

Dear Students & Parents,

Welcome! We're glad you're here! Below are some items I'd like to address to help things run smoothly this year:

1. Please write your child's name or initials on all shoes, bags, sweaters, skirts, etc. Since most of our "things" look alike, this will help locate your items if they are misplaced. Lost and found is located on the shelves in the hallway.
2. Please do not drop off your student more than 15 minutes early for their class. We cannot be responsible for your child if you leave them unattended. Also, please do not drop off siblings/friends and leave them unattended at the studio.
3. If you are unable to pick up your child on time, please call or text the studio and let Ms. Elizabeth know or send a message through our Facebook Page.
4. For their safety, students are not to go outside unaccompanied by an adult. Please come inside to pick up your child. If students have trouble finding their parent or the adult that is to take them home they are to go directly to Ms. Elizabeth in the office. Please review this policy with your child so they know they are not to go outside alone.
5. Remember all dancers are to wear: black leotard, pink tights, pink ballet shoes, beige tap shoes. If your dancer would like to wear a skirt, dance sweater, or leggings, they should be pink or black. No shorts/loose pants/shirts may be worn. **There are extra leotards and tights in the office that you'll have to wear if you are not prepared for class.**
6. Tuition is due the first lesson of each month. **Due to my bank's new policy for depositing checks for the business, all checks must have name, current date- no post dates, phone number, address, and DL number. Returned checks must be paid in cash with a \$20 fee.** The easiest way to pay your tuition is to use the link in the invoice you receive every month by email. I also am sending home a Recurring Payment Authorization Form that I encourage you to use. THIS FORM ONLY AUTHORIZES MONTHLY TUITION PAYMENTS. If you want us to charge your card on file for supplies/costumes/recital fee/etc. please leave written consent with Ms. Elizabeth.
7. If you have a question concerning your child's class, please leave a message with Ms. Elizabeth. I will return your call as soon as possible. Since all classes run consecutively, it is better to discuss questions and concerns at a later time. Also, email or Facebook message are usually the best ways to contact me.
- 8. 2018 Recital will be Friday May 25<sup>th</sup> (Rehearsal) and Saturday May 26<sup>th</sup> (Recital) at Maumelle High School. Rehearsal attendance is required to perform in the recital.**
9. Please let Ms. Elizabeth know if at any time your contact information (address, phone, email) changes during the year.
10. Please be courteous when parking. Parking is always a challenge, so you may want to consider carpooling. Remember that you can park along the entire east side of Hazel Street, across from the studio.

11. Please check the viewing windows periodically so you will be aware of upcoming events, activities, shoe/clothing orders, or information involving your student. Also you can visit our Facebook page, [www.Facebook.com/AndreasSchoolofDanceBryant](http://www.Facebook.com/AndreasSchoolofDanceBryant), for news and reminders. **I urge everyone to like our Facebook Page and check it often. It will have the most up-to-date reminders and information.**

12. Ms. Elizabeth will be in the office Mondays, Tuesdays, and Thursdays from 4:00-6:30. She will be able to help you with most things, such as checking your balance, paying your bill, ordering supplies, and answering questions.

13. Please note our attendance rule: **Any student that is absent from class more than 8 times throughout the year will not be allowed to participate in the recital. No exceptions or excuses. I understand that sometimes things come up and absences cannot be helped, but hopefully this rule will cut down on unnecessary absences.**

14. Any children in the studio not participating in a class **MUST** be accompanied by an adult at all times. If you bring siblings or friends with you to the studio, please keep them with you at all times. If this causes a problem, you will be asked to leave until your child's class is over.

15. Please tie ballet shoe strings in a tight double knot and cut them short so they won't drag the ground.

16. Please try to have your younger children use the bathroom before class! We don't want to them to miss the fun to use the bathroom! Also, please use the changing room outside the bathrooms to change into your dance clothes or come already dressed. We like to keep the bathrooms open for people needing to use the restroom.

17. This year we are excited to welcome Karate for Christ to our studio! They'll be using the back rooms of the studio on Tuesday and Thursday evenings. If you are interested in enrolling with them, shoot me an email and I'll forward it to Mr. Bobby. Help me make our new fun guests feel welcome this year!

18. Adults! We'd love to have you join our Adult Dance Class on Thursday evenings, 8pm-9pm. We do tap, jazz, and ballet. No uniform is required. Those who are interested may perform in the recital, but it is not required! It's more of a laid-back class, just for fun!

19. Only a few classes still have spots available, but Tiny Tumblers and the Monday PreK4/Kind class have lots of room! If you know anyone interested, we'd love to have them join us!

Thanks for attending to all of these issues. I know we're all going to have a wonderful year!

Ms. Andrea