



Registration 2019/2020

PLEASE COMPLETE BOTH SIDES – PLEASE SIGN IN 3 PLACES

Today's Date _____ Child Date of Birth _____ Age _____

Student Name (First and Last) _____

Address _____ City _____

Zip Code _____ School attending this fall _____

Year's of dance taken _____ Where Studied _____

Referred by _____ Child-Parent dance goals for this season _____

_____ Participating in Recital? ☐ Yes ☐ No

Mother/Guardian Name _____

First

Last

Phone #'s (include area code) _____

Home

Work

Cell

Email Address _____

Home

Work

Father/Guardian Name _____

First

Last

Phone #'s (include area code) _____

Home

Work

Cell

Email Address _____

Home

Work

PPAC requires that you READ AND COMPLETELY FILL-OUT THE EMERGENCY FORM (on the back), as well as this Registration Form, and return with your \$35.00 registration fee to PPAC (PRIOR to child taking classes).

I, _____ Parent/Guardian of aforesaid child, have READ AND UNDERSTOOD ALL POLICIES & PROCEDURES, TUITION POLICY, FEES AND CALENDAR DATES.

1. Class: _____	Day & Time: _____	Class Code _____	Instructor _____
2. Class: _____	Day & Time: _____	Class Code _____	Instructor _____
3. Class: _____	Day & Time: _____	Class Code _____	Instructor _____
4. Class: _____	Day & Time: _____	Class Code _____	Instructor _____
5. Class: _____	Day & Time: _____	Class Code _____	Instructor _____
6. Class: _____	Day & Time: _____	Class Code _____	Instructor _____
7. Class: _____	Day & Time: _____	Class Code _____	Instructor _____
8. Class: _____	Day & Time: _____	Class Code _____	Instructor _____
9. Class: _____	Day & Time: _____	Class Code _____	Instructor _____
10. Class: _____	Day & Time: _____	Class Code _____	Instructor _____

USE OTHER SIDE (page 2) IF YOU NEED MORE SPACE TO ADD CLASSES

9153 E. Bell Road, Scottsdale, AZ 85260
(East of Loop 101 at 91st Street)

Studio: 480-661-7461
info@plumbpac.com

Fax: 480-513-6468
www.plumbpac.com

Emergency Information

Pg 2

PLEASE COMPLETE BOTH SIDES

Please give the names of two individuals (other than yourself) who will assure the responsibility of your child in case of an illness or accident until you can be reached. Please notify these individuals of these arrangements. In case of any changes in the information, please notify the dance studio in writing.

Emergency Contact #1 (Other than Parent listed on front page)

Name _____ Relationship (Aunt, Uncle, Grandparent, Friend) _____

Phone #'s (include area code) _____

Home

Work

Cell

Emergency Contact #2 (Other than Parent listed on front page)

Name _____ Relationship (Aunt, Uncle, Grandparent, Friend) _____

Phone #'s (include area code) _____

Home

Work

Cell

Child's Medical Conditions (as it applies to dance class) _____

Physician's Name _____ Office Phone _____

Dance is a physical activity. We recommend you discuss with your child's doctor during his/her annual fall school exam the activities that said child will be participating in. Please discuss and inform the dance studio of any physical or emotional needs your child may have.

Although health and safety are of the utmost importance to the instructors and staff at PPAC, the studio is not responsible for injury on the premises or at any PPAC sponsored event or function.

I, the undersigned parent or guardian of the aforesaid child, do hereby authorize officials of the Plumb Performing Arts Center (PPAC) to contact directly the persons named on this form and do authorize the named physicians to render such treatment as may be deemed necessary in an emergency, for the health of the said child. In the event that the physicians, parents or other persons named on this form cannot be contacted, the dance studio personnel are hereby authorized to take whatever action is deemed necessary, in their judgment for the health & safety of the aforesaid child.

Parent(s) acknowledge that PPAC is not a baby-sitting or day care service of any kind. There may be a fee charged for any student who has to wait to be picked-up after the studio closes. All students should be instructed to wait inside the studio lobby for their rides.

Any unauthorized use of PPAC's name, images or students on the internet or personal websites will be dismissed.

