

## **P.S.B. DANCE ACADEMY SCHOOL REGULATIONS** **2011-2012 SEASON**

### **Early Registration**

- Early Registration Discount applies during the specified dates each spring for current students only. After this date, regular fees will apply. Discounts apply so that we can solidify classes, staff and guarantee student placement.
- 10% full year payment discount applies on or before June 11, 2011 for current students only. Please note: If student withdraws from the program, the year fees will be non-refundable.
- 5% post-dated year payment discount applies on or before June 11, 2011 for current students only. If student withdraws from program prior to commencement date, the 1<sup>st</sup> term will be forfeited. All remaining post-dated payments will be returned.
- Charge card Term & Monthly withdrawals are available.
- Interact payments may be taken for the 1<sup>st</sup> term payments or Store payments.

### **Yearend Performance Costumes**

- Costume Deposits and Performance Fees will be paid on September 1<sup>st</sup>, 2011 and are non-refundable after October 31<sup>st</sup>, 2011 if a student withdraws from a class.
- Costumes are bought for all dance forms except for the Senior Ballet Division (Cecc 1 & up). These costumes are quite expensive and will be rented from our studio only. Part of the performance fees goes towards props & production costs for our yearend ballet excerpts. Musical Theatre, Modern dance and National Dance forms will also pay a rental fee only.
- Costume deposits are non-refundable after October 31<sup>st</sup> as our costumes are bought from the U.S. and must be ordered by the beginning of the year.
- Costumes will be no more than \$115.00 and are kept by our students after the yearend performance. Performance (rental) costumes are the property of P.S.B. Dance Academy and must be returned at the final performance to our costume wardrobe staff.

### **Sibling Discounts**

- The first student will submit a regular fee payment, then a 5% discount will apply for the same year to all siblings who are minors within the same immediate family.
- If one student from the same family withdraws from a class or the school, the remainder of that student's term fee is not transferable to the other sibling. The remainder payments will be returned.
- This discount will not apply to early registration students.

### **Withdrawal**

- A written withdrawal must be received in our office 5 business days prior to the payment date for following term. Once payment has been made for next term, that term will be forfeited. The remaining payments will be returned.
- In the case of withdrawal mid-term, no refund will be returned for the remainder of that term.
- If a student enrolls in multiple classes and drops one/more classes, the remainder of the term is not transferable to remaining terms. The remaining payments will be altered to new fees.
- Registration fees are non-refundable.

### **Classes**

- Classes run from September to June
- Students who are not on the teacher's class list will not be able to participate without a trial class slip. (see our office for trial class slips)
- Class size is limited. Ask our office for class size limits.
- There will be no make-up classes. An exception will be made if it is due to cancellation by P.S.B. Dance Academy.

### **Trial Classes**

- New students may observe a class but may not participate unless the registration and waiver form have been completed
- All students wishing to participate in a class must have a trial class slip from the P.S.B. office or they will not be permitted to dance.
- Concluding the trial class, the student must then be registered and on the teacher's class list before they are able to continue in that particular class.

### **Change of Classes**

- All students currently enrolled in the school and who wish to change classes must see our P.S.B. office staff prior to entering the new class.
- Students will not be able to enter a class unless they have a change of class slip. This enables the teachers to know who is current in their classes.
- Please note that students may not be able to change classes if the class size is at its limit.

### **Dress Code**

- Students are to wear the proper clothing and footwear specified in our clothing requirement form.
- Students are to have their hair in a bun for all creative movement & ballet classes.
- For all other classes, hair must be in a ponytail and pulled off from face.
- Teachers are permitted to deny class participation if a student does not abide by the dress code regulations.

### **Examinations**

- Students wishing to work towards an examination, must be enrolled in two ballet classes per week. (RAD Ballet 1 and up)
- Those students enrolled in Grade 4 Cecchetti and up, need to take 3 classes per week for exam preparation.
- All intensive students must participate in the examination program. Those students who are not willing to take the exam program must register for the recreational division only.
- Students wishing to participate in pointe classes, need to take a minimum of 2 ballet classes per week. This is for the well being of our students' feet and ankles. We ask that all pointe students clean up their bits of Band-Aids etc. after use.
- Students wishing to join our Intensive program or the Profile Dance Company will need to fill out an application form with our office staff. Please watch the boards and newsletters for upcoming audition dates. Please ask our office for Program Details  
Intensive students/Profile Dance company members will take a minimum of 4.0 hrs/wk.
- All students (9-up) are recommended to take Pilates as a complimentary strengthening and stretching class to their other dance classes.

### **General Guidelines**

- Street shoes are not permitted on the premises.
- We ask that all shoes be placed on the shoe racks provided. Shoes left on the floor are dangerous when entering the building, especially for our younger students.
- No gum chewing on the premises. Please discard prior to school entry. We are continuing to find gum on our studio floors.
- All jewelry and valuables are to be left at home. P.S.B. is not responsible for theft or loss of items. Please keep your valuables at home.
- Parents are to wait in the parent lounge only. We ask that you do not wait for your children by the lighted counter area as this is our students' area for homework and eating their lunch/dinner. Please abide by this request so our students have their own area.
- Students are asked not to eat or drink in the change rooms as this attracts little rodents to our school.
- Students and parents are asked to keep the noise level to a minimum. The noise level disturbs our dance classes.
- We ask that parents keep siblings from running around the studio and climbing and swinging on school furniture. If office staff see siblings continuously running around, they will be asked to leave the premises. Please watch your children.
- We ask that parents clean up after their children to try to keep our studio as neat and clean as possible.
- Older students are asked to clean up their area in the change rooms and remove their clothing and water bottles from the studios.
- Younger students must have a designated parent chaperoning them during their breaks between classes.
- Food and drinks are not permitted in our studios at any time.
- All students are to arrive at the studio 15 minutes prior to their specified class time and wait outside the studio door 2 minutes prior to class. Those students who are 10 minutes late will not be able to participate in class. They will be able to observe only.

**These regulations are in place to keep our studio running efficiently throughout the year.  
Thank you for your consideration and cooperation.**

**Karen Davies Thomas  
Director**