



2018-2019
Handbook
Baxter Village

This Student Handbook belongs to:

Welcome to Miller Street Dance Academy

On behalf of our staff and faculty, I want to welcome you to Miller Street Dance Academy (MSDA). Thank you for bringing your dancer to us! This will be a fun-filled year with loads of new dance steps and exercise. This handbook is a guide and resource to help you and your dancer succeed and grow at our studio. If you have any questions or concerns, please don't hesitate to ask. We look forward to teaching your dancer and getting to know them.

Dancing Wishes,
Michelle Rogers

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Please check our website or
call for Office & Store hours.

www.MillerStreetDanceAcademy.com

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CLASS DESCRIPTIONS

Acrobatics. Ages 5 & up. This is an acrobatic style class that teaches floor gymnastics. Acro is a class that progresses from forward rolls and cartwheels to advanced tumbling, including aerial work. Teachers work with each student on their individual level. This class also focuses on flexibility, agility, and teamwork.

*** NEW * Acting/Vocal/Musical Theater.** Ages 5 & up. Students will work with a vocal, acting, and musical theater instructor in a group setting. Some highlights of the curriculum include learning to match pitch and harmonize, creating characters using monologues and skits, and mastering dance elements specific to musical theater. These classes are perfect for any aspiring Broadway Star! These classes will not participate in our regular studio recitals. Several opportunities to perform for parents & guests will be offered throughout the dance season.

Pre-Ballet and Ballet. Ages 6 & up. This class is divided into 5 levels (Pre-Ballet to Ballet IV) and students are placed by skill level. (Younger students are encouraged to take a Combo Tap/Ballet class).

*** NEW * Broadway Heels.** Ages 9 & up. This class is for the dancer who is interested in taking jazz and musical theater technique to the next level. All the elements of our Jazz/Musical Theater class in Character Shoes (Heels).

Combo. Ages 2 ½ to 6 ½ years old. This class teaches the fundamentals of tap and ballet. Students will begin with tap and finish with ballet. Students should arrive in class with tap shoes on. Teachers will assist young dancers with shoe changes.

Hip Hop/Funk. Ages 7 & up. This class utilizes an upbeat style of dance performed to popular music. Although Hip Hop's roots came from urban street dancing, it has become increasingly popular in the entertainment world. Funk dancing is the perfect fusion of styles, incorporating jazz roots into a melting pot of hip hop, break, popping & locking, along with other fashionable dance genre.

Jazz. Ages 13 & up. This class focuses on the classic techniques of jazz. Fast-paced and energetic, curriculum includes stretching, jumps, rhythm, and various styles of choreography. All music selections and dance moves are age appropriate.

Jazz/Hip Hop. Ages 4 & up. This class combines the upbeat dancing style of hip hop with the technique of jazz. All music selections and dance moves are age appropriate.

*** NEW * Jazz/Tumble.** Ages 4-6. This class combines tumbling (various beginner acrobatics skills) with upbeat jazz/hip hop techniques. All music selections and dance moves are age appropriate. This class will perform a jazz dance only in recital.

*** NEW * Leaps & Turns.** Ages 8 & up. This class is designed for students who want to improve the technique of their leaps and turns. Leaps may include (but not limited to) grande jete, saute chat, center leaps, switch leaps, and reverse leaps. Turns may include (but not limited to) en dehors and en dedans pirouettes, various turn progressions across the floor, and fouette turns. This class will not perform in the recital.

Lyrical/Contemporary. Ages 7 & up. Lyrical dance is a fusion of ballet and jazz dance techniques that uses dramatic motion to interpret music and express emotion.

Modern. Ages 11 & up. Emerging from classical dance technique, modern dance explores a range of styles and qualities of movement, including the use of gravity and weightedness in the body, musicality, athleticism, and personal expression.

Musical Theater. Ages 9 & up. This class combines elements of jazz and acting. With this style of dance, dancers work through jazz technique while portraying a character. Using songs from Broadway and movies, Musical Theater focuses on the inner actor/actress.

Pointe/Pre-Pointe. Teacher Recommended. A class wherein the ballet dancer supports all their body weight on the tips of fully extended feet. Dancing en pointe makes the dancer appear weightless and sylph like; this is done by wearing special box toed pointe shoes. Students are recommended for pointe based on age and ability. A minimum of two regular ballet classes must be attended to dance en pointe, one of which must be the ballet class directly before Pre-Pointe or Pointe. There is no recital for the Pre-Pointe class.

Tap. Ages 6 & up. This is a percussive style of dancing. Its name comes from the tapping sound made when the metal plates on the dancer's shoes touches a hard surface. (Younger students are encouraged to take a Combo Tap/Ballet class.)

Tumbling. Ages 3-6. This class teaches the basics of floor tumbling including forward rolls, back bends, cartwheels and fundamental acrobatic strengthening and coordinating skills. This class will not participate in recital.

TUITION RATES & FEES

Tuition: Miller Street Dance Academy (MSDA) uses a sliding scale to calculate tuition rates. Add up the amount of time per week of classes, then slide over and find the rate of tuition per month. *Performance Company members add an additional \$25/month to the total monthly tuition.*

Class Time Per Week	Tuition Per Month
30 min	\$65.00
45 min	\$71.00
1 hour	\$76.00
1 ¼ hours	\$81.00
1 ½ hours	\$84.75
1 ¾ hours	\$88.50
2 hours	\$92.25
2 ¼ hours	\$96.00
2 ½ hours	\$99.75
2 ¾ hours	\$103.00
3 hours	\$107.25
3 ¼ hours	\$111.00

Class Time Per Week	Tuition Per Month
3 ½ hours	\$114.75
3 ¾ hours	\$118.50
4 hours	\$122.25
4 ¼ hours	\$126.00
4 ½ hours	\$129.75
4 ¾ hours	\$133.50
5 hours	\$137.25
5 ¼ hours	\$141.00
5 ½ hours	\$144.75
5 ¾ hours	\$148.50
6 hours	\$152.25

Class Time Per Week	Tuition Per Month
6 ¼ hours	\$156.00
6 ½ hours	\$159.75
6 ¾ hours	\$163.50
7 hours	\$167.25
7 ¼ hours	\$171.00
7 ½ hours	\$174.75
7 ¾ hours	\$178.50
8 hours	\$182.25
8 ¼ hours	\$186.00
8 ½ hours	\$189.75
8 ¾ hours	\$193.50
9 hours	\$197.25

Payment: Tuition is due by the 1st of each month, no later than the 10th, and can be paid via cash, credit card, debit card, check or online through the customer portal. All accounts that sign up online are automatically set up for e-payment and you are authorizing MSDA to use the account information for all of your account billing (including registration fee, tuition, costume fees, late fees, recital fees, and other studio or dance related items purchased on your account). After the 10th of the month, a \$25 late fee will be charged and enforced on all accounts past due, including e-payment accounts. Late notices will be sent via email. Tuition is not pro-rated for absences or studio closures. Students are encouraged to attend makeup classes for classes missed. Dual studio students must make up their missed classes at the location of the missed class.