I have read completely the PAAC information, Policies and Procedures regarding dance fees, absences, holidays, observance, class procedures, studio conduct rules, questions/problems, recital information, recital expenses, late fees, illness, injury and dance attire information. Classes are charge on a monthly basis. No refunds or credits. Make-up classes are available. (Credit Card info listed below to be automatically charged if the monthly tuition payment has not been received by the 10th of the month)

Credit Card # _____ Expiration Date _____ 3 Digit Code on Back of Card _____

_____ Date _____ Card Billing Zip Code _____

Parent/Guardian Signature

PHOTOGRAPHIC RELEASE & WAIVER: By signing below, I give permission for photographs of my child in dance class or performances to be used in promotional material for PPAC and or its designees in both print and web publications.

Yes (signature) _____

DECLINE ☐

=====ADDITIONAL

CLASSES (use front side/page 1 first):

11. Class: _____ Day & Time: _____ Class Code _____ Instructor _____

12. Class: _____ Day & Time: _____ Class Code _____ Instructor _____

Monday														
4:00-5:00 DISNEY CLASS-rehearsal for Disney Parade in November. Once Disney is over this class will be an OPEN Jazz Technique Class for 7 to 13 year olds			4:00-5:00 Tap & Ballet Combo 3 to 4 year olds Pre-Primary			4:00-5:15 Level VI & VII Company Ballet Teacher Placement			4:00-5:00 Ballet 7 to 9 years Preparatory Level Intermediate			4:00-5:00 Tap & Jazz 5 to 7 years old Primary Beginning/Intermediate		
MC	M01	No Rec	KK	M04	AF Rec	KD	M08	No Rec	KR	M11	AF Rec	CL	M15	AF Rec
5:00-6:00 Level V Jazz & Lyrical Choreography Comp Rehearsal 11-13 year olds			5:00-6:00 Level III & IV Musical Theatre Production Comp Rehearsal Teacher Placement			5:15-6:00 Level VI & VII Ballet Production Rehearsal Teacher Placement			5:00-6:00 Ballet 5 to 7 year olds Primary Beginning/Intermediate			5:00-6:00 Jazz & Tap 7 to 9 years old Preparatory Level Intermediate		
MC	M02	EV Rec	KK	M05	AF/EV Rec	KD	M09	EV Rec	KR	M12	AF Rec	CL	M16	AF Rec
6:00-7:30 Level IV Jazz & Lyrical Choreography Comp Rehearsal Teacher Placement			6:00-6:45 Hip Hop Boys & Girls 5 to 7 year olds Beginning/Intermediate			6:00-7:30 Level VI & VII Co. Existing choreo 6:00-6:45 Co New Choreo for Nationals Only 6:45-7:30			6:00-7:00 Level V Company Ballet Prepointe /Pointe Teacher Placement			6:00-6:45 Level III Rehearsal of Existing Numbers 8 to 10 year olds Teacher Placement		
MC	M03	EV Rec	KK	M06	AF/EV Rec	KD	M10	AF EV Rec	KR	M13	EV Rec	CL	M17	AF Rec
7:30-8:30 Closed			6:45-7:30 Level III (O) Company Tap 8 to 10 year olds Teacher Placement			7:30-8:30 YAGP			7:00-8:00 Ballet for Gymnasts Teacher Placement Only			7:00-8:15 Jan Olsen Adult Exercise		
	M0000		KK	M07	AF/EV Rec	KD	M0000		KR	M14	No Rec		M0000	

