



2011-2012 Parent/Student Handbook

Dear Parents,

I would like to take this opportunity to thank you for choosing Tutus on Broadway School of Dance for your child's dance education for the upcoming season.

In order to provide you with the best possible information about our school, we have developed this Parent/Student handbook.

This handbook provides a detailed description of policies and procedures used by our studio. We believe this handbook will answer most of your questions.

Please keep this as your reference for the dance school year. Should you have a question that is not answered in the handbook, feel free to email us through our website at www.tutusonbroadway.com.

We have added the option for you to pay for tuition through automatic monthly deductions from your credit or debit card. All information is on the website and through the Tutus Portal.

We are looking forward to another exciting and successful year! Thank you for being part of the Tutus Family!

Sincerely,

Morgan

Morgan Cate
Owner/Artistic Director

Welcome to the Tutus on Broadway School of Dance. We strive to provide quality dance education in a positive environment. We always try to inform you of important information via monthly newsletters, emails and our website. Please feel free to contact us if you ever have a question or concern! The first few pages are a quick review for you. Please read the entire handbook as many of our policies have changed.

Tutus Client Portal

Tutus on Broadway is going virtual...having a virtual office that is! To help keep your tuition from increasing substantially we have moved to a new on-line system that will track your classes, fees, costumes, payments, and etc. all in ONE place! You can log in at any time and view your history, your tuition statement, even send us an email. All at the click of a button- at any time of the day or night. We are doing this so that you can be in control of your child's account and to lessen your frustration at knowing what you owe, when you paid and what classes your child is enrolled. I hope you'll let us know what you think of the new system and how we can improve it.

First Time Registrants:

1. Click on the pink register now button
2. Complete the registration form and enter your credit/debit card information
3. Complete registration.
4. You'll received confirmation of your registration and a password to the client portal.
5. If you haven't gotten a password you can request a new one by clicking the client portal login and click request new password.
6. Login to client portal
7. Click on the "fees & payments" tab
8. Click "make payment"
9. Click "submit"
10. If your payment went through you'll receive a message box stating "transaction approved"
11. Your balance will reflect any amount due or a zero amount
12. You can print a statement for your records.

Already registered students paying for first time or wanting to log into account:

1. Click on the client portal login (located at the top right of the tutus home page)
2. Enter email address and password
3. Once in your account please click on the "my account" tab
4. Scroll down and enter your credit/debit card information and click "save"
5. Then click on the "fees & payments" tab
6. Click "make payment"
7. Click "submit"
8. If your payment went through you'll receive a message box stating "transaction approved"
9. Your balance will reflect any amount due or a zero amount
10. You can print a statement for your records.

You can review your account anytime through the Tutus Portal!

Payments, Fees, Statements & Discounts

1. **Registration Fees:** A yearly registration fee of \$25 is due along with the registration form unless you enroll in TAPPs.

2. **Tuition:** All tuition is prepaid for the upcoming month. **Monthly tuition is due on the 1st of each month.** The first monthly payment is due on or by August 1st and the last monthly payment is due on May 1st.

Tuition Rates:

Tuition rates are based on a 10-month installment plan, and the same fee is charged each month, regardless of how many classes were held in that month.

1 hour or 45 minute classes- \$45 per month; 1.5 hour class- \$60 per month

Each class in addition to one of the above- \$30 per month

Two Ways to Pay:

TAPPs: enroll in TAPPs with your credit/debit card. No need to worry about monthly payments or costume fees. Tutus will take care of all the work and will send you a receipt after each payment is made. There is no fee to enroll in TAPPs. We'll deduct tuition the 1st of each month and costume fees November 1 and February 1.

CASH/CHECK: You can make payments by cash/check by the 1st of each month. You will have a grace period from the 1st through the 5th to pay your child's tuition. After the 5th of the month a \$25 LATE FEE will be charged. The third time you are late on a payment you will need to enroll in TAPPs or your child will be unable to continue classes at Tutus on Broadway School of Dance.

