

**JUST OFF BROADWAY STUDIO POLICIES 2017-2018**  
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1. **TUITION**

Tuition is payable in 10 payments, you have other options, including paying for the entire year, receiving a 10% discount if you pay in full for the fall classes by **June 10**. Upon request, you may make 5 payments due August 15, October 15, January 15, March 15 and May 15. We are also accepting credit card payments carrying a 2.75% charge. There is a \$40 discount per year for the second child in a family and a \$50 discount for the third child. The 2017-2018 season runs August-June. JOB accepts payments in the forms of cash, check, money order, and credit card with a 2.75% service charge. **Payments are due by the 15th day of the billing month(s) except for the first payment which is due your first day of class.** Billing months: August-May the 15th of each month. All payments should be mailed or put in the tuition slot at the desk. Payments received after the 25th of the month will incur a \$10.00 late fee for each month that tuition is delinquent and may be subject to an additional finance charge. **Note: no refunds are given at JOB; therefore consider that before deciding on your payment plan.** Accounts not paid within 15 days of the date will receive a Final Notice. If payment is not received within 15 days of the Final Notice, the student's enrollment may be suspended. If at any time you experience financial difficulties which prevent you from making payment in a timely manner, please notify Dawn Meyer or Judy Schwing immediately so that a payment plan can be arranged. **There will be a service fee of \$30 for a returned check.** If your check is returned more than two times, you must pay with cash for the remainder of the year. **After May 15 all payments for tuition, costumes, or recital fees must be made in the form of cash or money order.** Note: Students taking 7 or more hours (excluding acro) will not be charged for more than 7 hours.

**\*Acro classes and some ballet classes have an additional \$15-\$25 charge per payment session due to additional teachers needed.**

2. **BOYS PROGRAM**

Boys at JOB can take one tuition-free semester (3 months) of dance in tap, jazz, or hip hop. (This excludes Registration fee, costumes, and Recital fees) After that time boys will be charged full tuition rate for the classes they take. Please see Dawn, Kathy, or Judy for more information.

3. **ATTENDANCE**

Attendance in class is crucial for a dancer's development. When emergencies arise, dancers are expected to notify the studio prior to the class. See your teacher for a list of appropriate make-up classes. **No refunds will be given for classes missed due to illness and or cancellation due to weather.** Students may make up in a comparable class during the regular dance year or summer session. If a student incurs a long term injury, it is the parents' responsibility to submit an injury credit request. Classes should be observed by the dancer if recital dances are being choreographed.

4. **CLEANLINESS**

For the health and comfort of all our students, please pay close attention to personal hygiene. Students are expected to clean up after themselves in the classes and the break room.

5. **ATTIRE**

Dancers should be dressed appropriately for class using the following guidelines:

- Ballet - Levels Pre-6: **pink canvas/leather ballet shoes**, solid color leotard, pink/suntan/black tights  
Levels 6-10: classes Mon./Wed. **pink ballet shoes**, black leotard, pink tights  
All Levels: hair **must** be in bun
- Tap - Levels Pre-2: **tan tap shoes**, solid color leotard, pink/suntan/black tights  
Levels 3-7: **tan jazz oxford tap shoes**, (CG55) leotard, pink/suntan/black tights, or shorts and tank tops  
Levels 8-12: **black jazz oxford tap shoes**, leotard, pink/suntan/black tights, or shorts and tank tops
- Jazz - Levels Pre-2: **pink ballet shoes**, any color of leotard, pink/suntan/black tights  
Levels 3-7: **slip on tan/caramel jazz shoes**, any color of leotard, pink/suntan/black tights or shorts and tank top  
Levels 8-12: **black slip on jazz shoe or pedini**
- Tumbling – All Levels: no shoes, any color leotard or t-shirt/biker shorts and footless tights.
- Stretch – See teacher for shoes, any color of leotard, footless/convertible tights or shorts and tank top.
- Hip Hop – All Levels: Close fitting tank top and black dance pants or capris or shorts with gym shoes. Hair must be pulled back.
- HipHop/Tumbling - No shoes required
- Pre-Dance – **Pink ballet shoes**, any color leotard and convertible/transitional tights. Hair must be pulled back.
- Musical Theatre – shorts, t-shirt, tennis shoes, hair pulled away from face
- Boys - May wear a T-shirt and sweat pants or shorts to class and the appropriate shoes.