Tuesday														
			3:30-4:15 Boys Only Hip Hop 4 to 7 years old Primary											
			KK	T05	AF Rec									
4:00-5:00 Primary Company Tap & Jazz/Choreo 6 to 9 years old Plumb Dolls/Teacher Placement			4:15-5:00 Tap & Ballet 3 to 4 years old Pre-Primary			4:00-5:00 Level VII Company Advd Ballet Teacher Placement Barre			4:00-5:00 Level VI Company Advd Ballet Teacher Placement Barre			4:00-5:00 Level III Jazz & Hip Hop 8 to 10 year olds Comp Choerography		
MC	T01	AF Rec	KK	T06	AF Rec	KR	T10	No Rec	IS	T14	No Rec	MM	T18	AF Rec
5:00-6:00 Level III (O) Jazz Technique 8 to 10 year olds Teacher Placement			5:00-6:00 Level IV Jazz Rehearsal of Existing #'s Company Level Teacher Placement			5:00-6:00 Primary Company (O) Ballet 6 to 9 years old Plumb Dolls/Teacher placement			5:00-6:00 Level VI & VII Company Advd Ballet Teacher Placement Center			5:00-6:00 Level V Jazz & Hip Hop Teacher Placement Comp Choreography		
MC	T02	Both Rec	KK	T07	Ev Rec	KR	T11	AF Rec	IS	T15	No Rec	MM	T19	EV Rec
6:00-7:45 Level VI & VII 6:00-7:00 Jazz Technique 7:00-7:45 Rehearsal for New Nationals Numbers Only			6:00-7:00 Pre-Teen Tap & Musical Theatre 10 to 13 years old Beginning/Intermediate			6:00-7:00 Level III & IV Company Ballet (O) 8 to 10 year olds Teacher Placement Only			6:00-7:00 Level IV & V Company Ballet Teacher Placement			6:00-6:45 Primary I & II Hip Hop Comp Choreography 6 to 9 years old Plumb Dolls/Teacher Placement		
MC	T03	Both Rec	KK	T08	EV Rec	KR	T12	AF Rec	IS	T16	No Rec	MM	T20	AF Rec
7:45- Closed			7:00-7:45 Level V Company Tap Teacher Placement			7:00-8:00 Ballet for Gymnasts Teacher Placement Only			7:00-7:30 7:00-7:30 Partnering and/or stretch & conditioning for Non Nationals Kids 7:30-8:30 YAGP			7:00-7:45 Level IV Hip Hop Comp Choreography Teacher Placement		
	T0000		KK	T09	EV Rec	KR	T13	No Rec	IS	T17	No Rec	MM	T21	EV Rec

Wednesday

4:00-5:00 Primary Jazz Technique (O) 6 to 9 years old Teacher Approval (Intermediate) Plumb Dolls			4:00-5:00 Level III Lyrical Choreography/Class Teacher Placement			4:00-5:00 Level VI & VII Company Advd Ballet Teacher Placement (Class & Rehearsal of Existing Ballet #s) Nothing New			4:00-5:00 Level V Ballet Company Teacher Placement			4:00-5:00 Tap & Ballet 3 to 4 years old Pre-Primary		
MC	W01	No Rec	KK	W04	AF Rec	KR	W07	EV Rec	KD	W10	Ev Rec	CL	W13	AF Rec
5:00-6:00 Level VI & VII-Co. Placement Jazz & Contemporary Tech. Jumps, Leaps, Turns			5:00-6:00 Level IV & V Company Tap & Choreography			5:00-6:00 Primary Ballet (O) 6 to 9 years old Plumb Dolls Teacher Approval			5:00-6:00 Level III (O) Company Ballet Teacher Placement			5:00-6:00 Pre-Teen Ballet 10 to 13 years old Beginning/Intermediate		
MC	W02	Both Rec	KK	W05	Both Rec	KR	W08	AF Rec	KD	W11	Ev Rec	CL	W14	EV Rec
6:00-7:00 Level III Choreography & Rehearsal Rehearsal-Teacher Approval			6:00-7:00 Pre-Teen Jazz & Lyrical 10 to 13 Years old Beginning/Intermediate			6:00-7:00 Level IV Company Ballet Teacher placement			6:00-7:15 Level VI & VII Rehearsal of New Material Nationals Kids Only			6:00-7:00 Level V Heels & Lyrical Company		
MC	W03		KK	W06	EV Rec	KR	W09	Ev Rec	KD	W12	No Rec	CL	W15	EV Rec
7:00-8:00 Private Room MC			7:00-8:00 Private Room for KK			7:00-8:00 Open for Rehearsal for Kelly Roberts for the BALLET Production. Ends in Dec. As called by Mrs. Roberts Room reverts to Plumb In Jan			7:15-8:00 Open for Rehearsal for Kendra Dahl for the BALLET Production. Ends in Dec. As called Mrs. Roberts & Kendra Room reverts to Plumb in Jan			7:00-8:15 Jan Olsen Exercise for Adults		
MC	W0000		KK	W0000			W0000			W0000		JO	W0000	