3. **Costume/Recital Fee:** Deposits (50%) are due on November 1, 2011 and the balance is due February 1, 2012. Costume fees are: \$100 for a 45-60 minute class; \$170 for each 90 minute class. Each additional class is \$55 each.

4. **Refunds:** Tuition and registration fees are Non-Refundable and Non-Transferable. Notification to withdraw from class must be received in writing by Tutus on Broadway School of Dance by the 15th of the month in order to stop tuition payment for the following month. No exceptions.

5. **Multi-Student Discount:** Only families with 3 or more children receive a tuition and costume fee discount. The discount is 10% off the total tuition and the total costume fee. There are no other discounts given.

6. **Missed Classes:** There are no refunds for a missed class.

Methods of Payment:

CHECK or MONEY ORDER: When paying via check or money order, please make sure you note the student's name in the description field to assure that it is posted properly to your account. A \$25.00 returned check fee will apply to any check returned to Tutus on Broadway.

DEBIT CARD or CREDIT CARD: We accept VISA, MasterCard, and Discover.

CASH: Always make sure you get a receipt from the teacher when paying with cash. Please make sure the student's name is noted on the cash receipt so we will post your payment properly. Tutus on Broadway will not be responsible for lost or misapplied payments if a proof or receipt is not provided.

To enroll in our tuition auto pay program-TAPPs you must email dancetutus@gmail.com and also have your credit/debit card information entered into your account.

Calendar of Events

2011-2012

The following is a tentative "year-a-glance" schedule, subject to change as needs dictate. These schedules will be confirmed in our e-newsletters and our website, www.tutusonbroadway.com.

2011

August 15	Classes begin
November 1	Recital Fee's Due (50%-a monthly late fee of \$25 will be added for each month payment is not made)
November 21- 25	Studio Closed-Seasonal Holiday Break
December 26 – January 6	Studios Closed- Seasonal Holiday Break

2012

February 1	Recital Fee's Due (Remainder due- a monthly late fee of \$25 will be added for each month payment is not made)
March 19 – 23	Studio Closed- Seasonal Holiday Break
May 19 (tentative)	Recital

MANNERS FOR DANCERS

Being a dancer is a special privilege. Not everyone gets to come to dance class. Dancers work harder than any other athlete in the world and with perfect practice dancers can train their bodies to do amazing things. The first step to becoming a great dancer is respecting the art form of dance. This means realizing how lucky you are to experience a dance class and doing the necessary things to ensure you have a perfect practice. If you commit to following the guidelines listed, you WILL become a great dancer.

1. **Take care of your body** – This means a lot of different things. For example: Eat healthy foods every day. Have a snack before class and drink water. Tell your teacher if you are hurt or if something you are doing in class hurts you. Stretch your muscles before class and at home every day. Get plenty of sleep. Don't smoke or take drugs EVER!
2. **Be respectful to your teacher and to other dancers-** Do not talk during class. Wait patiently when taking turns. Support other dancers in your class. Always have a positive attitude.
3. **Trust your teacher-** Know that your teacher will never make you do something that will cause you to hurt yourself or embarrass you. If you fall, get back up and keep going. Dancers are tough and falling is part of learning to dance.
4. **Be respectful to your studio–** This means when you walk in the studio door transform into a dancer and leave your personal problems behind. The studio should feel like your home away from home. Don't bring gum, food or any drinks other than water into the studio. Leave your street shoes outside the door. NEVER, EVER RUN IN THE STUDIO.
5. **Come to class prepared** – Have your dance clothes on, hair pulled back and ballet shoes on your feet. Pack your dance bag the night before class and put your bag in your car. Use the restroom before class. Be on time!
6. **Work hard in class-** Do your best. Don't waste your parents' money or your teachers' time by being lazy. Don't be a dancing couch potato.
7. **Dream big dreams-** Set goals for yourself. Visualize yourself doing the things you want to get better at. Practice at home.
8. **Communicate-** Talk to your teacher if you are having problems with a dance step or if you need extra help understanding something.
9. **Attend class-** If you consistently miss class you will fall behind. In class you are part of a group and when you miss class it affects the group in a negative way.
10. **Have fun-** Remember that dancing is supposed to be fun. If you are not enjoying yourself there is no point in continuing.