6. **COMMUNICATION**

EMAIL is a main form of communication; please make sure we have an accurate e-mail address for you. Monthly newsletters will be e-mailed through Constant Contact. Newsletters will also be available on our website, justoffbroadway.net. Phone calls and e-mails will be returned in a timely matter. Any problems with our communication system should be directed to the office manager, Judy Schwing.

7. **FORMS**

Please make sure that registration forms are completed and up to date as this is our only method of contacting you or the designated persons if the need arises. **To ensure your account is accurate, it is the responsibility of each parent to complete an add / drop forms for any class changes.**

8. **QUESTIONS OR PROBLEMS**

Parents and students having questions or problems should address them as follows:

Attendance, Development, Progress, or Class Conflicts - student's teacher

Billing -, Dawn or Kathy Meyer, Judy Schwing

Performance Team - Kathy Meyer

JOB Troupe/Hot Shots - Dawn Meyer & Jessie Wing

All other concerns - Dawn Meyer or Judy Schwing

9. **PARENTS' OBSERVATION**

Parents are invited to observe classes one designated week in the winter. When observing Levels II and under, no younger siblings may attend as it is distracting to the students in the class. **Parents are also requested to silence cell phones and refrain from talking during the class out of respect to the dancers and teachers.**

10. **PRIVATE LESSONS**

Private lessons are available to all students at JOB. See the Solo/Duet form for suggested fees. Payment to the teacher is due at the time of the lesson. Arrangements can be made by calling the Studio.

11. **SNOW POLICIES**

Morning classes will follow West Clermont School District's cancellations. Early afternoon students should call the studio after 11:00 and late afternoon students should call after 2:00 p.m. to check on class cancellations. We also email cancelation information and report to WLWT and WCPO.

12. **COSTUMES/TIGHTS**

Costume and tights fees are due by December 1 for the Spring Recital. Prices for levels Pre-III and Hip Hop classes will be **\$65.00 per class**. Levels IV-IX and PT classes will be **\$75.00**. Costume & tights are partially refundable before January 15 and can be canceled with a \$25 fee. Tights are a la carte for high level classes. Partial payments for costumes can be made beginning in September. See Judy for details.

13. **RECITAL FEE**

Each family is required to pay a **recital fee of \$65.00** for the 1<sup>st</sup> dancer & an additional **\$15 for each additional dancer** due the first week of May. This fee is mandatory for performance in the spring recital. Each family receives 5 complimentary tickets for the recital. Technique classes & some PT classes do not do a recital dance. Recital CD's will be available for \$5.00 so the child may practice at home.

14. **RECITAL PROCEDURE**

All students are required to attend dress rehearsal to review their dances. At dress rehearsal, video taping is permitted. During the recital, videotaping & flash photography are not permitted; video cameras will not be permitted in the auditorium. Audience members will not be permitted to leave the auditorium while a dance is in progress. Parents may leave to dress their child only after a number has finished. No siblings are permitted in the dressing room area during dress rehearsal or the recital. All students must stay in the dressing room area during the show when they are not performing. Most classes will have a Helping Mom throughout the year. If you are interested in this position, please see your teacher or front desk.

**We have festival seating for the dance recital, the theater doors open approximately 15 minutes before the show.**

**Additional tickets will be available after May 1 at the studio or at the theater. We will offer Senior Citizen discounts the day of the show.**

15. **CONFERENCES**

Parent/Teacher Conferences will be held at JOB during the months of November/December. At this time, parents can discuss their child's progress/leveling/test steps and any other questions or concerns. Spring Conferences will be available upon request.

16. **STUDENT REFERRALS**

Each family will receive a **\$50 credit** for each new student they refer to the studio. (This does NOT pertain to siblings). **\$25.00** will be applied to your account in September and the balance in May when the referred student completes his or her year at JOB.