

Barbie's Encore Dance Productions **Studio Policies**

Please read these policies thoroughly. When you register with BEDP you agree to abide by all studio policies as noted online and/or in this document.

Registration

All registration fees must be paid in full before your child will be fully registered for class. This ensures that they have a spot in the classes for which they have registered. Registration fees are non-refundable. Registration is \$60 for new families and \$50 for established families. Refer a new student to the studio and receive ½ off your registration fee.

Tuition

Tuition is posted on our website under the Classes & Tuition page on the website. Our studio requires **ALL** families to register online and enter a card on file using our **SECURE**, convenient and easy-to-use online system. Please note that we do NOT have access to your account numbers (the system will only show us the last four digits) – we only draft your account for the monthly charge on the 5th of the month. Online payments can be made with Visa, MasterCard, Discover or via transfer from your checking/savings by providing account information.

Be using the online system you are now in control of your account and this online feature also allows you to see what classes your child(ren) is enrolled in, what has been posted to your account, etc.

Statements are emailed monthly and balances are due on the 5th of each month. We will **NOT** draft your account until the 5th of each month so that you have sufficient time to make payment online or in cash at the office. If not paid by the 5th of each month then auto draft will occur. **A 2.5% processing fee is incurred for online drafts/payments. Any account not settled by the 10th of each month will be charged a \$25 late fee.** You can always pre-pay before the 5th of each month and make payments ahead of time. You can pay cash in person at the office or by placing in an envelope with your child's name and placed in the locked box at the office door. Unfortunately, we cannot accept checks, and we can no longer postpone processing payments.

Your information must be entered into the online payment system and ready to go no later than September 1st!

Please note that our payment policy is MANDATORY.

All prices for costumes, parade wear, recital fees, etc. and their due dates will be posted on our website and communicated to our families via email and statements. Dancewear, shoes and accessories can be paid via cash, online payment or auto draft, but please note that NO items will be ordered until they are paid in full.

Online Parent Portal (Studio Director)

To enroll, register, make payments, etc. – go to:

<https://www.thestudiodirector.com/danceforbarbie/portal.jsp?page=Login>

Enter your email address (that you gave us at registration) and then click on Forgot Password. If the system doesn't recognize the email address, it is probably because it doesn't match what we have in our system. Please email our office at bedpoffice@gmail.com so that we can update our records and you can continue.

The site will email you a link to reset your password. Once you use the link to reset your password, you can login, view your account and enter your financial payment information.

Anytime you make a payment you will receive email confirmation of same. Also, please make sure to click and read these policies:

* <http://www.thestudiodirector.com/danceforbarbie/local/html/privacy.htm> -- privacy policy that's viewable from the on-line registration portion of the site

* <http://www.thestudiodirector.com/danceforbarbie/local/html/autopayagree.htm> -- this is what you will need to "accept" when you sign up for the recurring / monthly billing

* <http://www.thestudiodirector.com/danceforbarbie/local/html/onetimepayagree.htm> -- this is what you will need to "accept" when you make a one-time payment

All payments are non-refundable.

No student will be allowed to participate in regular, ovation, elite or private classes if their account is over 30 days past due. Any money received from delinquent accounts will first be applied to the past due tuition balances. **No student will be allowed to perform in the Annual recital or any dance competitions unless their entire account is current.**

If a payment problem continues, your child will be dismissed from Barbie's Encore Dance Productions and appropriate actions will be pursued in order to collect balances owed.