Manners for Parents of Dancers

As a parent, I understand how difficult it can be to keep up with all that goes on in an average day. I am certainly not perfect and do not expect you to be. Sometimes things might slip

through the cracks and the day might not go according to plan. For some parents dance class might be a completely new activity for your family. Others maybe are trying Tutus after a not so great experience somewhere else. Some of you might be old pros having danced your whole life yourself. For all parents, this is simply a guide line to help class go smoothly and a list of rules to keep all children safe.

1. **Parking lot-** DO NOT EVER LET YOUR CHILD PLAY *IN THE PARKING LOT*. We often see parents chatting in the lobby after class while their child walks out the door without them. We also see parents chatting outside the studio while their child plays between cars or in the neighboring business parking. This is absolutely against studio policy. Children are not to be left outside without supervision or leave the building without an adult.
2. **Pick-Up/Drop-Off-** We ask that parents walk students, no matter the child's age, into the studio before class. When class is over we require parents to pick up students from the building. Please arrive 10 minutes before class to over to ensure your child has an adult to leave the building with. It is the parents responsibility, not Tutus or an employee of Tutus, to ensure children make it out of the building safely. In the event a parent is late for pick up, it is the responsibility of the parent to make arrangements for the student to have an adult escort the student from the building. We are not responsible for children leaving the studio without an adult once class is over. If the lobby capacity is reached, please wait outside the door of the building during pickup.
3. **Where to park-** We have 3 designated parking spots behind studio 1 and 5 parking spots behind studio 1. All other parking belongs to neighboring business and is not available for use. The gravel lot located across Graham Ave. near the Vine thrift store is available and the preferred parking for parents.
4. **Send your dancer to the studio prepared for class-** Have the necessary shoes, leotard and tights for class. The number one complaint I hear during class is "my feet hurt". This is almost always because the shoes are too small. If you recently had to buy new school shoes, it is also time for new dance shoes. Every dancer should wear their hair back from their face. Dress your dancer before you come to the studio. I understand some students come to the studio straight from school. Just keep in mind that we only have one bathroom and it is tiny. Don't hold up the start of class because you are waiting in line at the door to get changed.
5. **Dance bags-** Check dance bags before and after class- Make sure dance shoes are in the bag before you leave for class and before you leave the studio. Since every dance shoe looks alike, shoes get mixed up or lost often. If you label all your shoes we will know where to return the shoe. If not, you are likely to never get the item back. If you have a lost item, please send an email.
6. **Viewing window-** The viewing window gives you an opportunity to watch class every so often and see your dancers' progress. Please feel free to watch class. If you notice students paying more attention to you than the instructor, please move away from the window. You might be a distraction to other students in the class, or possibly the teacher.

Do not allow siblings to stand in lobby chairs while watching through the viewing window. Please make sure siblings are not distracting class.

7. **The dance floor-** Street shoes are not allowed on the dance floor. Please try to keep siblings out of the studio during classes. Parents are only allowed in the studio during prearranged circumstances.
8. **The lobby-** Families are always welcome in the lobby but please keep in mind that lobby space is limited and it gets really hot in the waiting area. Friendship Park is a short walk from the studio and a great place to hang out and visit during class. If you utilize the lobby, please throw trash away and straighten toys before leaving. Please replace chairs if you move them. If the lobby capacity is reached, please wait outside the door of the building during pickup.
9. **Before and after class-** Most classes start as a class ends. Please gather your child and be prepared to leave the building after class is over. Please be courteous to the class that comes after your class is over.
10. **Make-up lessons-** Make-up lessons are available for unavoidable absences (illness, death in the family, etc.) and when class cancellations are made by the studio (inclement weather, etc.). Make up lessons must be taken the week following the absence. Please make arrangements by contacting Tutus administration through the website contact form.
11. **Communication-** The best way to communicate with teachers is by emailing through the Tutus website. Phone messages may not be returned the same day. Teachers cannot accept calls during class time.

