

## REGISTRATION PROCESS

**REGISTRATION** Registration may be done by mail, email, fax, or in person. Registration by mail must include the first month's tuition payment, annual registration fee of \$20.00 per student, class choice request, and initialed insurance release form. Class placement is assigned on a PAID basis ONLY. We will notify you if your class choice is full.

**REGISTRATION FEE** Each student will be charged an annual registration fee of \$20.00. There will be a \$10.00 re-start fee for any dancer that drops and wishes to re-register during the same season. Registration fees are non-refundable.

**INSURANCE** All students must have a current insurance release initialed on file in order to participate.

## TUITION INFORMATION

**TUITION PAYMENTS** Tuition payments are due on or before the first day of the month. A late fee of \$20 will automatically be charged to accounts past due after the first. NVDC accepts debit or credit cards. Returned items will have a \$20 handling charge. As a customer convenience monthly payments can be processed through our Auto Payment System. Please stop by the office or sign up with your registration form to enroll (re-enrollment is required each session).

**AUTO PAYMENT SYSTEM** If you enroll in the Auto Payment System the total balance due each month will be deducted from your account on the last business day of the preceding month. Any changes to your account must be made by the 25<sup>th</sup> of the preceding month to be reflected on your charges. Re-enrollment is required each session.

**TUITION STRUCTURE** Monthly tuition rates are based on the number of weeks in the calendar year. Tuition consists of a fixed monthly charge, based on the # of classes a student/family is enrolled in. This means occasionally there will be 3 or 5 weeks in a month, but on average there will be 4 weeks per month, thus the monthly charge will not change throughout the year. No discounts will be given for holidays as that time has already been taken into account. Tuition charges are posted to the customer account on the 25<sup>th</sup> of the preceding month and payment is due on or before the first day of the month. A late fee of \$20 is automatically charged to all accounts that are past due after the first of each month. Tuition is non-refundable.

**MISSED CLASSES** Students are encouraged to schedule make-up classes through the front office. Make-ups must be done within the session the class was missed. We do not pro-rate for missed classes. All make-ups are forfeited if the student drops from the class.

**ADDING OR SWITCHING** Please check with the office and instructor prior to adding or switching classes for availability and level. The customer is responsible for notifying the office of any changes in enrollment and charges will be effective at the time of notification (unless otherwise noted).

**DROPPED CLASSES** Please notify the office before the 25<sup>th</sup> of the preceding month in order to not be charged for dropped classes.

## TUITION RATES

Registration Fee: \$20.00 per student. Tuition is based on classes per week/per family.

Twinkle Babies & Stars Class	\$42.00 per month
1 class per week/per family	\$65.00 per month
2 classes per week/per family	\$119.00 per month
3 classes per week/per family	\$175.00 per month
4 classes per week/per family	\$233.00 per month
Jumpstart class*	\$150.00 per month
NVDCo I per member	\$243.00 per month
NVDCo II per member	\$275.00 per month
NVDCo III per member	\$300.00 per month
NVDCo IV per member	\$315.00 per month
NVDCo V per member	\$330.00 per month

Private lessons \$40.00 per 30 min. Drop in rate is \$18.00 per class.

For your convenience we accept VISA/Mastercard/Debit

\*Jumpstart class will have to purchase 2 Showcase costumes which will be used for 3 Showcase dances.

## SHOWCASE INFORMATION

**SHOWCASE COSTUME FEE** In October you will be emailed a costume commitment form. You will have this opportunity to sign up to participate and to select your child's costume size. We will have the sizing charts listed so you can choose the size best based on your child and where they are in their growth. You may choose to participate in the showcase for all or part of the classes you are currently enrolled in. Participation is not mandatory but encouraged. On your December bill your costume fee of \$85 per costume will be charged to your account. If you sign up for multiple costumes your charges will be split in half and charged to your account on your December and January bills. Costume fees include costume, tights and administration (ordering, shipping, processing). Costume fees are non-refundable.

**SHOWCASE PERFORMANCE FEE** Our year-end showcase is a very special opportunity for your dancer to "shine". On your April bill a Showcase Fee of \$45 will be charged to all participating dancers. This fee helps defer the cost of building use, janitor services, administration and staffing for the event. Ticket sales alone do not cover the cost of such a large and professional production. Fees are non-refundable.