Thursday												2:00-4:00 Private Room BA		
4:00-5:00 Tap & Ballet 3 to 4 year olds Pre-Primary			4:00-5:00 Jazz Technique & Jazz Choreo Pre-Teen Boys & Girls Prep/Level II/III & IV			4:30-6:00 Level VII Company Advd Ballet Teacher Placement			4:30-6:00 Level VI Company Advd Ballet Teacher Placement			4:00-5:00 Hip Hop 7 to 10 years old Boys and Girls Primary & Preparatory I & II		
MC	TH01	Ev Rec	MM	TH05	EV Rec	IS	TH09		KD	TH12		BA	TH16	EV Rec
5:00-6:00 Plumb Dolls Choreography & Rehearsal 6 to 9 years old Teacher Approval			5:00-6:00 Jazz Technique & Jazz Choreo 7 to 10 years old Boys & Girls Primary & Prep I&II									5:00-6:00 Hip Hop Pre-Teen Boys & Girls Prep/Level II,III & IV		
MC	TH02	EV Rec	MM	TH06	EV Rec	KD			IS	TH13	No Rec	BA	TH17	EV Rec
6:00-7:00 Intro to Lyrical Pre-Teen Boys & Girls Prep/Level II, III & IV			6:00-7:00 Elite Small Group Mini, Jr Choreography for comp Invitation			6:00-7:00 Level III/IV Company Ballet Teacher Placement			6:00-7:00 Level IV/V Company Ballet Teacher Placement			6:00-7:00 Level V, VI, VII Contemporary Improv & HH		
MC	TH03	EV Rec	MM	TH07		KD	TH10		IS	TH14	No Rec	BA	TH18	No Rec
7:00-7:30 Elite Choreography Invitation Only Sr. Division			7:00-7:30 Elite Choreography Invitation Only Jr. Division			7:00-7:30 Stretch Condition Open to III/IV			7:00-7:30 Stretch Condition Open to V, VI, VII			7:00-8:00 Private Room For BA		
MC	TH04	EV Rec	MM	TH08	EV Rec	KD	TH11	No Rec	IS	TH15	No Rec	BA	TH0000	No Rec

Friday														
2:00-7:00 Private Room For MC			4:00-on Bridgette Ballroom			4:00-7:00 Room for Cinderella Ballet Until December then room reverts back to Plumb in Jan			4:00-7:00 Room for Cinderella Until December then room reverts back to Plumb in Jan			4:00-7:00 Private Room for MM		
	F0000			F0000			F0000			F0000			F0000	
Saturday														
9:00-10:00 Tap & Ballet 3 to 4 years old Pre-Primary			9:00-10:00 Level V Jazz Tech & Choreo			9:00-10:00 Primary Ballet 5 to 7 year olds			9:00-10:00 Ballet 7 to 9 years old Preparatory			9:00-10:00 Acro for Dancers Level III & IV		
CL	S01	AF Rec	MM	S04	EV Rec	KD/KR	S08	AF Rec	KD/KR	S11	AF Rec	VH	S14	No Rec
10:00-11:00 Tap & Musical Theatre 7 to 9 years old Preparatory			10:00-11:00 Primary Jazz & Hip Hop 5 to 7 year olds			10:00-11:15 Level III & IV Ballet			10:00-11:15 Level V, VI , VI Ballet			10:00-11:00 Acro for Dancers 3 to 4 years old Pre-Primary & Primary		
CL	S02	AF Rec	MM	S05	AF Rec	KD/KR	S09	No Rec	KD/KR	S12	No Rec	VH	S15	No Rec
11:00-11:45 Primary Tap & Musical Theatre 5 to 7 year olds			11:15-12:15 Jazz Tech & Choreography Level III & IV Rehearsal if needed			11:15-12:30 Level V, VI, VI Competition Rehearsal			11:15-12:30 Level VI, VII Competition Rehearsal			11:00-12:00 Acro for Dancers 7 to 9 years old Preparatory		
CL	S03	AF Rec	MM	S06	EV Rec	KD/MC	S10	Both Rec	KD/MC	S13	Both Rec	VH	S16	No Rec
11:45-1:00 Private Room for CL			12:15-1:00 Jazz Tech & Hip Hop 7 to 9 years old Preparatory			12:30-1:00 Lunch for Company Ballet Participants			12:30-1:00 Lunch for company Ballet Participants			12:00-1:00 Acro for Dancers Primary 5 to 7 year olds		
CL	S0000	No Rec	MM	S07	AF Rec	KD/KR	S0000		KD/KR	S0000		VH	S16	No Rec
1:00-on Private room for MC			1:00-on Bridgette Ballroom			1:00 to 4:00 Cinderella Ballet Production Rehearsal. Room reverts to Plumb in January			1:00-4:00 Cinderella Ballet Production Rehearsal. Room reverts to Plumb in January			1:00-2:00 Private Room for VH		
MC	S0000	No Rec		S0000	No Rec	KD/KR	S0000	No Rec	KD/KR	S0000	No Rec		S0000	No Rec
Sunday														
Available to schedule privates 12 to 6. Studio will close at 6 for the day.			11-on Bridgette Ballroom			Saved for outside choreographers Closed			Saved for out choreographers Closed			Saved for outside choreographers Closed		
	S0000	BA/kk/MM		S0000										