Dance Attire:

Hair must be worn in a ponytail or bun for all classes. Short hair should be pinned back.

Do not wear dance shoes outside. All combo classes start with ballet.

BALLET/TAP COMBO CLASSES

Leotard- any color; Tights- any color; Ballet shoes- pink; Tap shoes- tan; Ballet skirts- optional

BALLET/TAP/JAZZ COMBO CLASS

Leotard- any color; Tights- any color; Ballet shoes- pink; Tap shoes- tan; Ballet skirts- optional

Jazz shoes- optional; Ballet skirts- optional

POINTE AND PREPOINTE

Leotard- black; Tights- pink; Ballet shoes- pink; Pointe Shoes-Pink

LYRICAL

Leotard- black; Tights- pink or tan convertible

Shoes- lyrical shoes

HIP HOP

Comfortable shorts or sweat pants; T-shirt or tank top; no jeans, skirts or dresses

Shoes- hip hop shoes-can be ordered through Tutus

MUSICAL THEATER

Comfortable shorts or sweat pants; T-Shirt or tank top- no skirts, dresses

Shoes- tan jazz shoes

BOYS

Black gym type shorts; White T-Shirt; Black socks

Black ballet shoes; Black tap shoes

1. SHOES

In order for a child to be a competent dancer, he/she must wear the correct shoes for their specific class. **It is also necessary that your child's name be in all shoes and dance bags.**

2. DANCE BAGS

Some form of carry case is needed for all students' shoes and other dance accessories. This Enables the students to better keep up with their items.

3. OTHER

Be aware that jewelry only gets in the way; therefore, we request minimum or no jewelry during class. Also, no gum, candy, or other type of mints, etc. allowed at any time during class.

Studio Closings:

We will contact you via email if class will be canceled. Please check the website for updates.

Family Visiting:

You may wait in the Studio Lobby for your student. If you have young children visiting please make sure that they are using their "inside" voice and that they respect the toys available for them in the lobby. We need your help in keeping the lobby a clean and calm space.

Change in Personal Information:

Please update your information using the Tutus Portal. This is vital for our internal records and all information is confidential.

Information Location:

We have a bulletin board located in the Studio Lobby for your convenience. Calendars are updated on a regular basis to help keep you as informed as possible. Always visit the website for the most current information and the Tutus Portal.

Lost & Found:

The lost and found box is located within the Studio. Please have your child check his or her things before leaving to make sure they do not leave anything. Any items left for more than 30 days will be taken to Hope Thrift Store.

Studio Rental:

The studios are not available for rental.

Studio Rules:

No food, drink or gum allowed in the studio!

It is recommended that students arrive a few minutes early to be prepared for class. However, students should arrive no earlier than 15 minutes before class, except in special circumstances. Please note that no child should be left in the studio unsupervised either before or after class.

We love babies but please do not dispose of dirty diapers inside our studio and do not flush dirty diapers in the studio toilets. There are large trash cans located within the studio better suited for such disposal.

If at all possible please have your child fully dressed for class prior to arrival. Our changing space is limited.

During class time, the teachers are working with their individual classes and cannot be interrupted. Please email your question through the website and we'll answer your questions as soon as possible.

SUGGESTIONS, COMMENTS, QUESTIONS, AND CONCERNS ARE WELCOME.

WE TRULY DO APPRECIATE YOUR INPUT!

Contact Information for Tutus:

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