

PATRICIA KELBAUGH

DANCE STUDIO

2 Professional Drive - Suites 218/219
Montgomery Professional Park
Gaithersburg, Maryland 20879
Phone: **301-840-1849**

Website: pkdances.com
Email: info@pkdances.com

GUIDE FOR PARENTS & STUDENTS 2009 - 2010

TUITION

- The dance year includes 40 weeks of lessons over 11 months.
- The first and last months are due at the start of the season.
- The remaining 9 months are payable in 9 equal monthly installments September through May.
- **FULL** tuition is charged in **ALL** months – August through June even though there may be holidays or a short month.
- Each month tuition is payable from the **FIFTEENTH OF THE PREVIOUS MONTH** to **THE FIRST DAY OF THE MONTH** and can be paid in class or by mail. Tuition payments are considered late after the 1st of the month. A \$10.00 late fee is due on the 2nd or later, September through May. **Tuition is to be paid advance for students to participate in class.**
- Please place payment in an envelope with **student's name, account number**, and class time on the front. This is especially important if the mother's name is different than the child's. This is to ensure proper credit is given to your account. (You may recycle an old envelope for this.)
- It is preferred that you pay by check.
- Put student's name and account number on the check as well.
- If you forgot to pay at the lesson before the first of the month, send payment in the mail to our studio address rather than wait until the following lesson to avoid being late.

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Make checks payable to Patricia Kelbaugh

- **EVERY STUDENT SHOULD HAVE A YELLOW "CLASS FEES AND PAYMENT RECORD" PAMPHLET. If you did not get one, notify the office at 301-840-1849 or tell your teacher.**

1. An \$18.00 registration fee per family is due in August every dance year.
2. A 5% discount is offered on tuition paid 5 months in advance.
3. A \$2.00 discount is offered for 2nd family members.
4. There will be a \$25.00 charge for all returned checks. Sorry, no exceptions.
5. Adjustments in tuition will be made for prolonged illness if proper notification is given (see "Attendance").
6. Students cannot automatically deduct classes missed from their tuition. They are to be made up in other classes.
7. There are no refunds for unattended lessons (must call in advance to be eligible for make up lessons). Your tuition payment reserves your spot in class. Students are expected to make up absences due to illness or other reasons in other classes so the student can keep up with the level of their own class.
8. If a student discontinues his or her lessons, a withdrawal form must be submitted prior to the next month. Otherwise a full month's tuition will be charged. See your teacher for this form.

PRIVATE LESSONS are to be paid in advance at the time of the lesson. Cancellations must be made 8 hours in advance as they are specially scheduled appointments -- otherwise the full fee will be charged. Only one cancellation per month is permitted.

ATTENDANCE

1. Regular attendance in all classes is expected for a student to keep up with the progress of the class. Frequent absences may cause the student to fall behind the level of study and necessitate a change to an easier level.
2. Absences must be reported prior to class time for a student to be eligible for a class make-up. Otherwise, the students will be charged for the class and forfeit the right to make-up.
3. Students who miss class are to consult the teacher as to the day and time to make-up the lesson. Tuition credit will not be given for missed lessons.
4. Class make-ups are not to take place on Parent Visitation Days.
5. Absences can be made up within two months of the date of the absence, however the benefit comes from early make-up. During the spring, each class is practicing different dances for our concert. Students from other classes might become confused.
6. **** Only 3 absences are permitted from March through June to be allowed to perform in our June concert.** The class and teacher depend on all class members to be present to complete choreography and to be equally knowledgeable of the dance routine. Extenuating circumstances **must** be negotiated with the teacher for an exception to this policy.

OBSERVING OF CLASSES -- We have found that children concentrate much better if a parent is not present during the lessons. Parents cannot see the real progress a student makes by watching every lesson. Therefore, "Visitors' Days" will be held twice during the year: NOVEMBER and MARCH.

Studio A (front room) Monday - Saturday, Nov. 9-14 / Mar. 1-6

Studio B (back room) Monday - Saturday, Nov. 16-21 / Mar. 15-20

Sometime the end of May or the first of June, the parents will be invited to watch the children perform their dance routines at the end of class. Each teacher will send home a special notice for this when she thinks they are ready so you won't miss out.