Fees: Miller Street Dance Academy has three fees. They are listed below

Fee	Amount	Due	
1	*Registration Fee	\$50 per dancer/Max \$100 per family	At time of registration
2	**Costume Fees	See page 13	October 1, 2018
3	***Recital Fee	\$55 for 1 st student + \$20 each add'l student	February 1, 2019

Notes Regarding Fees:

***At Time of Registration:** \$50 Registration fee is non-refundable- NO EXCEPTIONS. Payment and electronic or paper registration must be submitted to reserve your space. All registrants will acknowledge the studio rules and agreement electronically or on paper registration. Family max applies to registered siblings only.

****Costume Note:** If classes change, then costume amount will also change. Costume fees are approximate and are subject to change.

*****Recital Note:** Students are assumed to be performing in end-of-year recital unless they have opted out in writing. Students who wish to opt out must do so for all of their classes. **All acro students must participate in recital.**

See page 8 for more information regarding Tuition and Fee policies.

IMPORTANT DATES

Baxter Studio 2018-2019 Dates

Miller Street reserves the right to change these dates if needed. Please visit our website for the most up-to-date schedule.

Important Dates	Studio Information
August 18, 2018	Classes Begin
September 3, 2018	Studio closed for Labor Day
October 1, 2018	Recital Costume fees are due
October 31, 2018	Studio closed
November 10, 2018	Last day to change classes
November 21– 24, 2018	Studio closed for Thanksgiving Break
December 13– 19, 2018	Parent Observation Week
December 20, 2018 – January 2, 2019	Studio closed for Winter Break
January 9, 2019	Last day for new students to register for classes
February 1, 2019	Recital fees are due
March 25 – 30, 2019	Spring Parent Observation Week
April 1 - 6, 2019	Picture Week
April 15 - 20, 2019	Studio closed for Spring Break
May 17, 2019	Last Day of Classes – <i>Friday AM classes only</i>
May 17 – 19, 2019	Dress Rehearsals & Recitals
June 3 – 21, 2019	Withdrawn dancers may pick up their costume(s).

**We will have classes on school's teacher workdays. In the case of inclement weather, there will be information on the telephone's outgoing message and an email alert will be sent. (See page 9 for email information.)*

Baxter 2019 Recital Dates

**** Dates & Times are subject to change ****

SHOW #	CLASS DAY	DRESS REHEARSAL	RECITAL
1	Monday Classes	Friday, May 17, 2019 6:45pm	Saturday, May 18, 2019 3:15pm
2	Tuesday Classes	Friday, May 17, 2019 4:15pm	Saturday, May 18, 2019 6:00pm
3	Wednesday Classes	Saturday, May 18, 2019 8:30am	Sunday, May 19, 2019 2:00pm
4	Thursday Classes	Saturday, May 18, 2019 10:30am	Sunday, May 19, 2019 4:30pm
5	Friday, Saturday, & Daycare Dance Classes	Saturday, May 18, 2019 1:00pm	Sunday, May 19, 2019 7:00pm

LOCATION OF REHEARSALS & RECITALS:
The River Place – 1420 Convention Drive, Fort Mill, SC 29715

ADVANCED & SUMMER CLASSES

Performing Company

MSDA has established itself as the premier dance educator in the Fort Mill/Charlotte area. We believe this success stems from solid training and quality service. Our Performing Company focus is on technique, performance, community and character. Long term it is beneficial for our dancers to receive a solid technical foundation. This Performance Company program will prepare dancers for not only a dance career, but also college dance teams and theater performing arts. Our hope is that this flexible environment will accommodate the exploration of additional interests including auditioning and participating in theatrical performances, participating in school activities and other interests of the dancers. The competitive component of "The Performance Company" for Miller Street Baxter will be only Solo, Duet and Trio work as opposed to a large group competitive experience. For more information regarding the Performance Company, please visit our website.

Technique Classes

Summer Technique Classes are for ages 5 and up. These classes are similar to regular season classes and include dance styles such as tap, ballet, jazz, hip hop, musical theater, and acrobatics. Summer technique classes are on a pay-per-class basis and there is no registration fee or recital. Students can purchase tickets or a summer pass to be used on any desired class on any day that is in their age level. These classes are a great way to continue dance through the summer and increase technical skills. Please visit our website for details. Weekly Technique Class Schedules will be posted on our website approximately one-week in advance. The schedule changes weekly.

Summer Camps

MSDA offers two different age-appropriate dance camps. For our younger dancers (ages 3-8), Themed Camps are held Monday – Thursday mornings (9:00a – 12:30p). Camps include activities such as tumbling, face painting, arts & crafts, and more! For our Pre-Teen dancers (ages 9-12), we offer the “Totally You” dance camp. This camp includes several dance style classes, dance history lessons, and even etiquette classes! Our 9-12 Camp is held Monday - Thursday afternoons (1:00 - 4:00p). No registration fee is required for Summer Camps. Check out our website or contact the office for dates.

Summer Session Classes

Our Summer Session Classes are for ages 2.5 - 6! A variety of classes are offered in a “session”– four (4) weeks. The session is designed for both beginning and experienced dancers. It is a fantastic way to introduce your dancer to our program. No registration fee is required for Summer Session Classes. Session Tuition rates will be the same as our current 2018/2019 tuition chart. (Please see page 3.) There is no recital for these classes. Check out our website or contact the office for dates.

Summer 2018 Ballet Intensive Program

Ballet! Ballet! Ballet! We LOVE Ballet! We’re offering a Ballet Intensive Program for Ballet I - IV. This Summer’s Ballet Intensive Program will be held during July. Please call the Office for more details & to enroll.

BALLET PROGRAM

Mission Statement

MSDA prides itself on its Ballet Program. All students, beginner through advanced, receive hands on instruction from teachers who are enthusiastic and use age appropriate techniques to impart a love for the discipline of this timeless art form. The curriculum uses elements from the Vaganova, Royal Academy, and Balanchine methods to emphasize technique, alignment, and musicality.

Ballet Levels

(Pre-Ballet I/ Ballet I-IV/ Pre-Pointe/ Pointe) At each age appropriate level, the curriculum teaches the fundamentals of classical ballet. Students benefit from the development of coordination, muscle strength, motor and listening skills along with musical and spatial awareness that ballet offers. Six (6) year olds who have completed our Combo 5.5-6.5 class or young seven (7) year olds who might need an easier transition to our ballet program should register for the Pre-Ballet I. Students age 7+ should register for Ballet I. Recommended Ballet levels II-IV placements will be posted on the skills tab in your Customer Portal for all returning students. It is expected for a student to *remain more than one year* in the same ballet level. New students will be evaluated for placement. Please contact the office to inquire about any placement questions. All students taking Pre-Pointe or Pointe must be enrolled in two ballet classes, not including the Pre-Pointe or Pointe class. One of these ballet classes must precede the Pre-Pointe or Pointe class.

