



REGISTRATION HANDBOOK

www.NansDanceNC.com

(919) 803-6044

Raleigh Location:

6801 Falls of Neuse Rd.
Raleigh, NC 27615

Wake Forest Location:

Inside Kuzora Fitness
1976 S. Main Street
Wake Forest, NC 27587

Mailing Address:

PO Box 580
Wake Forest, NC 27588

<u><i>Student's Name</i></u>	<u><i>Class Day, Time</i></u>	<u><i>Class Type</i></u>

Our policies are outlined in this booklet. Please read this thoroughly and keep it for future reference, as it covers answers to questions that may arise throughout the year.

About Our School:

Nan's School of Dance began when Nan Holt Smith started teaching 40 students in her hometown of Yadkinville, NC in 1975. She and her husband, Chuck Smith, established the 1st Greensboro studio in 1982. Nan's oldest daughter, Jennifer Grinwis, has been director of the Greensboro & Yadkinville studios since 2002. Hillary White is Nan's youngest daughter. She grew up in the studio where she received the basis for her dance training. She and her husband, Matt, opened the Nan's School of Dance of Raleigh & Wake Forest in 2012.

The objective for our studio is to provide top quality instruction at a competitive price. The objective for our students is to encourage technical proficiency in their area of interest, but more importantly to build self-discipline, poise, and self-esteem. From August through May, we offer quality instruction in Ballet, Tap, Jazz, Contemporary, Hip Hop, and Pre-Dance at all levels. Our studios are equipped with cushioned, floating floors & mirrors designed for dance. All classes are taught by qualified, adult instructors. Nan's School of Dance is a family business of providing a service for other families in our community.

About Ms. Hillary:

Nan's youngest daughter, Hillary White, has a very strong background in dance. Our owner and director, Hillary, grew up at Nan's where she received the basis for her dance training. Hillary attended North Carolina State University from 2000-2005. While there, she was on the NC State Dance Team, and performed at football games, basketball games, and Nationals Dance Championships. In 2004, Hillary graduated with a Bachelor of Environmental Design in Architecture. In 2005, she completed the 5-year architecture program, and graduated from NCSU with a Bachelor of Architecture. After working for a large architecture firm for several years, Hillary went out on her own & became a licensed architect. In the same time that she became an architect, she also started teaching for a local dance studio. While there, she taught ballet, tap, jazz, hip hop, contemporary, pre-dance and cheer. During that time, Ms. Hillary realized how important it was to her that she carry on the Nan's tradition, and so she opened up the Raleigh & Wake Forest locations of Nan's School of Dance in 2012. With over 12 years' experience, she is excited to continue to share her love of dance with students and parents in Raleigh & Wake Forest!

About Ms. Lindsey:

Miss Lindsey has been a lifelong dancer, wearing tutus and pink tights since the day she could walk. She is a graduate of Bridgewater State University, with a Bachelor's degree in Dance Education, and a New England native. She studied dance at a local studio, beginning at age 3 and eventually worked her way up to a teaching position. While a college student, she continued to hone her craft with classes at a variety of institutions, including the Boston Ballet and the Dance Complex in Cambridge. Lindsey is trained in all forms of dance and has been teaching students of all ages for seven years in a variety of settings. In addition, she has worked for Step Up 2 Dance, produced a Shared Choreographer's Concert in Cambridge, created award winning choreography for a competition team and is a member of Dance Master's of America. She is excited to continue teaching with our studio again this year and share her passion for dance with her students.

About Ms. Stephanie:

Miss Stephanie grew up dancing at Nan's School of Dance in Greensboro, and is excited to continue her passion with Nan's in Raleigh! She is a recent graduate from Campbell University, with a Bachelor's degree majoring in English and minoring in Political Science. Miss Stephanie studied dance from 1997-2012 at Nan's School of Dance, and is trained in all areas of dance. Starting in 2011, she began to learn the logistics and instruction of dance. Miss Stephanie has taught summer dance camps, choreographed performance routines, and helped manage the annual year-end recitals. She is excited to share her passion for movement and music with her students!

Classes:

Ages 2 ½-3: PreDance

We offer PreDance classes for our two and three year olds. These 30 minute classes meet once per week and are Ballet-based with an emphasis on creative movement. We concentrate on gross motor skills, such as rhythm, balance, and coordination, and group skills using fun, age-appropriate music. In addition to learning Pre-Ballet basics & creative movement, we also go across the tumble mat at the end of class! It's a great way to start your little one in dance class!

