



Illusions Academy of Dance Policies and Registration Packet

Illusions Academy of Dance Policies 2018-2019
(policies subject to change, please contact office with any questions)

Welcome to Illusions Academy of Dance, Inc. We are glad you have chosen to pursue an education in dance at our academy. Our handbook was written to explain the goals and policies of our program. In this packet, you will also find many details that will help make each student as happy and successful as possible. Please read this carefully and keep it for reference, as it will answer many of your questions.

A. PROGRAM OBJECTIVE

The programs are designed so dancers will:

1. be safe.
2. be encouraged.
3. develop self- discipline.
4. develop a positive self- image.
5. develop a well-rounded knowledge of dance skills.

B. STATEMENT OF ACADEMY PHILOSOPHY

The staff of this academy believes:

1. teaching the art of dance is an honor.
2. that each student should be treated as an individual.
3. that children deserve to have teachers whose values enable them to be excellent role models.
4. that encouraging student achievement is important.
5. that dance is a way to help children develop a positive self- image.

C. REGISTRATION

1. A registration fee of \$30.00 per student (\$40 per family) is required with the registration form to reserve your class space. (\$20 for returning students, \$30 per returning family)
2. You may PREREGISTER on our website.
3. The registration fee is non-transferable and nonrefundable.
4. Registration is not complete until the registration fee is paid along with all proper forms signed. Once you agree to the policies on our online program, you are responsible to know the information.

5. The leotard you receive is the class uniform. Please wear it to every class you take at Illusions.

6. Pink tights are not included with registration. Illusions pink tights will need to be purchased and worn as part of the class uniform to all classes (except Acrobats). Do not purchase tights or shoes from any place other than Illusions as we have a specific uniform for all students.

D. REFER-A –FRIEND SPECIAL

Great news! Refer a friend to register for a year of dance education at Illusions Academy of Dance and you will receive a \$50.00 gift certificate. For details on this special offer, inquire at the office.

E. FAMILY DISCOUNTS

A family with more than one child will receive a 20% discount off monthly tuition when enrolled in a similar program! For example, the first child will be full price. Each additional child of the same family will receive a 20% discount off of their monthly tuition.

Students may receive discounts on multiple classes! See us for information on how to get free classes!

F. COMBO CLASS PROGRAM

Students enrolled in Illusions Academy of Dance will participate in a Combo Class Program. The combo class program is designed to expose children to three genres of dance, which include Ballet, Tap, and Jazz. This program is designed to create well-rounded dancers. As you may know, technique is a very important aspect of all genres of dance; therefore, students will benefit from exposure to all three genres. Please review information below, and our class descriptions page, for further information.

G. BENEFITS OF COMBO CLASS PROGRAM

1. Students are exposed to three genres of dance in one class period.
2. Class schedules are designed so that, in most cases, students visit Illusions Academy of Dance one night per week.
3. By starting every combo class with Ballet, students are exposed to a proper warm up and foundational skills. This is important in developing technique and proper body alignment in all genres of dance.

CLASS PROGRAM OVERVIEW

The classes vary in length depending on the age and ability level. The class time will be split evenly per subject. For example, the Combo 1 Class will be split into 3 half hour blocks. This means the students will do a half hour of Ballet, a half hour of Tap, and a half hour of Jazz.

Class levels are separated into categories as follows:

Class	Genre	Monthly Tuition	Duration
Parent and Tot	Creative Movement	\$48	30 min per week
Second Steps	Creative Movement, Ballet Foundations, Tap	\$51	45 min per week
Kindersteps	Creative Movement, Ballet Foundations, Jazz Foundations, Tap	\$54	1 hour per week
Combo 1	Ballet, Jazz, Tap	\$84	1 ½ hour per week
Combo 2	Ballet, Jazz, Tap	\$95	1 ¾ hour per week
Intermediate	Ballet, Jazz, Tap	\$106	2 hour per week
Senior (Ballet, Jazz, Tap ½)	Ballet, Jazz, Tap	\$131	2 ¼ hour per week

2018-2019 Single-Subject Class Information

Class	Genre	Monthly Tuition	Duration
Hip Hop SS/ KS	Hip Hop Foundations Creative Movement	\$50	45 min per week
Hip Hop Combo	Hip Hop	\$52	45 min per week
Hip Hop Teen	Hip Hop	\$55	45 min per week
Acrobats SS/KS	Acrobats Foundations Creative Movement	\$50	45 min per week
Acrobats Combo	Acrobats	\$52	45 min per week
Acrobats Teen	Acrobats	\$54	45 min per week
Irish Step	Irish Step Foundations	\$50	45 min per week
**Pointe Teen	Pointe Foundations	\$60	1 hr per week
Contemporary Teen	Contemporary/ Modern	\$52	45 min per week
Contemporary Combo	Contemporary Foundations	\$50	45 min per week