PLUMB PERFORMING ARTS SEASON 2019/2020

SCHEDULE OF FEES

1 Class Per Week:	\$79.00/month
1 ½ (90 Minutes) per week:	\$119.00/month
2 Classes Per Week:	\$149.00/month
3 Classes Per Week:	\$199.00/month
4 Classes Per Week:	\$239.00/month
5 Classes Per Week:	\$279.00/month
6 Classes Per Week:	\$309.00/month
7 Classes Per Week:	\$339.00/month
8 + (unlimited):	\$369.00/month
Family Discount: additional child	Tuition is reduced by \$5.00 for each additional child
Company/Unlimited:	Tuition is reduced by \$50.00 for each additional child with an unlimited schedule

Registration fee: \$35.00 per dancer



Registration & Fees

How to Register

1. Read *Policies & Procedures* thoroughly, consult the Fall 2019-2020 *Schedule of Classes* and determine which class or program you are interested in registering your child for. Call our office with any questions at 480-661-7461.
2. Fully complete the *Student Registration/Emergency Form* in its entirety. This form must be signed and dated by a parent or guardian. (These forms are also available to download from our website in pdf format.)
3. Mail completed forms, along with an annual **\$35.00** non-refundable Registration Fee (per student) payable to Plumb Performing Arts Center, 9153 E. Bell Rd, Scottsdale, AZ 85260.
4. You may also bring completed forms to PPAC during our *Fall Registration Week* from Mon July 29th through Friday August 2nd Noon till 6:00pm and Saturday August 3rd, 9:00am to 3:00 p.m. We advise early registration during these days as some classes fill up quickly.
5. First day of Fall Classes is Monday, August 5th. Late sign-ups will be taken throughout the Fall of 2019 depending on class availability.

Placement

Parents of all Pre-Primary, Primary and Beginning students can easily and quickly choose a class (designated as such) from our 2019-2020 schedule. If you are a new intermediate or advanced level student we will need to see you for a placement class or for advisement from the director or a teacher. We will have staff available during Registration Week to help with placement questions.

Placement also occurs during class time in August and September. Any recommended level changes teachers deem necessary will be discussed with both parent and child after the first 3 to 4 weeks of classes.

Fees

Registration Fees:

Registration fees are **\$35.00** per student, per year and are non-refundable. This fee is payable upon registration.

Monthly Tuition Fees:

Monthly Tuition Fees are **DUE ON THE FIRST OF THE MONTH. MONTHLY FEES REMAIN THE SAME REGARDLESS OF THE NUMBER OF LESSONS TAUGHT WITHIN A MONTH DUE TO HOLIDAYS OR REGARDLESS OF CHILD'S ABSENCES. SEE TUITION POLICY FOR DETAILS.**

Our season is August 5th, 2019 through June 13, 2020, ending with the recital. See Calendar for dates.

LATE FEES/RETURNED CHECK FEES:

A late fee of **\$25** will be assessed for payments received after the 10th of the month – **NO EXCEPTIONS**. A **\$50** return check fee will be added onto all insufficient fund checks. There are no refunds for missed classes.

Accepted Forms of Payment:

We accept Visa and MasterCard, debit, checks and cash. If you are paying by check, please be sure to note the month and the child's name in the memo area. You are responsible for receipts of cash payments!