Pre-Ballet I & Ballet I-IV Class Attire

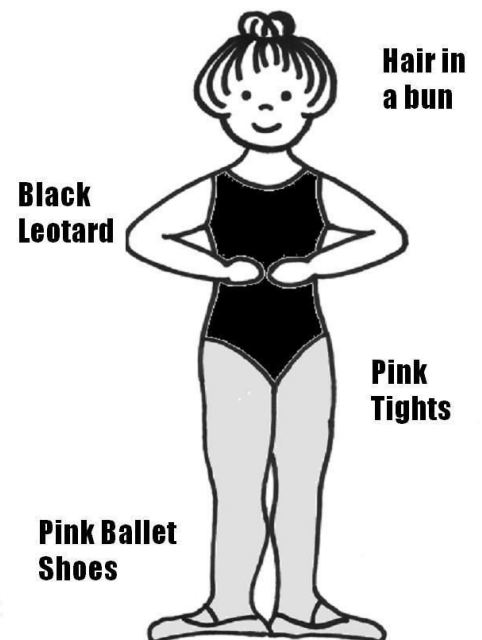
Girls: Black leotard, pink tights, pink split-sole or full sole ballet shoes, with hair secured neatly back in a bun. Girls must wear a black sports bra if one is needed. Students will be asked to watch class if they are not dressed properly.

Boys: White fitted tee shirt with black fitted shorts or jazz pants. The white shirt must be tucked in. Boys must wear white socks with black split-sole ballet shoes.

Pre-Pointe & Pointe: Black leotard, pink tights, pointe shoes, hair secured neatly back in a bun. Students may wear skirts. Girls must wear a black sports bra if one is needed.

*Ballet shoes and pointe shoes must be sewn completely. Tights must be worn over the feet. No jewelry.

Proper Attire for Ballet I-IV



IT'S MORE THAN JUST DANCE!

Service Society

All Miller Street Students are invited to join the Miller Street Dance Academy Service Society.

MSDA is committed to community service. We feel that a mixture of strong dance technique, good grades, and service to our community will build self-esteem among our dancers. A very small percent of our students will make dance a career, but 100% will go on to become citizens.

There are many ways to participate in our Service Society.

**** Participate in Dancers Against Cancer Events**

**** Donate to our Current Projects**

**** Purchase Bands for Liberia**

**** Sponsor a Service Project**

Any Miller Street dancer can be a member of the Service Society. All you need is an open mind, an open heart, and open hands. Please see the Service Society page of our website for more details including project applications and current projects you can contribute to.

Dancers Against Cancer

Dancers Against Cancer (DAC) is a non-profit organization whose mission is to create an alliance in the dance community that provides financial support and inspiration to dance educators, choreographers, dancers and their families who have been impacted by cancer. Our very own, **Miss Michelle** is a National DAC Ambassador. This allows her the opportunity to travel the country raising breast cancer awareness and funds for DAC, which will provide financial support to dancers, choreographers, and dance educators battling cancer. MSDA is a proud *Dancers Against Cancer* Dance Studio.

Bands for Liberia

You may see many dancers wearing a pink MSDA band. Our goal is to raise \$1 Million dollars by selling these pink bracelets for \$1.00 with the proceeds benefiting an orphanage in Liberia.

Homework Room

MSDA offers a student homework and study room. We would love all our dancer's to make the Honorable Dancer roll (see below.) Food is allowed in the homework room with some exceptions. Students, parents, and third parties are prohibited from bringing food products containing nuts of any kind onto the premises of MSDA. MSDA cannot, however, guarantee that our premises will be free from allergens of any kind, including but not limited to food products containing nuts. We do ask that you be mindful of those students who use this space for school studies. Please see page 11 for details.

Honorable Dancers

MSDA recognizes the scholastic achievement of students that turn in report cards with all A's and B's. Students are recognized with a medal of achievement at the end of the dance season. Stop by the office and turn in a copy of your report card to become a MSDA Honorable Dancer!

Dance Store

Visit our Baxter Village dance store for the latest in MSDA wear and merchandise. It is located at 967 Market Street, Suite 100 in Fort Mill, SC. Check our website (MillerStreetDanceAcademy.com) or call 803-396-JAZZ (5299) for current hours of operation.

STUDIO POLICIES

Tuition and Registration Fees

1. **Registration Fee:** A \$50 non-refundable registration fee per student (maximum \$100 per family) is due at time of registration.
2. **First Month's Tuition:** August 2018 tuition and \$50 registration fee are due at the time of registration. August tuition will be prorated for ½ month's tuition rate.
3. **Tuition Late Fee:** Tuition is due on the 1st of each month, no later than the 10th. After that time, a \$25 late fee will be charged and enforced on all accounts past due, including e-payment accounts. Late fee notices will be sent via email.
4. **Prorated Month:** August is the only prorated month of tuition. September through May will be charged a full month's tuition. Whether the month is short (3 weeks) or long (5 weeks), tuition remains the same. Tuition is not pro-rated for absences. Your dancer is encouraged to attend makeup classes for missed classes. Please refer to the absenteeism and inclement weather section on page 9.
5. **Sibling Discounts:** The student with the most dance instruction time will pay normal tuition. All other siblings receive a 15% discount. There is a \$50 registration fee per student with a family cap (for siblings) of \$100 in registration fees.
6. **Methods of Payment:** Miller Street accepts personal checks, credit cards, debit cards, e-bank payments, and cash as methods of payment. One-time payments may also be made via the customer portal. If you pay in cash, please give it to an office staff member and receive a receipt. If paying by check, credit card, or debit card, please write the student's name in the memo section of your check or at the top of the receipt. Checks should be made payable to "Miller Street Dance Academy" or "MSDA". A penalty charge of \$35.00 will be assessed for each returned check. In the event of a second returned check, further payment will then be paid in cash or credit/debit card only. Only checks may be deposited into the tuition box located in the lobby.
7. **Online Registration / E-Payment:** By registering online, you are automatically signed up for e-payment and you are authorizing MSDA to use the account information for all of your account billing (including registration fee, tuition, costume fees, late fees, recital fees, and any other studio or dance related items purchased on account). You are agreeing to take full responsibility for payment of all charges and understand that a \$25 late fee may be applied to your account if your credit card/bank account is declined and cannot be processed for the amount due at that time. To discontinue enrollment in e-payment, after registration fee plus required tuition has been drafted, you must fill out an "Account Removal Form" (found in the handbook or available in the front office) and return to the studio office.
8. **Advanced Payment:** You may pay in advance for tuition and fees; however, there is no discount.

Class Schedule

For the most updated version of our class schedule, please visit www.MillerStreetDanceAcademy.com. Select the Baxter Studio Home Page and click on Registration.

Schedule Changes

1. **Class Changes:** A student may drop and add classes depending on availability. To ensure proper costume orders, class changes will not be allowed after November 10, 2018. Dancers wishing to change classes after then (but before January 9, 2019) must have the instructor's permission **AND** must possibly purchase an additional costume. Private lessons may be required for late registrants; this will be at the teacher's discretion.
2. **Withdraws:** To withdraw a student from any MSDA class, you must notify the studio office and complete a Withdrawal Form. Failure to attend classes does not constitute a withdrawal. Students and their parents are responsible for giving at least 30 days written notice and are responsible for tuition and other fees incurred during this timeframe. If costumes have already been ordered, you will still be required to comply with the Handbook policy on pick-up and payment of costumes. If a costume has been purchased for any withdrawn class and the student moves out of town, there is a \$15 shipping fee per costume.
3. **Waitlist Policy:** Students desiring placement in a full class will be placed on a waitlist. It is at the studio's discretion to fill available spots. To be put on a waitlist, please log into your customer portal (if you are an enrolled student) or go to the registration page of the website (if you are not currently enrolled). Under the Registration tab, scroll down to see the Day of the Week tabs. Click the word "Waitlist" for the full class that you would like to waitlist your dancer. While a credit card is required to create your account and be placed on the waitlist, your card will not be charged unless a spot becomes available and we have confirmed your dancer's enrollment and registration.