Classroom Etiquette

Please be on time for your class. Tardiness is disruptive to the class and can be detrimental to that student's learning. Only students enrolled in a specific class and their teachers will be allowed inside during that class time. Please do not send siblings or friends as they are distracting to the class. If you arrive early for your child's class, please respect the class in session and do not enter until we have dismissed. Parents are allowed to observe on Parent Observation Days only. Special and temporary arrangements may be made in extreme circumstances. Please do not open the door to the classroom while class is in session. The teacher will open the door to signal the end of class, and to welcome in the next class. No students will be allowed outside by themselves. Please come in to get your child, or (when available) our student teachers will walk them out. No gum is allowed in the studio (choking hazard while dancing). **Only water will be allowed in class – NO FOOD OR OTHER DRINKS.**

Classes

Class changes will not be allowed after October 1st. If you need to drop a class at any time during the year, you will need to fill out a drop class form. Forms can be obtained from the front office. Please note that not attending classes does not constitute a withdrawal from class. **You will continue to be charged for tuition until the withdrawal form is completed.**

If a class does not meet the minimum registration of at least four students by October 31st, we have the option to discontinue that class or to merge it with another age appropriate class.

Class Attendance

Of course we want every child to have perfect attendance, but when you do have to miss a class, please notify the studio in advance, if possible. Sometimes your child's class will be canceled due to a holiday, bad weather or other emergency. This will occur seldom, if ever, and no adjustment will be made to tuition. Holidays and other closings have already been factored into tuition and no further adjustments will be made. You may call to schedule a make-up class if there is a class similar to the one your child is enrolled in. Not all classes will have this option.

If your child(ren) misses three or more classes you will be required to set up a makeup class/private session with the instructor (at an additional charge of \$40 per hour) so that she/he can catch up on dances. This is to ensure that the instructor does not have to spend class time with a student due to consistent absences.

Perfect Attendance is awarded at the end of the season at the spring recital. **To receive this award, the dancer must have attended all classes and performances.** We will have one make-up class in the spring so that those who have only missed one class, so they can reclaim their perfect attendance. **School events (concerts, PTA, etc.) are excused and do not have to be made up for perfect attendance.**

Competition Classes

Attendance at all scheduled competitions is mandatory for all dancers in competition teams. Competition is very much a team effort and if one or more of the team is missing this hurts the rest of the team in competition. **If you commit to a competition team and do not attend competition you will be charged a \$200 fee and the student will not be allowed to compete the following season.** Every effort is made to schedule competitions around school functions and other identified conflicts. Please contact Barbie should extreme situations arise.

Please refer to the Ovation Guide posted online and in the documents section of TeamApp for additional information for competition dancers.

Apparel/Accessories

The studio office staff will be in charge of taking orders for new shoes, fitting new shoes, and also taking orders for anything else your child may need throughout the dance year (t-shirts, leotards, tights, etc). Please be aware that NOT all items are kept IN STOCK. Please plan accordingly for recitals, competitions, etc. **The following items are mandatory for our ovation dancers:** windsuit jacket (\$83 embroidered) and Zebra top

for Petite, Junior, and Senior Ovation dancers; and rhinestone earrings for competition for all Ovation dancers.

Shoes

We are able to order shoes at wholesale prices. Your child can be fitted before or after her regular scheduled class time by our office staff. **Labeling shoes with your child's name is crucial!!** If your child needs a new pair of dance shoes at any point in time during the dance year, please see our office staff to order a pair. **Shoes must be paid in full before you can receive them.**

Dancewear

We do not have a specific dress code. However, please dress in some sort of dance attire (leotards, sports bras, cheer shorts, tights, jazz pants, etc.) Tights are not required in warm weather for younger classes. Always wear dance shoes. Students will not be allowed to dance in tennis shoes as it damages the floor. No school clothes. Students participating in the Ovation ballet classes and the Pointe class will be required to wear canvas ballet shoes, leotard and ballet pink flat (not shiny) tights to that particular class. Hair must be pulled neatly back off the face, preferably in a bun. **If you are not dressed appropriately, you may be asked to observe class and not participate.**

Costumes

Please pay special attention to the size being ordered for your child because it is very hard to exchange costumes. We will be measuring for costumes during your child's regular class time. Once the costume is ordered, payment is required because the costume is non-refundable. **Students cannot receive costumes until they are paid in full. Costume deposits/payments are not refundable for any reason.**

Recital Fee

In the spring, each student is required to pay a \$70 recital fee that is separate from tuition. This covers two tickets for each dancer's family (dancers do not require tickets), a professional video of the particular show in which the dancer performs, medals honoring their work for the year, and to help cover the cost of school's auditorium rental (dress rehearsal and recital), AV techs, custodial service, etc. Additional tickets are \$5 in advance or \$10 (cash only) at the door the day of recital.

