



STUDIO INFORMATION AND POLICIES

2023-2024

ENROLLMENT

You are considered enrolled at the school and responsible for tuition until you notify the school for withdrawal – **IN WRITING – on an official PPDC Add/Drop/Withdraw form**. If written notice with intent to add/drop/withdraw is not provided by 2nd week of a 4-week session, account will be charged the full session tuition. **Tuition charges are based on enrollment not attendance.**

STAY INFORMED

Parents/Students should check the bulletin board, www.russellvilledance.com, email, Facebook. **Please provide us with an email address that you check regularly as we communicate via email regarding important studio matters. If you are not receiving these emails, let the Front Desk know right away.** If your home address, phone number, or email address changes throughout the dance year, please inform us immediately so we may update our files.

SIGN UP for REMIND texts: text @promenadep to 81010

ATTENDANCE

Good attendance is imperative, as absences and tardiness can hold back an entire class. Students should be prompt and prepared for class. The studio appreciates a telephone call when a student is ill or unable to attend a class.

BAD WEATHER/HOLIDAYS

The studio will follow Russellville School District for inclement weather. You may check Facebook or call PPDC for closing information. If PPDC needs to close any other days not shown on PPDC Calendar, we will have a make-up class at some point during the year. If we need to cancel a class, the student will be allowed to attend any same level class within two weeks.

TUITION

Tuition is based on enrollment, not attendance. Dance fees begin August 28th and end on June 1st. For your convenience tuition is divided into 9 session installments. If tuition is not paid by end of the “Tuition Due Week” as shown on PPDC Calendar of each month a \$10.00 late fee plus monthly tuition will be applied to your account.

DRESS CODE- Hair pulled back from face for all classes

Ballet – Black Leotard, pink tights, and pink ballet shoes; skirts, wraps, shorts over tights are allowed but we must always be able to see the knees and ankles.

Tap – Same as ballet, but black tap shoes

Jazz and Musical Theater – Form-fitting dance attire such as jazz pants, shorts, leotards, sports bras or form-fitting t-shirts and black jazz shoes

Contemporary and Lyrical – Form-fitting, comfortable dance attire and lyrical shoes

Hip Hop – Tennis shoes and comfortable clothing

*Leotards, tights, and shoes will be available to purchase or order at PPDC.

CLASS RATES

The registration fee is required with the registration form to reserve class space. Registration will not be considered complete and class space is not reserved until this fee has been paid. * Families will receive 10% discount off monthly tuition.

Registration fee:

\$55 returning students

\$60 returning families

\$65 new students

\$70 new families

Fee breakdown based on hours per week:

- 45 minutes to 1 hour: \$70.00 / month
- 1 ½ hours: \$90.00 / month
- 2 hours: \$110.00 / month
- 2 ½ hours: \$130.00 / month
- 3 hours: \$145.00 / month
- 3 ½ hours: \$160.00 / month
- 4 hours: \$175.00 / month
- 4 ½ hours: \$190.00 / month
- 5 hours: \$200.00 / month
- 5 ½ hours: \$210.00 / month
- 6 plus hours \$225.00/month

CLASS CHANGES

When adding or dropping a class at any time during the year, an official PPDC Add/Drop/Withdraw form must be completed. These can be picked up at the Front Desk. **Not showing up for classes does not constitute a withdrawal from class.**

Accounts will continue to be charged for tuition until the form has been completed and you will be responsible for paying your account balance.

STUDENT DROP-OFF & PICK UP

Children that are 10 years old and under need to be escorted by a parent/guardian into the studio and brought to the lobby. All parents are responsible for making sure that their child safely enters our studio, regardless of their age. They are NOT allowed to be dropped off curb side with the assumption of a PPDC Staff being present. A courtesy call should be made if the parent/guardian of the student will be late so the instructor and student can be notified in a timely manner.

COSTUMES and FEES

A \$60.00 costume deposit due the week of Nov. 1st, will hold your order until the balance is paid in full by the second week of April. Once costume(s) are ordered, they are non-refundable and you are responsible for payment of costume(s). The balance of the costume fee includes tights and all accessories. Production Fee of \$65 (non-refundable) will be due by the week of Feb. 5th- 9th.

STUDIO RULES

- *No student should be in the studio unless enrolled in that particular class.
- *Students should be dressed and prepared for class before it starts.
- *No street shoes should be worn in the studios. Please change into dance shoes before class.
- *No food or drinks (except water) are allowed in the dance studios and lobby. Food and drinks are allowed in the Break area.
- *Parents should not leave young students unattended in the waiting area before or after class.
- *Chewing gum is never allowed in the dance studios.
- *No parents allowed in classes. If you need to speak with your child's teacher, set up an appointment at the Front Desk and they will be glad to meet with you.
- *Always treat your teacher and fellow classmates with respect.

PRODUCTION/RECITAL 2021

Production Week: May 27th – June 1st Location TBA

Dress Rehearsal: Friday, May 31st at The Center

Performance: Saturday, June 1st at The Center Time TBA