STUDIO POLICIES

Student Class Placement

1. **Age Groups:** All classes (except Ballet I-IV) are based on the student's age as of September 30th, no exceptions. A student may select a class in a younger age group, but may not choose a class in an older age group. The instructors have the final say as to which class(es) students are placed.
2. **Pre-Ballet I:** Pre-Ballet I is for dancers 6 years old or young 7 year olds. It is designed to prepare dancers transitioning from Combo 5.5-6.5 to our Ballet program. If you are unsure of whether your dancer should enroll for Pre-Ballet I or Ballet I, please email the office (BaxterInfo@MillerStreetDanceAcademy.com) or your dancer's current instructor.
3. **Ballet I-IV:** Ballet I-IV is for dancers 7 years old and up. Ballet levels are based on skill set and not age. Recommended Ballet placements will be posted in your Customer Portal for all returning students. You must have a referral from one of our ballet instructors to register for ballet levels II and up. It is expected for a student to remain more than one year in the same ballet level. New students will be evaluated for placement. See page 6 for more information on our ballet program.

Student/Parent/Teacher Relations

1. **Contacting Instructors:** Instructors can be contacted via email. All emails are listed on the MSDA website. Please do not try to catch an instructor between classes. Class schedules are very tight and our instructors would like to give your questions and concerns the proper attention.
2. **Social Media:** We are on Facebook, Twitter and Instagram! Become a fan and keep up with latest MSDA news.
3. **Phone Calls:** You may leave a message for a teacher at the studio. Do not call any staff member at home. Due to varied work schedules, emails are best.
4. **Disruptive Behavior:** Disruptive behavior will not be tolerated. If this occurs repeatedly, the parent will be contacted. If it continues, the student will be dismissed from class that day.
5. **Opening Class Doors:** Please respect our instructors. All classes are closed session. Do not open the door during class time. When classes are over, the instructor will open the door for the next class to enter and students will exit to the lobby.
6. **Parent Observation:** There are two Parent Observation Weeks during our dance season. Winter Observation is the week before Winter Break and Spring Observation is usually the week after Spring Break. During Spring Observation, recital costumes will be handed out. Parents are invited to attend and watch the entire class during these two weeks. See page 4 for specific dates.
7. **Emails from Studio:** All registered accounts will automatically be enabled to receive email updates and alerts from the studio. You can update your email address on file through your customer portal. If you want to opt-out of studio emails, please contact the office. Please note that opting out will mean you will miss out on important studio reminders and announcements.

Customer Portal

You have access to your studio account via the Customer Portal. The Customer Portal link is located on Baxter's Home Page of our website (MillerStreetDanceAcademy.com). From your portal you are able to receive messages from the studio, view and print your registered classes, see if you are eligible for class makeups, update your credit card or bank account information, make payments, and more. See the Online Registration page of the website for more information.

**** You have access to your studio account via the customer portal or through the MSDA App. ****

Absenteeism & Inclement Weather

1. **Illness Policy:** Parents are advised to keep their students at home for the following conditions:
 - Pain – any complaints of unexplained or undiagnosed pain.
 - Runny nose (green mucus indicates infection), watery eyes, coughing, sore throat, or productive cough. Difficulty in breathing – wheezing or a persistent cough.
 - Fever (100°F/38.3°C or more) or Nausea and vomiting.
 - Infected skin or eyes or an undiagnosed rash. Severe itching of body and scalp.
 - Unexplained diarrhea or loose stool combined with nausea, vomiting, or abdominal cramps. These may indicate a bacterial or viral infection that is easily passed from one child to another.
 - Children with known or suspected communicable diseases or lice.
2. **Missing Classes:** If a student will be missing 2 or more consecutive weeks of class, please contact the studio office. The office staff will relay the information to the instructors.
3. **Excessive Absences:** Students with excessive class absences may be pulled from the recital dance with no refund. This is at the teacher's discretion.
4. **Inclement Weather:** In the case of inclement weather, there will be information on the telephone's outgoing message as well Social Media and WSOC-TV update. We will also send an email notification (see #7 above.)
5. **Make Up Classes:** There are no refunds for missed classes whether it is due to student absence or studio closure due to weather. These can be made up any time before May 1 in an age appropriate class– even if it's a different style than what the student is taking. ****Students must schedule their makeup classes through the studio office for the location the class was missed.****

STUDIO POLICIES

Student Dress Code

1. **Modesty:** No midriffs should be shown at any time, and thighs should be covered. Leotards should be worn with tights. Students may elect to wear shorts over top of their leotard, but tights must still be worn underneath.
2. **Shoes:** Proper shoes in specific colors are required for all classes. A list of shoes can be found below.
3. **Hair:** Hair should be pulled up and away from the student's face. Bun is required for all Pre Ballet & higher Ballet classes
4. **Piercing:** The only piercings allowed are in the ear lobes of girls. All other piercing should be removed prior to entering the studio
5. **Tattoos:** Absolutely no tattoos allowed. No exceptions.

Class	ACCEPTABLE DANCEWEAR
Combo (ages 2.5 – 6.5) Teen Jazz (ages 13 – 18) Lyrical/Contemporary (ages 7 - 18) Modern (11-18)	* Leotard & tights (any color, any style) * Skirts and shorts may be worn over top of the leotard, but tights must still be worn underneath.
Jazz/Hip-Hop (ages 7 - 12) Broadway Heels (9-18) Musical Theater (ages 9 – 18) Teen Hip-Hop (ages 13 - 18) Tap (all ages)	* Leotard & tights (any color, any style) * Skirts and shorts may be worn over top of the leotard, but tights must still be worn underneath. * Jazz pants and Tees
Acro (ages 5 – 12) Tumbling (ages 3 - 6)	* Leotard & tights, (any color, any style) * Shorts may be worn over top of the leotard, but tights must still be worn underneath. * Jazz pants and leotard (no Tees)
Pre-Ballet I (ages 6 - 7) Ballet I-IV (ages 7 -18)	*Ballet has a specific dress code for each level. Please see page 6.
Boys (all ages)	* Acro - basketball shorts, jazz pants or sweats and Tees (tucked in). * Ballet – Jazz pants, white fitted Tees, and black ballet shoes * All other classes – Jazz pants & Tees