2018-2019 Musical Theater Program Information

Class	Genre	Monthly Tuition	Duration
Musical Theater 1	Musical Theater	\$54	45 min per week
Musical Theater 2	Musical Theater	\$56	45 min per week
Musical Theater Teen	Musical Theater	\$60	45 min per week

*Students may choose to enroll in single subject classes along with the combo class program; however, single subject classes can be taken independently from the Combo Class Program.

** Students must be enrolled in the Senior Combo Class Program in order to be enrolled in Pointe, have director authorization, or be a Pre- Pointe student. For information on the Pointe program, inquire at the office.

H. TUITION GUIDELINES

Tuition is due by the 20th of each month. You will receive a discount if you pay yearly tuition in full September 20.

Since cancelled classes due to inclement weather will be rescheduled, at the end of each quarter, there are no refunds given in those instances.

Tuition is based on a 9-month dance year (approximately 36 weeks) and is broken down into monthly payments (September -June). For example, October tuition is paid for on September 20, November tuition is paid on October 20 and so on.

All checks should be made payable to Illusions Academy of Dance, Inc.

- All accounts must have a credit card on file on Danceworks.
- If your payments are late, the card on file will be charged for the balance and a late fee.
- There is a \$10.00 processing fee for all past due accounts as well as 10% daily fee charge. Tuition, costume and dancewear payments should be made on time to avoid late fees.
- There is a \$25.00 charge on all returned checks.
- If your account falls behind more than 1 month, you will be asked to pay your balance or your child's enrollment may be cancelled.

If checks or cash are not received by or on the tuition due date, Credit Cards on file will be charged.

I. PAYMENT PROCEDURE POLICY

There are many payment options:

Having a credit card on file is our preferred option and required on danceworks.

Checks only allowed in safe

Do not put cash in the safe. All cash transactions should be done through staff and will be given a receipt. C

You may pay your monthly tuition anytime during hours of operation.

You may choose to pay at the drop box in the waiting area. If you choose to pay using this method you must make a check payable to Illusions Academy of Dance, Inc. In the memo portion of your check, please write what the payment is for. For example, if paying for lessons and costumes together please write the amount you are paying toward each on the memo line.

You may pay the monthly tuition in weekly installments. If you choose to do this, please pay by check, rather than using our online system.

Reminder, credit cards on file will be charged for outstanding balances on the 20th of every month unless otherwise notified or paid by cash or check.

J. COSTUME PAYMENT PROCEDURES

Costume payment procedures will be similar to tuition payments. Costume payments may include costume rental/dry cleaning fees for select performances, i.e. Holiday Show, Fund Raisers, etc.

You may choose to pay your costume payment balance in the following ways:

1. Along with your monthly with tuition payment which is due by the 20th of every month.
2. Using our online system.
3. At the drop box which is available at the office desk. *Remember to make all checks payable to Illusions Academy of Dance, Inc. If paying along with tuition, please write the amount payable toward costumes in the memo on your check.
4. Smaller cash Payments may also be made weekly toward your costume

balance. Please be aware that there are costume payment due dates throughout the year. Refer to the Important Dates section for that information.

5. Roll In Option!

K. PERFORMANCE INFORMATION

*Please refer to the Performance Information Packet for more information

1. Our students perform in two shows per year. This includes a December show and a June Show. All students must participate in all of our shows, as they are not optional. Our December show requires a \$100 rental fee of costumes. These costumes will be given back to the academy. The June show will be a mixture of rentals and costumes to keep; therefore, each student will have a different costume balance based on what classes they are enrolled in. All balances include 1 pair of show tights and a show t-shirt. All students will have to purchase a camisole through the academy separately of the costumes.

2. For each performance, there may be more than one performance. For example, in December we may have two shows where your child must perform or in June we may have two performances.

3. All parents, including mothers/guardians, are required to purchase a ticket for all shows. For example, if we have two performances, and you would like to attend both, you must buy two tickets. Parents do not change students for performances. We have staff and a buddy system to help all students change each costume for all performances. For that reason, all parents/ guardians must decide which show they would like to attend, whether that is both or one. A ticket must be purchased for both shows if you are choosing to attend both shows. Parents are not required to attend the shows. Parents may wait for their children in the lobby or come back to pick them up after the show if choosing not to attend.