DURING VISITORS DAY -- PLEASE

1. Only one parent per student due to limited space (especially in studio A)
2. **DO NOT BRING BABIES OR SMALL CHILDREN TO THE STUDIO ON VISITORS' DAYS.**
3. Do not try to attract your child's attention during class.
4. Do not carry on a conversation with your neighbor during the class. The whispering is disturbing to the teacher, students and to other parents observing.
5. Do not berate your child in front of others. There is a certain strain on all of us on observation days, and at times children just try too hard...
6. Patience and understanding are essential. No child wishes to be inferior to the rest of the class and all children learn at different rates. In case of a lack of interest, or if you have a problem or complaint, ask for a time for a private interview with the teacher. You will receive her attention, respect and gratitude.

ATTIRE -- All dance attire should be purchased prior to the first lesson. Proper attire must be worn; no street clothes will be allowed, i.e. no sweatshirts, T-shirts, blouses, sweat pants, shorts, etc. over leotards. Also, no baggy style leotards. We cannot see to correct body placement when covered over. Dance leg warmers, dance wrap sweaters and knit body warmers are acceptable.

NO JEWELRY is to be worn, i.e., necklaces, bracelets or large earrings. Only small earrings are permitted.

Girls

Leotards: Long sleeve, scoop neck style

Colors: Creative & Rhythm, Pre Ballet & Tap 1&2 Light Blue

Elementary 1, 2, 3 Royal Blue

Emerald Intermediate Purple

Diamond Intermediate Black

All other upper levels Black

All ballet/tap students wear theatrical (light) pink tights

Pink ballet shoes / Black tap shoes

Jazz & Hip Hop students: jazz oxfords or jazz sneakers

Pointe students: pink pointe shoes

Boys

White T-shirt

Black dance pants or tights with fitted shorts

Black ballet & tap shoes

Adults

Choice of color and style leotard and tights
(no swimsuits or bare midriffs)

Pink ballet shoes, black tap & jazz shoes

STUDENTS MUST WEAR AN APPROPRIATE COVER-UP OVER DANCE CLOTHES WHILE COMING AND GOING AT THE STUDIO. DANCE SHOES ARE *NEVER* TO BE WORN OUTSIDE.

HAIR –Students need to put their hair **IN A BUN** with loose ends clipped back securely. Jazz, Tap and Hip Hop need to wear their hair **OFF THE FACE AND NECK -- TIED BACK SECURELY!** This is for all students.

CONDUCT

1. **NO CHEWING GUM** in class or smoking in the studio. Any snacks must be eaten in the reception room. You must properly dispose of all trash.
2. Students must not disturb any class in session, and are to **wait quietly in the reception room**. **NO ACROBATICS** or other rough activity is permitted while waiting.
3. Observing private lessons is prohibited.
4. Proper respect and discipline is expected at all times.
5. Gossip is destructive as it can hurt others. Please show respect and refrain from participating in this.

SNOW / ICE

MONDAY through **FRIDAY**: If Montgomery County Public Schools close due to bad weather, we are also closed unless you hear otherwise from us. If heavy snow or icy conditions develop **AFTER PUBLIC SCHOOL HOURS** or **SATURDAY**, we will try to put a message on our phone recorder if we decide to close. Especially with severe weather conditions: Use good judgment. In the case of **LIGHT SNOW**: the studio will remain open. The studio schedule allows for 2 snow days that will **not** be rescheduled on extra days. However, a sign-up sheet will be posted for make-ups in other classes. Over 2 days canceled, a special make-up class will be scheduled.

HOLIDAYS -- The studio **does not** follow the Montgomery County School schedule for all holiday closings. It will be closed for the following holidays only:

Labor Day:	Monday, September 7
Thanksgiving:	Wednesday, November 25 – Saturday, November 28
Winter Break:	Tuesday, December 22 – Friday, January 1
Spring Break:	Saturday, March 27 – Tuesday, April 6
Memorial Day:	Monday, May 31

STUDENT HOLIDAY PARTY: Sunday, December 6 -- 2:00 - 5:00 p.m. at the studio. Look for details this fall.

