

## DAWN TROYER DANCE STUDIO, L.L.C.

### *"NO-SURPRISE" LETTER*

**THIS IS AN INFORMATIONAL LETTER SO THERE WILL BE NO SURPRISES IN OUR PROCEDURES THROUGHOUT THE 2017-2018 TERM.**

#### LESSON FEES

Quarterly payments will need to be paid the first lesson in September, November, January, and March. If your payment is not received you will be charged a late fee of \$10. Quarterly payments included your students lesson fee, costume fee, show t-shirt and practice music. We do offer a 10% discount if you choose to pay for the year in full. This needs to be paid by the end of September.

If your 2016-2017 Balance Due is NOT PAID IN FULL BY September 11, 2017 your outstanding bill will be sent to Badger Creditors, Inc. There will be a \$25.00 service charge for each NSF check returned to the studio. ALL SERVICE CHARGES WILL BE ENFORCED. Please enclose your quarterly payment in an envelope **provided by the studio**. Fill in the required information and seal the envelope properly. This will save time.

..lesson time will not be used to care for fees. Put your envelope in the designated payment box. **DO NOT leave the payment envelope in the waiting area! ALL PAYMENTS ARE NON-REFUNDABLE. The studio secretary will be available to speak to at the studio throughout the year during designated weeks which will be emailed, or you can email Melissa at pfmschlegel@frontier.com to arrange payments.**

Our schedule is set-up in 4-week months. **Always refer to your Studio Calendar and check our website and face book page for any changes. Please note changes can be made to dates on our calendar.** ADDITIONAL LESSONS ANY TIME OF YEAR, HAVE BEEN VERY BENEFICIAL TO THE STUDENT'S PERFORMANCE! This term there will be NO scheduled additional lessons. HOWEVER...if your CLASS is not "PERFORMANCE READY" (come March-April) and we feel additional lesson (s) will be needed, additional lessons will be scheduled for your class. You will be charged for these lessons whether or not the student attends the lesson (s). These fees can be avoided by practicing at home, the Studio, individually and as an ENTIRE CLASS!

**COMPETITION, and PERFORMANCE LESSONS will be charged in addition to your monthly fees at your regular Studio rates. All lessons are charged for.**

**If the student wishes to discontinue lessons it MUST be done IN WRITING at the beginning of the month. You will continue to be charged for lessons until the WRITTEN notice is received.**

#### DANCE MERCHANDISE

The DAWN TROYER DANCE STUDIO can order any dance merchandise needed. Order blanks are available at the studio and also on-line. **MERCHANDISE MUST BE PAID FOR BEFORE AN ORDER WILL BE PLACED. This year we will also be placing merchandise orders only 4 times throughout the year. I will place one order in September, November, January, and March. These orders will include, shoes, studio merchandise, studio embroidered clothing. Again this is to help save on cost so I don't have to raise prices due to paying shipping on small or large orders. Please plan your orders accordingly.**

#### USED SHOES AND MERCHANDISE

This term we will not be selling used shoes as we had to switch to a new company because of the old company going out of business. We will continue the used shoe sale next year.

#### COSTUME, CD, SHOW T-SHIRT, PICTURE AND SHOW FEES

On Saturday, June 2nd 2018- - Our Studio will be presenting its students in two shows at the Merrill High School Auditorium in Merrill. The revue completes the year by allowing the student to exhibit his or her accomplishments of the term. The student DOES NOT have to participate in the revue. Tickets are sold for this event. In spring a week will be set aside for the Studio pictures to be taken. Each class will be required to have a class photo taken. Picture packages will be available to you, but you DO NOT have to purchase them. COSTUME FEE, SHOW T-SHIRT, AND THE STUDENTS PRACTICE CD ARE INCLUDED IN THE PRICING OF THE QUARTERLY PAYMENT. **NO COSTUME WILL BE ORDERED UNLESS THE 2<sup>ND</sup> QUARTERLY PAYMENT HAS BEEN MADE. Costumes are non refundable. Practice CD's will be handed out before the first of the year. IF YOUR STUDENT DOWNLOADS THEIR MUSIC ONTO A COMPUTER AND THEN ONTO AN MP3 PLAYER PLEASE MAKE THAT AWARE TO YOUR CHILD'S TEACHER SO THEY CAN PLACE YOUR CHILD'S MUSIC ON A FLASHDRIVE INSTEAD OF A CD. Show shirts will be handed out just prior to the spring revue. Only One T-Shirt per child is required. We will be asking for the students size in November. If the costuming charge exceeds the payment, you will be notified as to the balance due. If the student does not want to participate in our Spring Revue...A WRITTEN NOTICE must be received by the Studio before NOVEMBER 9, 2017 OTHERWISE THE STUDENT WILL BE CHARGED FOR THE COSTUME, PRACTICE MUSIC AND SHOW T-SHIRT. Costuming, cassette and show t-shirt charges are NON-REFUNDABLE because cancellation of an ordered costume is impossible.**

#### COSTUME ALTERATIONS

In most cases the costume (s) fit great! There are situations however when the costume may need alterations. We can refer you to someone if you do not sew or know of anyone who does. IT WILL BE YOUR RESPONSIBILITY TO CONTACT, ARRANGE A FITTING AND PAY FOR ALL ALTERATIONS IF NEEDED. Please make sure you are aware of the proper fit of the costume before having alterations done.