SHOE LIST

Ages 2.5-6.5 Classes	Ages 7-8	Ages 9 through Teen	Ballet ~ Boys ~ Acting/Vocal/MT
Ballet (Combo) Capezio 205C/Ballet Pink or Body Wrappers 201C/TPK (Pink) Tap (Combo) Capezio 3800C/Caramel	Tap Capezio 3800C or CG19C/Caramel Lyrical/Contemporary Bloch Eclipse S0609/Nude	Tap Capezio CG19C or CG19/Caramel Leaps & Turns Bloch Eclipse S0609/Nude	Musical Theater Bloch S0495/Tan or Capezio EJ2/Caramel Broadway Heels Bloch S0379L/Tan Pre-Ballet I & Ballet I – IV Capezio 2033C or 2033/Light Pink or Body Wrappers 202C or 202A/TPK (Pink) Pointe Check with Instructor
Jazz/Hip Hop Bloch S0495/Tan or Capezio EJ2/Caramel Jazz/Tumble Bloch S0495/Tan or Capezio EJ2/Caramel	Jazz/Hip Hop Bloch S0495/Tan or Capezio EJ2C/Caramel Hip Hop/Funk Converse High Top Black Tennis Shoes	Lyrical/Contemporary Bloch Eclipse S0609/Nude Leaps & Turns Bloch Eclipse S0609/Nude	BOYS Acro – Barefoot Ballet (Combo) – Capezio 205C, Black Ballet – Capezio 2027C or 2027, Black Jazz/Hip Hop – Capezio EJ2C or EJ2, Blk Lyrical – Bloch Eclipse S0609, Nude Tap (Combo) – Capezio CG19C, Black Tap – Capezio CG19C or CG19, Black Hip Hop/Funk – Converse High Top Black Tennis Shoes
Acro/Tumbling Barefoot	Acro Barefoot	Acro Barefoot	Modern Barefoot Acting/Vocal/Musical Theater Check with Instructor

Please write your child's FIRST & LAST name on all belongings, especially on bottoms of shoes!
Sharpies are available in the office...just ask

If buying new shoes, please follow the style numbers & colors provided above.

STUDIO POLICIES

Waiting Room & Lobby Rules

1. **Hallways Must be Clear:** Per the Fire Marshal code, there is no sitting or standing in the hallways or stairs. Please remain in the lobby area while waiting for class to begin or let out. Please be mindful of where strollers are parked.
2. **No Horseplay:** Parents are asked to keep students and waiting siblings from aggressive horseplay in the waiting areas.
3. **No Acrobatics:** Students should not perform any acrobatics in the halls or waiting areas.
4. **No Food:** No drinks, sodas, coffee, gum, or food of any kind in the main studio areas; only in the homework area. There is no guarantee that our premises will be free from allergens of any kind, including but not limited to food products containing nuts.
5. **Student Drop Off:** **Students 7 and older must be dropped off and picked up inside the lobby on time** (no more than five minutes before or five minutes after drop off and pick up time). **Due to traffic and other safety concerns, parents must park and come into MSDA to drop off and pick up students.** Students will not be released to older siblings.
6. **Parking Lot:** No student of any age should hang out in the parking lot without a parent present.
7. **Latch on Front Door and Store Door:** Please observe the latches on the front door as well as our retail store door. Please do not let children out the door unless attended by a parent.
8. **Leaving the Studio:** No student under the age of 13 may leave the MSDA premises unattended by a parent/guardian. If a student is between 13 and 17 years of age, the student may leave the MSDA premises unattended by a parent/guardian (including but not limited to times between classes) **only if the student's parent/guardian indicates his/her permission in the Customer Portal under the My Student tab (for current students) or on the Web Registration Form (for new students).** This Authorization is also required for students under the age of 18 who drive themselves to and from MSDA. Parents/guardians who elect not to give off premises authorization in the portal are responsible for telling their student(s) about their election and for ensuring that their student(s) understand they may not go outside of the MSDA building unattended at any time for any reason.
9. **Time Between Classes:** The premises of MSDA outside of the classroom studios are not supervised. **Students under the age of 7 may not be left unattended by a parent/guardian at any time before, after, or between classes.** You are responsible for arriving on time for drop-off and pick-up, for coming into the studio for drop-off and pick-up, and for instructing your student that they may not leave the MSDA building without you. Students left over five minutes past class end time will be charged a late pick-up fee of \$1 per minute. **If a student is 7 or older and is participating in multiple classes on the same day,** the student may remain on the premises of MSDA unattended by a parent/guardian between classes provided that the student abides by the Waiting Room & Lobby Rules and Homework Room Rules contained in the Student Handbook.
10. **Be Courteous:** Please be courteous to fellow parents. Our waiting areas can become crowded and a little common courtesy can go a long way.

Homework Room Rules

1. **Quiet:** This is a quiet area for study. Please respect those focusing on their work.
2. **Neat:** Please pick up after yourself.
3. **Food & Drink:** This is the only room that food and drink are allowed in. We encourage healthy snacks and require that all drinks be clear liquids (water, clear Gatorade, etc.) In the event of a spill, please advise the front office so we can clean up the mess as soon as possible. No food or drinks, beside water bottles, are allowed in any studio at any time. **No one is to bring food products containing nuts of any kind onto the premises of Miller Street Dance Academy.** MSDA cannot, however, guarantee that its premises will be free from allergens of any kind, including but not limited to food containing nuts.

Personal Belongings

1. **Labels:** Please label all shoes, dancewear, dance bags, coats, etc. with the students **FIRST and LAST NAME.** Please write your dancer's name on the bottom of their shoes. If not labeled properly, teachers will write your dancers first and last name on their shoes during the first few weeks of classes. If the item left behind is properly labeled, the studio will attempt to contact the parent and hold that item in the studio office.
2. **Lost & Found:** The lost and found is located in the Homework Room. Items will be donated at the end of each month. Please check lost and found bin regularly. MSDA is not responsible for lost or stolen items.

STUDIO POLICIES

Photography Release

MSDA uses photographs and videos of its own dancers in its marketing and promotional materials. However, MSDA will not include names of any dancers under the age of 18 beside a photograph or video unless specific permission from a parent/guardian has been obtained. You are granting MSDA full permission to take, use, reproduce, and publish photographic, video, and digital images of your student (collectively, "Images") for MSDA marketing and promotional purposes during and after the student's participation in MSDA programs. Further, you acknowledge that MSDA shall be the exclusive owner of all rights, including copyright, in the Images, and you irrevocably transfer, assign, and otherwise convey to MSDA your entire right, title, and interest, if any, in and to the Images and all copyrights and other intellectual property rights in the Images. (IF YOU WISH TO OPT OUT:) If you do not wish to have photographs or videos of your student(s) used in marketing and promotional materials by MSDA or otherwise want this Photography and Video Release to not apply to your student(s), you must indicate that you are opting out in the appropriate online box. Specifically, new registrants must type "I OPT OUT" in the appropriate box on the Web Registration Form. Current families must log into their portal, go to the My Account tab, and type "I OPT OUT" in the appropriate box.

Medical Insurance

MSDA does not carry medical insurance for its students. MSDA does not render medical care, including medical diagnosis or treatment, to students or others, and that any assistance that MSDA staff may offer to student will be limited to responding to an emergency.

