due by December 1, with a \$10.00 early bird discount offered by November 3. Payments made after December 1 will be charged a minimum \$10.00 shipping fee. Late costume orders may not be delivered in time for the costume rehearsal.



September 2009

Sun Mon Tue Wed Thu Fri Sat

	August 31 Week #2	1	2	3	4	5
6	7 Closed Labor Day	8 Week #3	9	10	11	12
13	14 Week #4	15	16	17	18	19
20 "Wear a Funny Hat Week"	21 Week #5	22	23 Tuition Due for 5-Wk Pmts	24	25	26
27	28 Week #6	29	30			



October 2009

Sun Mon Tue Wed Thu Fri Sat

				1	2	3
4 "Bring a Friend Week"	5 Week #7	6	7	8	9	10
11	12 Week #8	13	14	15	16	17
18	19 Week #9	20	21	22	23	24
25 "Make Believe Week"	26 Week #10	27	28 Tuition Due for 5& 10-Wk Pmts	29	30	31

Upcoming Fun Events



Week of Sept. 20:
**"Funny Hat
Week"**
Wear hats to class!



Week of October 4
**"Bring a Friend
Week"**

Bring one of your friends to your dance or tumbling class! Be sure and pick up a waiver form at the front desk.



Week of Oct. 25
**"Make Believe
Week"**

Wear a costume, hat, or other accessories to class! (Please, no scary costumes.) Make sure you can dance/tumble in your costume.



November 2009

Sun Mon Tue Wed Thu Fri Sat

1 Food Drive Begins Nov. 2	2 Week #11	3	4	5	6	7
8	9 Week #12	10	11	12	13	14 Late Night Tumble 7-10 pm
15 "Funny Hairdo Week"	16 Week #13	17	18	19 Christmas Parade (see below)	20 Last Day for Food Drive	21
22	23 Week #14	24	25	26 Closed Thanks-giving	27 Closed Thanks-giving	28 Closed Thanks-giving
29	30 Week #15	<p>Christmas Parade : Dance Etc. will not be participating in the parade this year, but the event may affect this evening's class schedule. Stay tuned for more details!</p>				

Upcoming Fun Events



Nov. 2-20 Food Drive -
Bring in your canned goods! They will be donated to a local food pantry.

Week of Nov. 15 "Funny Hairdo Week!"
Wear your hair in whatever style you want. Be creative!



December 2009

Sun Mon Tue Wed Thu Fri Sat

		1 Costume Payments Due!!	2 Tuition Due for 5-Wk Pmts	3	4	5
6	7 Week #16	8	9	10	11	12
13 Holiday Card Xchange	14 Week #17	15	16	17	18	19
20	21 Closed	22 Closed	23 Closed	24	25 Closed	26 Closed
27 Jingle Gym Jam 2-4:00 pm	<p>December 27 (Saturday) Jingle Gym Jam Tumble and exercise to keep in shape during the break! 2:00-4:00 pm</p>					



Saturday, Nov. 14 Late Night Tumble
Tumble til' you drop!
7:00 pm to 10:00 pm
Register in advance!



December 14-19 Holiday Card Exchange - Bring in cards to exchange with other students at Dance Etc. Make new friends!!



January 2010

Sun Mon Tue Wed Thu Fri Sat

					1 Closed	2 Closed
3	4 Week #18	5	6	7	8	9
10	11 Week #19	12	13	14	15	16
17 "Fuzzy Friends" Week	18 Week #20	19	20 Tuition Due 5&10 Wks	21	22	23
24	25 Week #21	26	27	28	29	30
31						

Upcoming Fun Events

Week of January 17
"Fuzzy Friends Week"
 Bring one of your stuffed animals to your dance or tumbling class!



February 7
Competition Team Recital
FREE SHOW!
 Come watch our competition team members perform!



Week of February 22
"Dress Like Royalty Week"
 Wear a tiara or crown, an old dance costume or a jester costume, just for fun!!

