



Barbie's Encore Dance Productions

121 North Main Street

Mount Holly, NC 28120

704-827-1844

barbiedance1@hotmail.com

www.danceforbarbie.com

Office Hours

M 5:00-8:00 pm

Tu 4:00-6:30 pm

W 4:30-6:30 pm

Th 5:30-7:30 pm

F - closed

NOTE: Our office is supported by working moms with children and these hours are subject to change. Updates are posted on our Facebook page and on TeamApp.

Welcome to the BEDP family! We are so happy you are allowing us to work with your dancer. This guide will help you prepare for dance at BEDP. If you have questions not covered by this guide, please email questions to your dancer's instructor and they will be answered as quickly as possible!

Where To Drop Off/Pick Up Your Dancer

For the safety of all the students, please have your dancer enter and exit based on the studio assigned for their class. Our studios are labeled by color: Purple, Yellow, and Pink. The studio color is noted on the dance schedule.

If their class meets in the Purple Studio, you need to use the front lobby entrance. If their class meets in the Pink or Yellow Studios, please use the doors at the rear of the building. We ask you please do not walk through studios when in use. If the studio is empty and the door is open, you are welcome to walk through it.

In addition to using the proper entrance/exit, students who are in elementary school or younger may NOT leave the studio without an adult guardian. Please arrive a few minutes early to pick-up your dancer so you are waiting outside the appropriate studio door for them. Middle/High school students who are not driving are allowed to meet their ride at a designated spot (IE the coffee shop), but we ask they walk with a partner to ensure their safety.

Finally, if you wear dance bras and booty shorts to class, please put on appropriate clothing if walking to the coffee shop or a location other than straight to your car.

Preparing for Class

Please arrive 5-10 minutes early for class so instruction may begin on time. Make sure to use the restroom before class begins. This is very important with our littlest dancers since they require adult assistance/supervision. This ensures each dancer/class receives the full 30 minutes of instruction.

Please note that food and drinks should not be brought into class. The only exception is for students whose back-to-back classes run longer than one hour. A small snack would be appropriate. All students are encouraged to bring a resealable water bottle into class!

Parking

Parking is available behind the studio, in front of the studio on Main Street, and along the side of the building. Please make sure you park only in designated spots. **The speed bumps mark the driving lanes, so please do not cover them when parking.** Also, please maintain a slow speed (10 mph) when entering/exiting the lot. If you have a teen driver, please ask them to honor this speed limit. This is for the safety of all our students.

Tuition Payments

Classes start after Labor Day and conclude after Recital in mid-May. In order to make tuition the same each month (levelized billing), the number of classes are counted and divided by 9 months. This is why the tuition is the same whether there are 3, 4 or even 5 classes held in any given month, and it accounts for school breaks when classes aren't held.

BEDP follows the Gaston County Schools schedule. If GCS does not have school, whether for holidays or inclement weather, BEDP will not have classes. Classes missed due to snow days will be made-up at the discretion of the class instructor or Barbie.

Tuition and fees (competition fees, recital fee, costume costs, shoes, etc.) are due on the 1st of every month. A late fee of \$25 will be charged to any account not paid in full by the 6th of the month. There are two ways to make a payment: 1) use the online payment option or 2) pay in cash during office hours at the studio (checks are not accepted).

If you choose the online payment option (accessed through the studio website), there is a \$5 convenience fee that will be charged. This covers the processing fees charged to the studio for each transaction. If you choose to pay in cash at the studio, please keep in mind that instructors cannot accept money. Crystal and Misty are the only people who receive money in the studio. You may also use the dropbox on the wall near the lobby restroom for cash payments. Make sure the cash is in a sealed envelope with your dancer's first and last name on the front. Misty or Crystal will email you a receipt once the payment is registered. The box is locked at all times!

Recital

Recital day has 4 separate shows - A/B/C/D. The A show typically has the youngest dancers. B is usually tumbling (all ages). C is usually elementary age dancers, and D is typically the middle/high school dancers. There is a recital fee of \$70 that is separate from tuition. This covers 2 tickets for each dance family (dancers do not require tickets), a DVD of the particular show in which the dancer performs (A,B,C or D), medals honoring their work for the year, and the cost of renting Stuart Cramer High School's auditorium and custodial services. If you need additional tickets for family members, they will be sold prior to Recital at a discounted price, or at the door for full price (cash only).

Team App/Facebook/Instagram

The studio has a closed Facebook group. Search for "Barbie's Encore Dance Productions" and request to join the group. The page administrator will allow you access. The page is currently used to help communicate information about classes, post dance pictures, etc. There is also an Instagram account under **barbies_ensemble_dance_pro** that you can follow. The studio will post pictures here as well. If you post pictures of dance events on either social media app, please tag the studio!

The studio is in the process of setting up Team App to use for class notifications, like time changes or make-up classes. Please download the app and search teams for BEDP. This is especially important for dancers with cell phones to do as well. Any class changes or important notices will be sent using this app.

Please be mindful that Facebook and Instagram aren't the appropriate place to vent frustrations with either the studio, a competition, or another parent. If you have a concern, please speak with Barbie privately to help resolve it.

Ordering Costumes/Tights/Shoes

Students should have appropriate footwear for each class. If you need to order a new pair of jazz shoes, half soles, ballet shoes, tap shoes, clogging shoes, or tights, please see Misty or Crystal during office hours. If you are unable to meet them in the office, you may email them with your order. Any orders will be billed on your account and payment is due immediately.

Costumes for recital will be fitted by the instructor of your dancer's class and ordered by the dancer's measurements. Please be aware that costume pricing is based on the cost of the costume from reputable companies that provide a color-match guarantee and return/exchange policy. This may not match the pricing you find online for a single costume from a discount site. Shipping costs are also included in the billed fee.

Costume fees are normally billed in the months of October & November to give time for shipping and exchanges. The goal is to have all costumes arrive in December/January. Some classes will have the fees split between those two billing periods. All fees will post on your account, which can be checked online through our studio website (www.danceforbarbie.com). Click on the "Make a Payment" tab on the left hand side of the site to access your account and view the account history.

Questions/Concerns

If you have questions for your child's dance teacher, please contact them via email instead of during class time. Our classes run back-to-back, which makes it difficult for instructors to handle questions between classes without losing instructional time. Thanks for being mindful of our time constraints!

Please contact your dancer's instructor or our office staff using the following email addresses. Instructors will check their mail between 10 am and 6 pm and try to respond within 48 hours.

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| Mrs. Barbie | barbiedance1@hotmail.com |
| Mrs. Jessie | JessBallard0105@gmail.com |
| Mrs. Billie-Jean | barbiedance1@hotmail.com |
| Mrs. Shana | shana.b.bolton@gmail.com |
| Miss Marissa | barbiedance1@hotmail.com |
| Mrs. Tina (ballet) | barbiedance1@hotmail.com |
| Ms. Ashton | barbiedance1@hotmail.com |
| Mrs. Melinda (tumbling) | barbiedance1@hotmail.com |
| Mrs. Misty (office) | misthamp7878@yahoo.com |
| Mrs. Crystal (office) | crystal_lite19@yahoo.com |
| Mrs. Regina (office asst.) | rberry@wedu.org |

Visit our website at www.danceforbarbie.com for class schedules (including instructor names), studio policies, planned dates of closures, and more. Again, welcome to our dance family!