Ages 3-5: Tap/Ballet Combo Class

For this age group, we also offer a combination class that includes both Ballet and Tap. It is an excellent introduction to dance! Class is 45 minutes long, and meets once per week. Each week we concentrate on gross motor skills, such as rhythm, balance, and coordination as well as group skills. Children learn the basics of Ballet and Tap while dancing to fun, age-appropriate music. We also go across the tumble mat at the end of class!

Kindergarten & 1st Graders

We offer a Tap and Ballet combination class for our Kindergarteners & 1st graders. This class is 1 hour long with Tap being 30 minutes and Ballet being 30 minutes. At this point, we start to emphasize technique. Ballet is taught using the Cecchetti method, and Tap progresses through a series of exercises, starting by learning the most basic tap steps and progressing to combination tap steps. We incorporate exercises into group activities using the latest age-appropriate music to help motivate the children & make sure they have fun while learning the art of dance! Strict turnout is not advocated until the students are a few years older with more mature bones and muscles.

1st & 2nd Graders

As students grow, they are grouped according to age and/or ability. We offer Ballet, Tap, and Jazz as well as Hip Hop for this age level. The combination class include three disciplines: Ballet, Tap, & Jazz. The combination class is 1 hour & 15 minutes long. Ballet is taught starting with the basics, using the Cecchetti method & adding on new movements and steps throughout the year. Tap progresses through a series of exercises, starting by learning the most basic tap steps and progressing to combination tap steps. Jazz is an exciting addition to our class choices for this age group of dancers. Using upbeat, age-appropriate music, we educate our dancers in the basics of jazz dancing. Hip Hop is also an exciting class for these dancers and always a fun way to get a workout. Hip Hop is a 30 minute class and is separate from the combination class. Energetic moves with street style are taught to clean, popular music.

2nd-5th Graders

At this level, students are grouped according to age and/or ability. We offer Ballet, Tap, and Jazz as well as Hip Hop for this age level. The combination class include three disciplines: Ballet, Tap, & Jazz. The combination class is 1 hour & 30 minutes long. Ballet is taught starting with the basics, using the Cecchetti method & adding on new movements and steps throughout the year. Tap progresses through a series of exercises, starting by learning the most basic tap steps and progressing to combination tap steps. Jazz is an exciting addition to our class choices for this age group of dancers. Using upbeat, age-appropriate music, we educate our dancers in the basics of jazz dancing from Broadway to modern jazz. Hip Hop is also an exciting class for these dancers and always a fun way to get a workout. Hip Hop is a 30 minute class and is separate from the combination class. Energetic moves with street style are taught to clean, popular music.

6th-12th Graders

For our older dancers, we offer Ballet, Tap, Jazz, Hip Hop, and Contemporary. All classes are considered

separate classes. Ballet & Jazz classes are 45 minutes each; and Tap, Contemporary, & Hip Hop classes are 30 minutes each. Ballet is taught using the Cecchetti method, and Tap focuses on combination steps and rhythms. In Jazz we focus on the technique of leaps & turns, while also using upbeat music to educate students to all styles of Jazz. Hip hop class is a fun way to get a workout. Stylistic and intricate moves with street style are taught to age-appropriate, popular music. Contemporary is also a popular choice for this age. This class is a form of dance focusing on lyrical, modern movements, while also connecting with one's emotion.

Mommy & Me

Dance together with your little one! Our program is for 18 month olds to 2 ½ years old. We will dance with lots of props for a tactile experience while also singing to fun and educational songs. This class meets 30 minutes each week and is scheduled in sessions. Call for session rates & dates. There is no registration fee for Mommy & Me.

Dress Code Policy

Although we do not specify a particular style or color, students are required to wear "dance attire" to every class. Leotards with skirts are perfect for our littlest dancers, while dance pants, leotards and/or tight fitting tank tops are fine for the older group. We simply ask that all dancewear be fitted so the instructors are able to see the dancer's body in order to make critiques. For Hip Hop classes, play clothes are acceptable, but jeans, jean shorts or skirts are not acceptable. Below is a list of recommended & required items for our dancers. Tights are recommended because we wear these in the recital. Hair must be secure and out of face.

Required Shoes (Please put your child's name in all shoes):

- Pink Leather Ballet Shoes (All Ballet & PreDance)
- Black Patent Leather Tap Shoes (Tap: Ages 3-10)
- Tan Leather Jazz Shoes (All Jazz)
- Black Oxford Tap Shoes (Tap: Adult sizes and/or Ages 10 & up; Boys of all ages)
- Dance Paws – Nude color (Contemporary classes)
- Hip Hop Classes may dance in sneakers, socks or bare feet. However, specific shoes will be required for the recital (TBA).