February 28
Pretty Princess Party
 For ages 4 to 7. "Princess Dances," dress-ups and so much more. Register in advance.



February 2010

Sun Mon Tue Wed Thu Fri Sat

	1 Week #22	2	3	4	5	6
7 Competition Team Recital!	8 Week #23	9	10	11	12	13
14	15 Week #24	16	17	18	19	20
21 "Dress Like Royalty" Week	22 Week #25	23	24 Tuition Due 5 Wk Pmts.	25	26	27
28 Princess Party!!						



March 2010

Sun Mon Tue Wed Thu Fri Sat

	1 Week #26	2	3	4 Parent Tot Freebie	5	6
7	8 Week #27	9	10	11	12	13 Late Night Tumble
14 "Beach Week"	15 Week #28	16	17	18	19	20
21	22 Week #29	23	24	25	26	27
28	29 Week #30	30	31 Tuition Due 5 & 10-Wk Pmts			

Upcoming Fun Events



March 5
**Parent & Tot
Freebie** - For those
with "little ones."
Register in advance.



March 13
Late Night Tumble
Tumble 'til you drop.
7:00 pm to 10:00 pm.
Register in advance.



Week of March 14
Beach Week
We can't wait for
warm weather. Dress
for the beach this
week!!

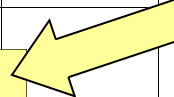
April 25-May 1
**All About Parents
Week** - Parents come
in the classroom to
watch. Learn how to
apply stage make-up,
hair style for the
spring showcase, and
more. Don't miss it!!



April 2010

Sun Mon Tue Wed Thu Fri Sat

Dance Etc. does NOT take a Spring Break. If you need to miss, you may make up classes at your convenience.				1	2	3
4 Easter	5 Week #31	6	7	8	9	10
11	12 Week #32	13	14	15	16	17
18	19 Week #33	20	21	22	23	24
25 Team Auditions Juniors	26 Week #34	27	28	29	30	
All About Parents Week (All Week!)						



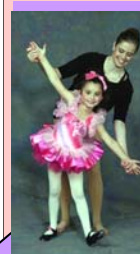


May 2010

Sun Mon Tue Wed Thu Fri Sat

	Tickets Go On Sale					1
2 Team Auditions Seniors	3 Week #35	4	5 Tuition Due 5 Wk Pmts	6	7	8
9 Week #36 →	10 Photo Week	11	12	13	14	15
16 Tumbling Awards Day	17 Week #37	18	19	20	21	22
23	24 Week #38	25	26	27	28	29
30	31 Closed					

Upcoming Fun Events



Week of May 10 Costume Week & Photo Week

During your normal class time, wear your costume, hair, make-up and tights. We'll get group and individual photos taken!



May 16 Tumbling Awards Day

A fun in-house event

where tumbling students show off what they have learned all year. Awards, photos, demonstrations and more!

Register in advance.



June 2010

Sun Mon Tue Wed Thu Fri Sat

		1 Week #39 Last Tuesday	2 Last Wednesday	3 Closed Frontier Days Parade	4 Last Friday	5 Last Saturday
6	7 Week #39 Last Monday	8 Calamity Days	9 Calamity Days	10 Last Thursday	11 Closing Number Rehearsal	12 Dress Rehearsals
13 Spring Showcases	14	15	16	17	18	19
20	<p><u>June 13 (Sunday)</u> Spring Showcases - The most awesome event of the year!! Four different shows throughout the day. Schedule to follow soon!</p>					26
27						



June 3 (Thursday)— Frontier Days Parade

Join us for this traditional parade, held in downtown Milford. Afterwards, we will have an ice cream party back at the studio! Register in advance; you'll need to sign a waiver form to participate.

June 11 (Friday) Closing Number Rehearsal @ Venue

Your teacher will notify you if your class will be participating in this rehearsal.

June 12
Dress Rehearsal @ Venue
 Wear full costume/make-up/tights etc. You are permitted to videotape.