Monthly Dance Class Fees Per Individual Child:

Most Classes are 45 min to 1 hr, longer classes are charged extra

1 Class/wk	\$ 79	5 Classes/wk	\$279
2 Classes/wk	\$ 149	6 Classes/wk	\$309
3 Classes/wk	\$ 199	7 Classes/wk	\$339
4 Classes/wk	\$ 239	Unlimited	\$369

1-1/4 hr classes \$99; 1-1/2 hr classes \$119; 2 hr classes \$149

Trial classes* = \$20 for 45-60 min classes, \$30 for 1-1/4 or 1-1/2 hr classes *taken one time only!

Some classes/rehearsals, will be paid separately and directly to the instructor. Check with the front desk!

May & June Tuition fees will be due together on May 1st, 2020 (normal monthly amounts) due to closing out accounts prior to recital. The technical rehearsal, dress rehearsal and the recital are charged as one class each in June as the teachers are there and must be paid for their time.

Recital Fees:

A "Recital Fee" of \$150.00 per family is due April 1, 2020, applicable if your child(ren) are participating in the annual June Recital. This fee covers the auditorium rental and other associated costs. You will receive 10 recital tickets in June once all dance fees are paid. The number of tickets issued are **per family rather than per show**. Additional tickets may be purchased!

Costume Fees:

Every student participating in the annual June Recital must purchase a costume. All fees for costumes will be due in full by December 15th. Costumes are ordered in December; therefore, parents and students must decide by November if they are going to participate in the recital. Costumes for single subject classes are **\$85** a piece. Costumes for double subject classes are **\$170** for both. Costume Fees are non-refundable once costumes are ordered.

Company Dancers:

Students participating in PPAC Company (competition) programs must pay a non-refundable Commitment/Administrative Annual Fee of **\$300.00** due by Sept 1, 2019.

Discounts:

- **Family Discounts:** (Off of the Monthly Tuition Only) Applies to immediate family members under the same custodial parent. Families may take **\$5.00** off of the total monthly bill for a second child enrolled; **\$5.00** off of the third child enrolled; and **\$5.00** off per month for the fourth child enrolled in PPAC classes. No discounts apply to Friday Company classes or Valley Youth Theater satellite program classes.
- **Company Discounts:** (Applies to Unlimited Company Dancers Only). Families with two or more Unlimited Company Dancers may take **\$50.00** off of the total monthly bill for each additional Unlimited Dancer.



2019/20 Policies & Procedures

Class Procedure

Please have your child arrive five minutes prior to class start time dressed in the proper attire, shoes and hairstyle. Please do not be late for classes. Proper technical warm-ups are done at the beginning of class and are vital to preventing injuries. Warm-up is critical to proper dance execution and the safety of your child. Students who are late and miss warm-up may not be allowed to take the remainder of that class. **This will be determined by the instructor.**

Attire

See *Attire and Dance Equipment Guide*. Ballet shoes must fit like a glove on the foot.

- ✍ Do not wear any dance shoes until they have been approved by each individual instructor. Shoes that have any dirt or markings on them cannot be returned.
- ✍ Ballet shoes will be fit according to the ballet teacher's guidelines. Ballet shoes that are too big will not be allowed.
- ✍ Do not wear dance shoes outside of the dance studio.

Observance

Parent's observance of classes is recommended and encouraged. Parents must view through the viewing windows or the television monitor located in the lobby area. Parents and guests (no toddlers or babies) are invited in to the dance studio rooms to view on the following dates:

- ✍ **Monday, November 11th, through Saturday, November 16th, 2019**
- ✍ **Monday, April 13th through Saturday April 18th, 2020.**

You may take pictures and videos during these two scheduled "Parent Viewing" weeks.

Before/After Class

PPAC is not a daycare or babysitting service. When one class ends, another starts; teachers are not responsible for watching students once class has dismissed. Please instruct your child to wait inside the studio lobby for their rides and to inform the receptionist or teacher if their ride is late.

Students are not permitted to wait outside for rides.

Class Cancellation

PPAC reserves the right to combine classes, change times, provide substitute teachers or replacement teachers, and cancel or combine any class with 6 or less students. There is only one teacher assigned per class. There may be times when two teachers will be assisting each other. Teacher assignments can be subject to change if in the best interest of students and teachers. These decisions will be made by the director.

Questions/Concerns

Please do not engage the instructors at any time in their respective dance rooms to ask questions. When one class ends, another one begins. If you need to speak directly to the teacher, call the studio line at **480-661-7461** and leave a message with the receptionist. Messages will be returned as soon as possible. The teacher and/or the parents can schedule a studio meeting if needed. This should be done through the office.