### CLASS OBSERVATION

The DANCE STUDIO policy on class observation is...**THERE WILL BE NO SCHEDULED CLASS OBSERVATIONS** KEEPING THE STUDENT'S ATTENTION IS VERY IMPORTANT. We will let you know when we will be opening the door/curtain to see what your child has learned.

### PRACTICE/ATTENDANCE

The progress of the student will move along swiftly if THE STUDENT SPENDS TIME OUTSIDE OF CLASS TIME TO PRACTICE ON THEIR OWN. ALL students. ..young and old. ..with parent or adult supervision of practicing can be very beneficial. **At performance time...if the student's routine is not up to our Studio standard performance, extra lessons will be scheduled. THESE LESSONS WILL BE CHARGED FOR. MISSING CLASSES CAN DELAY ADVANCEMENT OF A STUDENTS PROGRESS AND IN SOME CASSES MAKE THEM INELIGIBLE TO PERFORM IN CERTAIN PERFORMANCES. PLEASE TRY TO ATTEND ALL CLASSES. IF YOU MUST MISS DUE TO ILLNESS OR OTHER CONFLICT PLEASE CALL THE STUDIO AND LEAVE A MESSAGE OR SEND AN EMAIL. We do have the right to suspend a child's performance if they are not up to performance value because of missed practices. Believe it or not dance is a group sport not and individual sport.**

### VIDEO TAPING

You may Video Tape at the student's lesson and dress rehearsal...upon request. Please check with your studio instructor before doing so. VIDEO TAPING IS A GREAT PRACTICING TOOL FOR THE STUDENT! You may not videotape our shows.

### CONTESTS AND WORKSHOPS

Contest, and Workshop information is available through the studio. ALL EXTRA LESSONS for contest will be charged for. Please let your instructor know if you would like this information.

### SNOW DAYS

The DAWN TROYER DANCE STUDIO policy on snow days is...**IF MERRILL PUBLIC SCHOOLS CLOSE SCHOOL EARLY BECAUSE OF BAD WEATHER...**THE MERRILL STUDIO IS ALSO CLOSED THAT DAY. BUT...there have been occasions when the weather got extremely bad in the afternoon when the schools did not close and Studio has. When in doubt, check with the studio web site along with the studio face book page before coming to your class. If classes are canceled we will try our best to make that class up.

### STUDIO, STUDENT, & PARENT RULES

- \*Come a few minutes early. Be ready! So you do not delay or interrupt class!
- \*Wait in waiting area until your class is called.
- \*Hang coats and place boots in designated area.
- \*Snow boots or wet shoes will not be allowed on our dance floors...so plan accordingly.
- \*The student **is required** to wear the proper dance wear and shoes for his or her class.
- \*NO GUM, TIE HAIR BACK.
- \*Use the bathroom before and after class in order to cut down on interruptions.
- \*When at the Studio...KEEP YOUR VALUABLE ITEMS WITH YOU. The Studio WILL NOT BE HELD RESPONSIBLE For lost items.
- \*All children should be under supervision AT ALL TIMES! NO STUDENTS IN LOWER STUDIO WITHOUT A PARENT!
- \*For the Students' safety...please refrain from RUNNING IN THE STUDIO and HANGING ON THE BARRES!
- \*DO NOT write or carve on Studio property.
- \***KEEP THE NOISE DOWN!**
- \*If you have any questions for your instructor. ..please call the studio or write it down and drop it in our payment box. ..we do not want to take up class time.
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### Contact information:

Email: [dawntroyerdance@gmail.com](mailto:dawntroyerdance@gmail.com)-Miss Leah

[pfmfschlegel@frontier.com](mailto:pfmfschlegel@frontier.com)- Melissa, Studio Secretary

**I do not receive email alerts I check emails throughout the day, I do not check emails while teaching. I will also only respond to emails from 8 am- 9 pm**

Phone calls/text messages: 715-551-0537- Miss Leah

**If I do not answer please leave a message. I'm not always available during teaching hours please be patient and I will respond as soon as I can.**

Website: [www.dawntroyerdance.com](http://www.dawntroyerdance.com)

Facebook: Dawn Troyer Dance Studio please like our page for updates.

Reminder app: Please be sure to sign up for our text reminder app.