Preparing for Class

1. Dancers are to enter the dance room fully dressed for class with their hair properly pulled back (bun for ballet) and dance shoes on. Please do not wear street shoes into dance rooms. Dance bags may be brought into the room. Please mark FIRST & LAST name on shoes & dance bags.
2. Combo classes (2.5 - 6.5 years old) will need to have their tap shoes on each week when entering class. Please put ballet shoes in a dance bag that they will bring in with them. Please mark FIRST & LAST name on shoes & dance bags. Teachers will help dancers change shoes in the middle of the class.
3. Please be sure all phones and electronic devices left in your dancer's bag have their ringers and sounds set to silent.

What to Expect Your First Week

1. The halls are very crowded the first few weeks of classes. This will settle down.
2. Several Room & Class Changes occur during the first month of the new dance season. Please be patient. Classes often release at the same time, so that dancers can go to the different subjects they are taking. We're all learning new schedules.
3. Like school, the first few weeks of class are review. This allows everyone to get comfortable with new classes and new teachers. Also, teachers can evaluate students to be sure they are in the correct class.
4. If dancers have been placed into classes that are not correct for them — Don't worry — we will find a more suitable class!
6. Parking is the #1 complaint with parents in dance schools around the nation. This is something that can't be helped. Please be careful to watch for children! There is plenty of parking in the back of the building, please DO NOT stop and block traffic on Assembly Drive or Market Street trying to drop off your dancer. Please do not allow your children to cross the road by themselves; safety is our first priority for all of our dancers.
7. It is best to get your dancer in class on time and ready to dance.
8. Please keep the hallways & stairs clear; dancers will be walked out into the main lobby or retail store for pick up.
9. The youngest dancers will often have tears or anxiety the first few weeks. This is normal. Our teachers are trained to get children "on task" quickly. It is not uncommon to have a few dancers on a few hips the first month of class! The best way to ensure success is for parents to assure them they are going to have fun. Leave as quickly as possible and make sure the door closes behind you. Please keep noise down at the window, in the lobby, and hallways. Don't let siblings open the door or knock on the window or door. This will distract the dancers.
10. Please have all dancers use the bathroom before class. Teachers will gladly take them if they do need to go during class, but this can be a disruption.
11. You do not have to stay at the studio while your child has a class. However, you must be here to pick your child up on time. If you are running late, please call the office so that we can get them to the office to wait for you.

**Always stop by the office if you have questions or concerns.
Every MSDA staff member wants your experience to be positive and rewarding.**

Recital Fees

1. **Recital Fee:** The annual recital fee of \$55 for first student plus \$20 for each additional student is due February 1, 2019. The recital fee covers the cost of the auditorium and allows students to invite as many guests as they like by eliminating ticket sales. If your dancer withdraws from classes after February 28, 2019, the recital fee will not be refunded.
2. **Opting Out of Recital:** students must participate in recital for all classes or not participate in the recital at all. Students cannot pick and choose particular classes for recital. Students and parents are responsible for informing MSDA in writing no later than October 31, 2018, if a student is not going to participate in recital. Notice must be provided directly to Ms. Michelle. **Students enrolled in Acro classes must participate in recital.**
3. **Dates:** Please see page 4 for dress rehearsal and recital dates.

Costumes

1. **Costume Fees:** Costume amounts are approximate and subject to change. Changes in a student's schedule can result in a change of costume and costume fees. Costume amount includes costume, tights and tax.
 - a. Combo classes will perform both tap and ballet numbers in the recital, but will have only one costume. Exception is the 2.5-3.5 Combo, which will only perform a ballet number.
 - b. Tumbling for ages 3 to 6, Acting & Vocal, Pre-Pointe, Mommy & Me, and Adult classes will not participate in the recital and will not have a costume fee. Jazz & Tumble will have a jazz costume for recital.
 - c. Male dancers in co-ed classes will not have a costume ordered or billed. The teacher will discuss with the dancer's parents what attire is to be worn for the performance.
 - d. All other classes will have one costume per class.
 - e. **Class drop/adds after November 10, 2018, will result in purchasing an additional costume for the new class(es). Dancers who wish to change classes after that date must have instructor permission.**

All ages Combo classes	\$99.51	Invite Only Petite Jazz/Tap	\$108.07
All Acro classes	\$107.00	Invite Only Acro	\$108.07
All 4-6 Jazz/HH & Jazz/Tumble	\$99.51	Invite Only Tap	\$110.21
All 6-8 year old classes	\$108.07	Pre Ballet I	\$112.35
All 7-10 year old classes	\$108.07	Ballet classes Level I	\$112.35
All 9-12 year old classes	\$110.21	Ballet classes Level II/III	\$112.35
All Teen classes	\$110.21	Ballet classes Level III/IV	\$112.35
Male Dancers	Self-purchase (see "c" above)	Pointe	\$80.25 Tutu Purchase (through MSDA) & Black leotard \$34.24

2. **Payment Due Date:** Costume fees are due October 1, 2018. Deposits toward costume balances may be paid at any time prior to the due date.
3. **E-payment Accounts:** Fees for your dancer's recital costumes will be charged to the card or bank account you have on file, unless you have set up a different payment arrangement. Charges will be drafted between October 15 and October 18, 2018.
4. **Costume Distribution:** Dancers will receive their costume(s) during our Spring Parent Observation Week. This week is listed on page 4 (Studio Dates) and is a great opportunity to see your dancer in their costume for the first time and video the recital routine. Please remember we do not allow these videos to be posted on social media.
5. **Refunds:** There will be no costume refunds for dropped classes, withdrawals from the studio, or decisions not to participate in recital after October 31, 2018. A student that withdraws from a class after purchasing a costume may pick up the costume June 17 - June 28, 2019. Costumes not picked up by then will be donated.

FAQ's

1. **How long are the recital performances?**
Each performance will be 1.5-2 hrs.
2. **Will my dancer get to sit in the audience once her/his dance is finished?**
For general safety reasons, we insist that all performers are to remain backstage during both the dress rehearsal and recital performances. We have plenty of staff backstage to keep your dancers entertained while they wait for their dance.
3. **What if my dancer is in more than one dance?**
We have great backstage help that will assist your dancer with her costume changes while you relax and enjoy the show.
4. **Does my dancer have to wear makeup to dress rehearsal?** Your dancer does not have to wear makeup to dress rehearsal, however, we do recommend some makeup for the recital, though so the stage lighting does not make dancers appear "washed out."
5. **Will there be someone taking pictures of my dancer during the rehearsal and recital?**
We do not hire a professional photographer to take pictures during the show; you are welcome to take pictures of your dancers from your seat only; however, flash photography is not permitted during the performances.
6. **Will there be a DVD to purchase?**
Yes. Order forms will be included in the packet you will receive during Spring Parent Observation Week.
7. **Does my dancer get a trophy?** Yes! All dancers that participate in recital receive a trophy as they exit with their class at recital! Limit one per dancer.

2018-19 Miller Street Dance Academy - Baxter Village - Class Schedule

Please check website (MillerStreetDanceAcademy.com) for availability & to register online.