Absences

You may make-up missed classes in other comparable classes within the month of the missed class. Missed classes are not refundable. Tuition is still due to hold the spot for your child. There are no refunds if you drop a class(es) in the middle of the month, choose other activities over dance class, or simply skip class. **PPAC requests that a parent call the studio to inform the teacher and staff of any absence, illness, or problem a student might be having.** If your child has a contagious illness, or is injured please keep them out of class until they are recovered and can participate fully without risk of relapse or re-injury. In case of a serious illness or injury, a doctor's permission note to return will be required.

Dropping/Adding Classes

Once a student has enrolled, paid the registration fee and first month's tuition we will permit the student to try other classes if teacher and parent agree (there must be space available in that class, it must be the correct level and it must be with teacher approval). **Trial classes are \$20 for 45-60 minute classes and \$30 for 1-1/4 or 1-1/2 hour classes.** During the months of **August and September** we encourage you to try other dance styles and classes. Although we do allow drop/adds during other times of the year, we ask that you do your experimenting with different dance forms and classes at the beginning of the year so that we can have correct class counts and roll sheets by October.

Since dance fees are charged on a month-to-month basis you may drop out of a class at any time. If you have paid a month's fee and drop during the beginning or middle of the month you will not receive a refund. You may however, finish the rest of the month and drop at the end of that particular month. **If you drop classes in the middle of the month and have not paid for that particular month you will be billed at your normal monthly rate for the entire month.** In order to insure that you do not receive a bill after you have dropped a class at PPAC, please make sure to come in and fill out a Drop/Add Form (or email a letter) so that we may remove your child from the class list and our billing records. Remember until a Drop/Add Form (or an email) is completed, signed, and dated we are still saving your child a space in that class.

If you add class(es) during the middle of a month the remainder of that month will be pro-rated and the following month will be at the full rate.



Recitals & Studio Rules

ANNUAL JUNE RECITAL

When and Where

The annual June Recital (optional) and is scheduled for Saturday, June 13th 2020 at Chaparral High School located at 6935 E Gold Dust Ave, Scottsdale, AZ 85253 There are currently two shows scheduled: Times TBD. The Fall Schedule of Classes indicates which classes are in which shows.

Rehearsals

Tech and Dress Rehearsals will be held at Chaparral High School located at 6935 E Gold Dust Ave, Scottsdale, AZ 85253 The last day of regular classes at the studio will be Thursday, June 11th. Tech and Dress Rehearsals will be held during the day on Friday June 12th.

Recital Fee

A "Recital Fee" of \$150.00 per family is due April 1st, 2020 (applicable only if your child(ren) are participating in the annual June Recital). This fee covers the auditorium rental and other associated costs. You will receive 10 recital tickets in June once all dance fees are paid. The number of tickets issued is per family rather than per show. Extra tickets will be available for purchase.

Students who do not participate in the recital complete classes on May 31, 2020.

Costumes

Every student participating in the annual June Recital must purchase a costume(s) per routine that will be performed in the recital. The cost is **\$85.00 per costume**. Single genre classes (i.e. ballet) will have one costume; double genre classes (i.e. tap/ballet or tap/jazz) will have two costumes.

Parents and students must decide if they will participate in the recital by early November. All costumes will be ordered in December to ensure on time delivery and to avoid out of stock issues.

THUS, ALL PAYMENTS MUST BE RECEIVED IN FULL By December 1st 2019.

Costumes ordered after December will incur a \$10.00 late fee.

To maintain safety and to keep our studio in good condition, please help us by following some simple rules:

PLEASE:

1. NO food or drink in classrooms or hallways. Please use snack room. Toddlers in strollers or who are waiting with parents should also be in snack room to eat snacks.
2. NO RUNNING in hallways.
3. NO STANDING on benches/chairs. NO KICKING benches (particularly with tap shoes)
4. If there is food or drink spilled, please clean-up ASAP.
5. Students are NOT allowed in classrooms without a teacher.
6. Parents must not leave toddlers unattended while waiting outside the classroom.
7. The studio and hallways are not for playing. Quiet activities can be done in the snack room.
8. NO PETS are allowed inside the studio.
9. If a child gets sick or has a potty accident inside the studio or classroom, it is the parent's responsibility to clean up.