Recommended Dance Wear:

- Pink Tights (**Required for recital for PreDance and Ages 3-5 & Kind/1st grade Combo classes**)
- Tan Tights (**Required for recital for 1st & 2nd, 2nd-5th, and 6th-12th grade classes**)
- Leotard
- Skirt
- Dance Bag
- Nan's School of Dance Shirt
- Dance Pants or Booty Shorts

Dancewear is available at registration. Shoes are fitted **only** at registration. Special package prices are available **only** during registration. The **CHILDREN'S PACKAGE** includes a leotard, tights, ballet shoes, and tap shoes for \$58.95 plus tax (child sizes only). The **SUPER PACKAGE** is a Children's Package plus a studio T-shirt for \$71.95 plus tax (child sizes only). You may add a skirt to either package for only \$9.00 more.

Tuition & Fees

Register early! Your student's **registration fee** is \$30. Sibling registration fees are \$10 per sibling. Registration fees are non-refundable and non-transferable. The fee is effective for one year and may be revoked if a student is suspended from class. **Monthly tuition** must be paid by the first of every month with an automatic draft. Missed classes for illness or personal reasons may not be deducted from tuition, but can be made up at your convenience. Our tuition rates are based on a dance year that runs mid-August through May with payment for the year distributed evenly over the 9 ½ months, regardless of the number of classes per month. Please check the website for current rates.

Costume and Recital fees are due on **November 10th** by cash or check. See our Recital & Costume Policy for more information on our recitals.

Various other fees: 1) \$5 fee for changing bank accounts during the dance year. 2) \$30 service charge for every returned check, stop payment, or NSF draft payment. 3) A \$10 late fee will be applied if we receive your tuition after the 10th of the month. This late fee is non-refundable. Your account will be charged the \$10 late fee every 30 days thereafter until full balance is paid. Any account over 45 days past due will result in the student's suspension from classes until the account is brought current. Recital costumes will not be given to any student whose account has a past due balance at the end of March. 4) A security deposit of at least \$100 may be required of anyone who has had payment problems in the past. Such problems might be, but are not limited to: NSFs on bank drafts or checks; more than 30 days past due on tuition or recital payments. 5) If we have to use your card on file for monthly tuition, there is a \$12 office fee.

Tuition Payment Plans

All dance tuition is payable by one of the following methods:

Automatic Debit: This is the preferred method of payment. An automatic debit from your bank checking account is drafted on the first day of each month September through May. If the 1st falls on a weekend or holiday, accounts will be drafted on the first business day after the 1st. Our financial institution handles the process for you. A non-refundable \$10 late fee will be applied if we do not receive funds by the 10th of the month. There is a \$5 fee if you change bank accounts during the dance year. Costume fees will be billed separately.

Pay in Full (Discounts Available!!): Upon registration you are paying a full dance year (9 ½ months) plus registration fees with cash, Mastercard, or Visa. By doing this, you will receive a **5% discount** on your tuition if you register by December 31st of the dance year! Costume fees will be billed separately and do not qualify for any type of discount.

**** The first month's tuition must be paid upon registration by cash, card or check. Because classes start in mid-August, tuition for August is half of your regular monthly tuition. We do not accept monthly payments via cash, card or check. See payment plans above.****

Policy for Withdrawing from Class

Because class sizes are limited, **there is a three-month financial commitment upon enrollment***. After the three-month commitment is fulfilled, withdrawing from class before May results in the following penalty: A. Our office must be **notified in writing** of your intent to withdraw a student. Verbal notice and/or simply not coming to class do not qualify as official notice of withdrawal. **Once we have received written notification, the current month's tuition plus an additional month's tuition will be due as a penalty.** The student may not attend class during the penalty month. If you paid tuition past the penalty month due,

you will be refunded any credit due. However, because of end of year budgeting and recital preparations, no tuition refunds will be given after March 31st of each dance year.

*If you are pre-registered for the upcoming year, but need to withdraw before classes begin, the full 3 month financial commitment will be dropped if we are notified by August 1st. However, the registration fee and 1st month's tuition are non-refundable.

Full tuition must be paid if a student is medically unable to participate in class, but wishes to maintain their spot after recovery. In this event, students are advised to come and observe. Doctor's notes are required. Students who wish to take a break from classes for a sports season must pay tuition in full to hold their spot for their return once the season is over. If tuition payments lapse, upon returning you must first pay the penalty month for withdrawing then register again beginning with the registration fee.

Attendance/Make-up Policy

Missed classes for illness or personal reasons may be made up at your convenience, but is NOT required. You may come to any class that is style and age-appropriate. Students should let the teacher know that they are making up a missed class. It's as easy as that! Please note that missed classes cannot be deducted from your tuition.