4/20/2018

Ages 2.5-3.5			
COMBO	MON	4:45PM	5:30PM
COMBO	TUE	10:00AM	10:45AM
COMBO	TUE	5:30PM	6:15PM
COMBO	WED	4:15PM	5:00PM
COMBO	THU	3:00PM	3:45PM
COMBO	FRI	10:00AM	10:45AM
COMBO	SAT	9:00AM	9:45AM

Ages 3.5-4.5			
COMBO	MON	2:45PM	3:30PM
COMBO	TUE	11:15AM	12:00PM
COMBO	TUE	3:30PM	4:15PM
COMBO	WED	5:15PM	6:00PM
COMBO	THU	3:45PM	4:30PM
COMBO	FRI	10:45AM	11:30AM
COMBO	SAT	9:45AM	10:30AM

Ages 4.5 - 5.5			
COMBO	MON	3:15PM	4:00PM
COMBO	TUE	3:45PM	4:30PM
COMBO	WED	3:30PM	4:15PM
COMBO	THU	3:00PM	3:45PM
COMBO	THU	5:00PM	5:45PM
NEW JAZZ/TUMB (4-6)	FRI	3:45PM	4:30PM
COMBO	FRI	5:15PM	6:00PM
COMBO	SAT	10:30AM	11:15AM

Ages 5.5-6.5			
COMBO	MON	4:00PM	4:45PM
COMBO	MON	5:30PM	6:15PM
COMBO	TUE	4:15PM	5:00PM
COMBO	WED	4:45PM	5:30PM
COMBO	THU	3:45PM	4:30PM
NEW JAZZ/TUMB (4-6)	FRI	3:45PM	4:30PM
NEW ACTING/VOCAL/MT (5-8)	FRI	5:15PM	6:15PM
COMBO	FRI	6:15PM	7:00PM
COMBO	SAT	11:15AM	12:00PM

JAZZ / HIP HOP Ages 5-6			
AGES 5-6	MON	3:30PM	4:00PM
AGES 5-6	TUE	5:00PM	5:30PM
AGES 5-6	WED	4:15PM	4:45PM
AGES 5-6	THU	4:30PM	5:00PM
NEW JAZZ/TUMB (4-6)	FRI	3:45PM	4:30PM

TUMBLING Ages 3-6			
AGES 4-6	MON	6:15PM	6:45PM
AGES 3-6	TUE	10:45AM	11:15AM
AGES 3-6	TUE	3:00PM	3:30PM
AGES 3-6	WED	3:45PM	4:15PM
AGES 3-6	THU	4:30PM	5:00PM
AGES 3-6	FRI	11:30AM	12:00PM
NEW JAZZ/TUMB (4-6)	FRI	3:45PM	4:30PM

ACRO Ages 5-12			
AGES 6-9	MON	6:00PM	6:45PM
AGES 6-9	WED	4:00PM	4:45PM
AGES 6-9	THU	4:15PM	5:00PM
AGES 6-9	FRI	6:15PM	7:00PM
AGES 5-9	SAT	12:00PM	12:45PM
AGES 9-12	MON	5:15PM	6:00PM
AGES 9-12	TUE	6:30PM	7:15PM
AGES 9-12	WED	6:15PM	7:00PM
AGES 9-12	THU	6:00PM	6:45PM

Ages 6-8			
TAP	MON	4:30PM	5:00PM
TAP	TUE	4:00PM	4:30PM
TAP	WED	4:45PM	5:15PM
TAP	THU	5:00PM	5:30PM
NEW ACTING/VOCAL/MT (5-8)	FRI	5:15PM	6:15PM
JAZZ/HH (6-9)	SAT	12:45PM	1:15PM

Ages 7-8			
NEW LEAPS & TURNS (8-12)	MON	3:45PM	4:30PM
HH/FUNK (7-10)	MON	6:45PM	7:15PM
LYRICAL/CONT	MON	5:00PM	5:30PM
JAZZ/HH	MON	5:30PM	6:00PM
LYRICAL/CONT	TUE	3:30PM	4:00PM
JAZZ/HH	TUE	4:30PM	5:00PM
LYRICAL/CONT	WED	3:30PM	4:00PM
JAZZ/HH	WED	5:45PM	6:15PM
JAZZ/HH	THU	3:45PM	4:15PM
HH/FUNK (7-10)	THU	6:15PM	6:45PM
JAZZ/HH (7-9)	FRI	7:00PM	7:30PM

Ages 9-10			
JAZZ/HH	MON	6:00PM	6:45PM
HH/FUNK (7-10)	MON	6:45PM	7:15PM
LYRICAL/CONT	TUE	4:30PM	5:15PM
JAZZ/HH	WED	7:30PM	8:15PM
JAZZ/HH	THU	5:15PM	6:00PM
HH/FUNK (7-10)	THU	6:15PM	6:45PM
TAP	THU	6:45PM	7:15PM
JAZZ/HH (7-9)	FRI	7:00PM	7:30PM
JAZZ/HH (6-9)	SAT	12:45PM	1:15PM

Ages 9-12			
NEW LEAPS & TURNS (8-12)	MON	3:45PM	4:30PM
TAP	MON	4:30PM	5:00PM
MUSICAL THEATER	MON	6:45PM	7:15PM
LYRICAL/CONT	MON	7:15PM	8:00PM
TAP	TUE	5:15PM	5:45PM
JAZZ/HH	TUE	5:45PM	6:30PM
HH/FUNK	WED	4:00PM	4:30PM
LYRICAL/CONT	WED	4:30PM	5:15PM
TAP	WED	7:00PM	7:30PM
MUSICAL THEATER	WED	8:15PM	8:45PM
LYRICAL/CONT	THU	7:15PM	8:00PM
NEW ACTING/VOCAL/MT	FRI	4:15PM	5:15PM
TAP 9+	FRI	5:15PM	5:45PM
BROADWAY HEELS 9+	FRI	5:45PM	6:15PM

Ages 11-12			
JAZZ/HH	MON	8:00PM	8:45PM
HH/FUNK 11+	TUE	6:30PM	7:15PM
LYRICAL/CONT	TUE	7:15PM	8:00PM
BROADWAY HEELS 11+	WED	7:00PM	7:30PM
MODERN	WED	7:30PM	8:15PM
LEAPS & TURNS 11+	WED	8:15PM	8:45PM
TAP 11+	THU	6:45PM	7:15 PM
JAZZ/HH	THU	8:00PM	8:45PM

TEEN			
BROADWAY HEELS	MON	6:45PM	7:15PM
JAZZ	MON	7:15PM	8:00PM
LYRICAL/CONT	MON	8:00PM	8:45PM
TAP	TUE	5:00PM	5:45PM
MUSICAL THEATER	TUE	5:45PM	6:30PM
HH/FUNK 11+	TUE	6:30PM	7:15PM
JAZZ	TUE	8:00PM	8:45PM
LYRICAL/CONT	WED	6:15PM	7:00PM
BROADWAY HEELS 11+	WED	7:00PM	7:30PM
LEAPS & TURNS 11+	WED	8:15PM	8:45PM
TAP 11+	THU	6:45PM	7:15 PM
MUSICAL THEATER	THU	7:15PM	8:00PM
MODERN	THU	8:00PM	8:45PM
TAP 9+	FRI	5:15PM	5:45PM
BROADWAY HEELS 9+	FRI	5:45PM	6:15PM
NEW ACTING/VOCAL/MT	FRI	6:15PM	7:15PM