LAST DAY OF CLASSES: Monday, June 14

ANNUAL DANCE CONCERT is scheduled at the conclusion of our session in June on Father's Day weekend. Details will be published in September. We are planning for two **Dress Rehearsals: Thursday, June 17 and Friday, June 18**. Your child will be assigned one rehearsal. **The performances will be Saturday, June 19 at 2:00 p.m. and Sunday June 20 at 2:00 p.m.** Most children perform in only one show. All dancers must attend their assigned Dress Rehearsal if they are to perform in the Dance Concert. Rehearsal assignments will be made after spring break. We are planning to use an auditorium in one of the local Montgomery County public high schools. The location will be announced at a later time. Contracts are not available until January. You will be notified as soon as we receive our confirmation. **PLEASE RESERVE TIME ON YOUR CALENDAR NOW TO ALLOW FOR THESE EVENTS. IT IS EXPECTED THAT ALL STUDENTS WILL PERFORM UNLESS WE HEAR OTHERWISE IN WRITING FROM THEIR PARENT.**

MISCELLANEOUS

1. **PLEASE READ THE BULLETIN BOARD!** This is a main source of communication with parents and students.
2. The studio will not be responsible for lost or stolen articles.
3. Blatant disregard of the studio rules and improper behavior will be just cause for dismissal from the Studio.
4. This guide is for your benefit as a parent or student of the Patricia Kelbaugh Dance Studio. It will enable us to serve you in a better capacity. Should you have any questions concerning this guide or any matters pertinent to a student's class or placement, please feel free to call to discuss them with Patricia Kelbaugh.

CONTACTING THE OFFICE --

Check out our web site at **pkdances.com** The administrative office is in a separate location from the studio. You can reach us usually after 10 A.M. during the week by calling the studio number: 301-840-1849. If we are not available, please leave a message on the answering machine. We will contact you as soon as possible if you need us to return your call. You may also email us at info@pkdances.com. We are anxious to keep open all lines of communication with you. We want our association to be a pleasant one and hope we share and enjoy many years of **HAPPY DANCING** together. (OVER)

2009-2010 CALENDAR OF CLASS DAYS

40 WEEKS OF CLASSES:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Aug. 10	Aug. 11	Aug. 12	Aug. 13	Aug. 14	Aug. 15
17	18	19	21	21	22
24	25	26	27	28	29
31	Sept. 1	Sept. 2	Sept. 3	Sept. 4	Sept. 5
Sept. 14	8	9	10	11	12
21	15	16	17	18	19
28	22	23	24	25	26
Oct. 5	29	30	Oct. 1	Oct. 2	Oct. 3
12	Oct. 6	Oct. 7	8	9	10
19	13	14	15	16	17
26	20	21	22	23	24
Nov. 2	27	28	29	30	31
9	Nov. 3	Nov. 4	Nov. 5	Nov. 6	Nov. 7
16	10	11	12	13	14
23	17	18	19	20	21
30	24	Dec. 2	Dec. 3	Dec. 4	Dec. 5
Dec. 7	Dec. 1	9	10	11	12
14	8	16	17	18	19
21	15	Jan. 6	Jan. 7	Jan. 8	Jan. 2
Jan. 4	Jan. 5	13	14	15	9
11	12	20	21	22	16
18	19	27	28	29	23
25	26	Feb. 3	Feb. 4	Feb. 5	30
Feb. 1	Feb. 2	10	11	12	Feb. 6
8	9	17	18	19	13
15	16	24	25	26	20
24	23	Mar. 3	Mar. 4	Mar. 5	27
Mar. 1	Mar. 2	10	11	12	Mar. 6
8	9	17	18	19	13
15	16	24	25	26	20
22	23	Apr. 7	Apr. 8	Apr. 9	Apr. 10
Apr. 12	Apr. 13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	May 1
May 3	May 4	May 5	May 6	May 7	8
10	11	12	13	14	15
17	18	19	20	21	22
24	25	26	27	28	29
June 7	June 1	June 2	June 3	June 4	June 5
14	8	9	10	11	12