4. All balances must be clear in order for show participation. If you are carrying a balance on your account, your child will not perform. Refer to the Important Dates section for payment deadlines.

5. We do not allow videography or photography at our shows. Those who do not follow this request will be asked to leave the performance.

L. ORDERS

1. Parents must place orders through email or by form. If your child needs new shoes, tights, dancewear etc., email Miss Lauren. The subject should say "Order". In the email please list the items you would like to order. If you are unsure on the size, make a request for sizing to be done.

2. Parents may also submit order forms, which will be located in the waiting area.

M. PARKING

1. Off Street parking available for our academy in the lot on the side of the building near Jireh Street.

2. Please be sure to escort your child to and from the waiting area. Children should not be entering and exiting the building alone. Please do not call or message

us to send children from the building to the parking lot. Children should always be escorted by the person picking them up.

3. Students are never allowed to wait outside, or in the parking lot area, for their transportation.

N. INCLEMENT WEATHER POLICY

If New Bedford Public Schools are closed due to inclement weather, check our Face Book Page, your REMIND APP, IRehearse, and/or your E-mail. We will not make phone calls to notify you of a cancellation. Remember, there will be NO reduction of tuition since all classes cancelled will be rescheduled at the end of each quarter.

O. EMAIL

Please note that most of our communication to parents is done by email. Be conscious of how often you check your email so you do not miss important information. IF you do not check your email often, you will miss important information.

Download the REMIND APP on your smartphone or smart device. Select to receive messages as text-messages. To join our class, refer to the REMIND Information Email. The academy staff will send quick REMINDS to you via the app; i.e., "Tuition is Due TODAY!" We use this APP frequently to keep parents updated on academy information! Remember, if you select to receive the messages as e-mail, and don't check your email, you will not receive the notification. You can set the REMINDS to come as text messages, which may be more efficient if you don't check your email often! Check your email and REMIND app frequently!

P. ATTENDANCE

Attendance is taken every week at the beginning of class. It is important that your child attends class every week. Absences and tardiness can hinder the dance education of your child and their class. If your child is going to be absent please email Illusions Academy of Dance to let us know your child will be absent.

Q. Important Dates for 2018-2019:

Please read Registration Packet for
ALL Performance Information for 2018

2018 Classes Begin
September 17, 2018

Tuition Due Dates for 2018-2019

September 20 for October
October 20 for November
November 20 for December
December 20 for January
January 20 for February

February 20 for March
March 20 for April
April 20 for May
May 20 for June

*We DO NOT have classes on the following 2018-2019 dates:

Monday, October 8..... Columbus Day
Wednesday, October 31..... Halloween
November 21 – 25..... Thanksgiving Recess
(classes resume on Nov 26)
December 15, 2018..... Holiday Performance
(See Registration Packet for further Performance Information)

Holiday Break Begins after Show
(Classes resume Jan. 2)

February 18- February 22..... Winter Recess
(classes resume on Feb. 25)

April 15- April 19..... Spring Recess
(classes resume on April 22)
May 27 Memorial Day
(classes resume May 28)
We DO have classes on the following dates*
January 21..... Martin Luther King Day

R. CHRONIC DISRUPTIVE BEHAVIOR POLICY

We will make every effort to work with the parents of children having difficulties in child care. We are here to serve and protect all of our children; although, children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well being of any other child, or teacher, may require the following actions:

Initial Consultation

The director may require the parent(s) of any child who attends the studio to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

Second Consultation

If the initial plan for helping the child fails, the parent(s) will again be required to meet with the director. Another attempt will be made to identify the problem outlining new approaches to the problem, and discuss the consequences if progress is not apparent.

Suspension

When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the studio indefinitely. The studio may immediately suspend a child at anytime he/she exhibits a behavior, which is harmful to him/herself or others. A parent may be called at anytime the child exhibits uncontrollable behavior that cannot be modified by the instructor. That parent may be asked to take the child home immediately.

Discard Policy

The studio reserves the right to cancel the enrollment of a child for the following reasons:

1. Non- payment or excessive late payment of fees.
2. Not observing the rules of the facility.
3. Physical and/or verbal abuse of staff or children, by a parent or child.

Thank you again for choosing to pursue a dance education at Illusions Academy of Dance, Inc. Please keep this handbook for reference throughout the dance season. At this academy, we develop well-rounded dancers in an exciting and educational atmosphere. We look forward to serving you with the highest quality of dance education in the area.

See you in September!

Lauren Burgess
Illusions Academy of Dance, Inc. President