ADULT			
ADULT JAZZ	MON	7:15PM	8:00PM
ADULT BALLET	MON	8:00PM	8:45PM

BALLET Ages 6.5 - 18			
PRE-BALLET	MON	4:00PM	4:30PM
PRE-BALLET	TUE	3:30PM	4:00PM
PRE-BALLET	WED	5:15PM	5:45PM
PRE-BALLET	THU	4:00PM	4:30PM
BALLET I	MON	3:45PM	4:30PM
BALLET I	TUE	4:00PM	4:45PM
BALLET I	WED	6:15PM	7:00PM
BALLET I	THU	5:30PM	6:15PM
BALLET I	FRI	4:30PM	5:15PM
BALLET I	SAT	1:15PM	2:00PM
BALLET II	MON	5:00PM	6:00PM
BALLET II 11+	TUE	6:30PM	7:45PM
BALLET II	TUE	7:45PM	8:45PM
BALLET II	WED	5:15PM	6:15PM
BALLET II	FRI	4:15PM	5:15PM
BALLET III	TUE	4:45PM	6:00PM
PRE-POINTE	TUE	6:00PM	6:30PM
BALLET III	WED	7:00PM	8:15PM
PRE-POINTE	WED	8:15PM	8:45PM
BALLET III/IV	THU	4:45PM	6:15 PM
POINTE	THU	6:15PM	6:45PM
BALLET IV	MON	6:00PM	7:30PM
POINTE	MON	7:30PM	8:00PM

Ballet class placements will be posted in your customer portal for returning students. New students should attend a ballet placement class before they register. All students who enroll in Pre-Pointe and Pointe must take at least two ballet classes per week **AND one** of those ballet classes must directly precede the Pre-Pointe or Pointe class.

** Schedule subject to change**

** Student Age as of September 30, 2018 **

** Ages 13 & up Acro, please see Office.

e-PAYMENT REMOVAL FORM

Miller Street Dance Academy
967 Market Street, Suite 100
Fort Mill, S.C. 29707
www.millerstreetdanceacademy.com



Phone: 803.396.JAZZ (5299)
Fax: 803-396- 5296

CREDIT CARD REMOVAL FORM

I, _____, **decline** to have the banking information or credit card I registered with online to be used for automatic drafting purposes. I understand that all fees and invoices due (which include tuition, costumes, late fees, and recital fee, and any other studio or dance related items purchased on my account) are due according to the **attached Quick Reference Guide**. I take full responsibility for payment of all charges and understand that a \$25 late fee may be applied to my account if my account is more than ten days past due.

Miller Street accepts personal checks, credit cards, debit cards, bank draft, and cash as methods of payment. If you pay in cash, please give it to an office staff member and receive a receipt. If paying by check, credit card, or debit card please write the student's name on the memo section of your check or at the top of the receipt. Checks should be made payable to "MSDA". Only checks may be deposited into the tuition box located in the lobby. All other payment methods should be made in the office or through the customer portal.

Names(s) of dancer(s)

Signature of Account Holder

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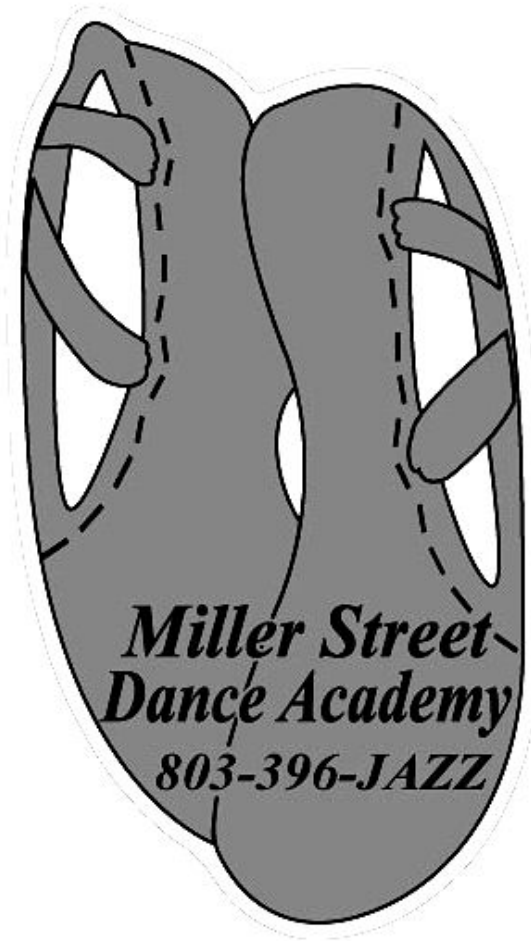
PARENT QUICK REFERENCE

PAYMENT SCHEDULE									
MONTH						DUE DATE	AMOUNT	PAYMENT METHOD	
Registration Fee (\$50/student; \$100 family max) Non Refundable						Registration	\$50.00 \$100.00		
August 2018 Tuition (1/2)						Registration			
September 2018 Tuition						9/01/18			
October 2018 Tuition						10/01/18			
October 2018 Costume Payment						10/01/18			
November 2018 Tuition						11/01/18			
December 2018 Tuition						12/01/18			
January 2019 Tuition						01/01/19			
February 2019 Tuition						02/01/19			
February 2019 Recital Fee (per family)						02/01/19	\$55+\$20 each addt'l student		
March 2019 Tuition						03/01/19			
April 2019 Tuition						04/01/19			
May 2019 Tuition						05/01/19			
CLASS SCHEDULE									
DAY						CLASS DESCRIPTION	TIME	STUDIO ROOM	COSTUME AMOUNT
M	T	W	Th	F	S				
M	T	W	Th	F	S				
M	T	W	Th	F	S				
M	T	W	Th	F	S				
M	T	W	Th	F	S				
M	T	W	Th	F	S				
M	T	W	Th	F	S				

First Things First...
Start the year off on the right foot!

- | | |
|--|---------------------------|
| What do I wear to class? | <i>See page 10</i> |
| What kind of shoes do I need? | <i>See page 10</i> |
| When do classes start? | <i>See page 4</i> |
| Is there a place for my belongings during class? | <i>See page 11 and 12</i> |
| How do I stay up to date with studio news? | <i>See page 9</i> |
| What if I miss a class? | <i>See page 9</i> |
| When is recital and what can I expect? | <i>See page 4 and 13</i> |
| Is there a place my child can do homework? | <i>See page 7</i> |
| When is tuition due and how do I pay? | <i>See page 8</i> |
| How do I get in touch with my child's teacher? | <i>See page 9</i> |
| Do you have a lost and found? | <i>See page 11</i> |
| Can I come in and watch my child's class? | <i>See page 9</i> |
| How do I access my online account? | <i>See page 9</i> |

Be sure to read through the handbook for answers to all your questions.



Miller Street Dance Academy
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