Performances

Please note these are performances we typically do each year. Most current performance schedules are noted on our website.

Mt. Holly Christmas Parade

Our studio participates annually in the town parade. Students and parent volunteers ride a float, and the Cheer/Tumble class, Jr. Hip Hop, Sr. Hip Hop, Petite Ovation, Jr. Ovation, Teen Ovation, and Sr. Ovation Performance Troupes dance/march. You have two choices for paradewear: (1) Barbie's Encore Sweatshirt (\$30) or hoodie (\$35.) Either of these should be worn with black sweatpants or leggings; or (2) embroidered windsuit

jacket (\$83) with leggings or sweatpants. The embroidered jacket is mandatory for our Petite, Junior, and Senior ovation dancers. You may want to order a little big for longer wear....we will keep this same windsuit for at least the next 5 years. Parent volunteers will need to wear Barbie's Encore Sweatshirt or plain black. There are no dance classes held the day of the parade. The parade will go on rain or shine, unless the weather is really rainy, icy or snowy, then it will be postponed. Check the website if there is a question about weather circumstances. **Mt. Holly Christmas Parade is always the first Wednesday after Thanksgiving.**

Mt. Holly Springfest

This is an outdoor festival on Main Street Mt. Holly. Dancers should wear the pink leotard with our logo and black tights. Shakerz will wear pink BEDP logo t-shirts with black booty shorts. Petite, Junior, and Senior Ovation dancers will wear the zebra tops with black booty shorts. Dancers will perform at least one of their numbers from the upcoming recital. Springfest is always the first Saturday in May. **Attendance is required for Perfect Attendance.**

Dress Rehearsal

We run our dress rehearsal just like the real show so we can identify short costume changing times, AV problems, etc. Students are required to attend dress rehearsal unless emergency situations arise.

Annual Spring Dance Recital

We split our recital into 4 smaller recitals (A, B, C, D), so that you do not have to be there for an extended period of time. Our younger dancers are in the morning and older dancers that evening. Awards will be given out at the end of each recital. Dressing room policy will be as follows: Dancers will not be allowed out of their dressing rooms if they are performing in the ongoing show. This means that, for example, if your child is a Twirler, she needs to stay in the dressing room during the preschool show (Show A), but she may join you in the audience for the Big Show (Show D) or other Shows where she is not performing. This is necessary to ensure we keep the dancers ready to perform on time. It is very distracting during the performance and also confusing for the staff when dancers have left the dressing room and are out in the audience. Student Teachers will stay with their class during the preschool show, but we also need Parent volunteers. Please consider volunteering so that the same parents are not having to work all during dress rehearsal and recital. We encourage everyone who is able to volunteer to assist backstage and "take a turn." We will have sign-ups closer to recital time. Please refer to the "Recital Fee" section above.

Special promotions

Sibling discount*: For families with more than one child enrolled, additional siblings are offered a 20% discount off of monthly tuition. Registration for additional siblings is 50% off.

Boys' tuition: Boys' tuition is ½ price.

Referral discount: Established students who sign up a new student at registration will receive ½ off registration.

**Sibling discount is for immediate family members only.*

Contact Information

Mrs. Barbie's e-mail – barbiedance1@hotmail.com

Mrs. Regina – bedpoffice@gmail.com

The studio uses Team App for class notifications, like time changes or make-up classes, competitions, and studio announcements/news. On Team App you will also find important and helpful documents such as the BEDP Studio Guide, the Ovation Guide, and the Solo/Duet Contract. Please download the app and search teams for BEDP. Any class changes or important notices will be sent using this app. Access is granted for the classes your student is enrolled in. The studio also has a closed Facebook group. Search for “Barbie’s Encore Dance Productions” and request to join the group.