**SHOWCASE TICKETS** Tickets will be available to purchase thru an online site in April.

## MAIN OFFICE HOURS

MONDAY-THURSDAY 10am - 8pm FRIDAY - SATURDAY 10am -4pm

[www.newvisiondance.com](http://www.newvisiondance.com)

Fax 503-681-4777

# 503-693-6166

## DRESS CODE GUIDELINES

Please bring your child to class ready in their dance clothes; this keeps the bathrooms available for those who need them. Bring his/her shoes marked with their name in a dance bag. Please wear cover-ups over your dancewear when you come and go from the dance studio and please do not wear your dance shoes outside of the studio. Upon arrival, proceed to the waiting area, put on your child's shoes, and wait for your child's teacher to call you in for class.

**TWINKLE BABIES** Leotard and footless tights with bare feet. Girls should have hair pulled back into a bun or ponytail (if possible).

**TWINKLE STARS & BALLET/TAP** Leotard and tights, pink ballet shoes, black tap shoes. Small short skirts are acceptable. Girls should have hair pulled back into a bun or ponytail.

**HIPPITY HOP** Leotard and tights or flexible clothing with black jazz shoes. Girls should have hair pulled back into a bun or ponytail.

**BALLET** Leotard, pink tights, pink ballet shoes. Girls must have hair pulled back into a bun or ponytail. No shirts or sweats.

**HIP HOP** Leotard, jazz pants, clean tennis shoes or jazz shoes for hip hop are required. Fitted tank-style shirt is acceptable over leotard. Hair should be pulled away from face.

**JAZZ, TAP & CONTEMPORARY** Leotard with tights, leggings, fitted jazz pants or bike shorts. Fitted tank-style shirt is acceptable over leotard. Black jazz shoes for jazz, half sole lyrical shoes for contemporary, and black tap shoes for tap. Hair should be pulled away from face.

**BOYS** T-shirt with bike shorts or leggings, and style appropriate black dance shoes.

## GENERAL INFORMATION

**NOTICES** In our on-going effort to keep parents informed we email monthly newsletters. You may also receive occasional email notifications. Please be sure we have a current email address on file. Make sure to add us to your address book so you don't miss emails. You may also check our bulletin boards for the most current information.

**INCLEMENT WEATHER** In case of inclement weather conditions we need you to refer to your email and/or our voicemail. On a day when weather is in question we will let you know via your email and/or our voicemail whether we have decided closure is necessary.

**PARKING** Parking is available in front of our building. Please use caution when driving in or out of our parking lot, and please only use the entrances/exits nearest our building.

**LOST AND FOUND** Please check with the office staff and they will direct you to the bins.

**WAIT AREAS** Please keep waiting areas clean and the middle of the floor free from dance bags, clothes and toys. Cubbies have been provided to contain the dancer's belongings. In an attempt to be environmentally friendly we do not provide cups; please bring a water bottle. We ask that you pick up after yourself and your child, and throw away all of your garbage before you leave the studio. If the waiting areas or bathrooms need attention, let the front desk know. Do not leave young children unattended in the dance studio. Pets are not allowed in the building. Exterior doors must remain shut for the safety of the children.

**STUDIOS** For safety reasons, no student may enter a dance room without an instructor present. Please do not hang or lean on the barres. Also, refrain from touching the mirrors and viewing windows.

**COMMUNICATION WITH STAFF** Time is limited between classes and it is very important we start classes on time. Therefore, if you need to speak to an instructor, please email Miss Bradian ([missbradian@newvisiondance.com](mailto:missbradian@newvisiondance.com)) and she will answer all your questions.

## IMPORTANT DATES

**AUGUST** Classes begin 8/5.

**SEPTEMBER** Closed 9/2. Nutcracker auditions 9/7.

**OCTOBER** Costume Commitment Forms emailed.

**NOVEMBER** Fall Break Closed 11/25 - 11/30. Nutcracker Production 11/22 - 11/30. Costume fees billed 11/25.

**DECEMBER** Winter Break Closed 12/23 - 1/5. Costume fees billed 12/25 (2<sup>nd</sup> half if applicable).

**JANUARY** Showcase theme revealed!

**MARCH** Rehearsal times posted. Spring Break Closed 3/23 - 3/28. Showcase production fee billed 3/25.

**APRIL** Summer camp schedule and new main schedule available. Showcase information available. Showcase tickets go on sale.

**JUNE** Showcase!

\*NVDC is closed only for the above holidays/breaks; on other holidays and school inservice days we will continue regular classes. Make-up classes will be offered for weather related closures during Winter and/or Spring Breaks.