Inclement Weather Policy

In the case of inclement weather, we **DO NOT** operate on the Wake County Public School policy. We always err on the side of caution; however, we often find that the roads are safe even when the schools are closed. Therefore, when you have a question as to whether or not we will have classes due to inclement weather, **please call the studio, check your email, or check our Facebook page to see if we are closed.** Due to scheduling constraints, we are unable to reschedule entire classes. However, students may attend any appropriate class at their convenience in order to make up for lost time. We do not refund or pro-rate tuition due to inclement weather closings.

Recital & Costume Policy

The recital at the end of our dance year is the highlight of this experience and is intended to give each dancer the opportunity to perform their newly acquired skills. It is staged for the benefit of the children, to bolster their confidence and showcase their talents in front of an applauding crowd of adoring fans! To provide the best setting possible without overwhelming the dancers, we strive to produce a professional show with appropriate costumes, lighting, and scenery. Our objective is to make each dancer feel special, give them a boost of self-esteem, and leave them with smiles long after the thrill of performing to a large audience.

Because the performance element is basic to our philosophy, we start planning now for every dancer to participate in the recital. Again this year, you will be asked to buy your student's costumes(s) according to the chart on the following page. **There is also a recital fee, which is \$28 per student.** This fee helps defray the cost of renting the auditorium and the production costs involved as well. We strive to keep all of these costs low for you. Starting with reasonably priced costumes, our well-trained recital staff, and down to the printing costs of programs, we carefully monitor all aspects of our recitals. We do not sell tickets to our recitals. You may invite whomever you would like.

Payment: **Costume and recital fees are due from each dancer by November 10th by cash or check.** A \$10.00 late fee will be added on payments made on or after November 15th. This late fee will not apply toward your costume and recital fees. The costume & auditorium fees are **non-refundable and non-**

transferable as we order costumes (that we cannot return to the manufacturer) in late November and book the auditorium 9 months to a year in advance. Costume fees are listed on the following page:

PreDance	Ages 3-5 Combo Class & Kinder/1 st grade Combo Class	1 st & 2 nd Grade Combo Class (Ballet/Tap/Jazz)	2 nd -5 th Grade Combo Class (Ballet/Tap/Jazz)	Hip Hop Classes	6 th -12 th Grade Classes
ONE costume per class: \$57 (plus tax)	ONE costume per class: \$67 (2-n-1)* (plus tax)	TWO costumes per class: \$130 for both (plus tax): One costume is a 2-n-1*	THREE costumes per class: \$185 for all three (plus tax)	ONE costume per class: \$63 (plus tax)	ONE costume per class: \$67 (plus tax)

Each class has one dance in the recital – **EXCEPT** for Combo Classes. You are required to buy a costume(s) as described in the chart above.

***2-n-1 Costumes:** Combination classes have multiple dances in the recital. These classes use 2-in-1 costumes, which have a ballet skirt/tutu for ballet and a skirt for tap or jazz.

Measurements for costumes will start in class during the month of October. Parents will be asked to choose their dancer’s costume size based on those measurements. If you do not choose your dancer’s costume size by November 15th, we will choose the most appropriate size for your child.

Not participating in recital is an option for you, however our office must be notified in writing prior to November 10th. After this date, you will be responsible for full payment of the costume fees.

Because we order custom-made costumes in advance and reserve the auditorium ahead, several policies below apply to all dancers:

- A.** Costume & recital fees are non-refundable and non-transferable.
- B.** If a student withdraws from class after his/her costume is ordered and all fees are paid, they will receive their costume once the recitals are over.
- C.** Students may not switch class times once costumes are ordered without director’s approval.
- D.** For students who enroll between November 10th and January 31st, your costume must be special ordered; therefore, costume fees plus shipping and handling are due upon registration.
- E.** For those not participating in recitals, mailing of your costume after recital will require shipping and handling charges be paid before delivery.

While we make every effort to establish recital dates, costs, and class times so that everyone has this information in advance, we must reserve the right to change or amend our policy, dates, class times, etc. in the event of an unforeseen circumstance beyond our control.

Picture Week

We will have **Recital Costume Picture Week** in the spring after costumes have been handed out. All dancers will be asked to participate in the group picture and individual pictures. Purchase of pictures is optional. **THERE IS NO CLASS DURING PICTURE WEEK.** Below are some guidelines to follow:

- A.** Arrive at the studio 15 minutes before your assigned picture time which can be found on the website. Have your hair and make up already done.
- B.** Please stay in your assigned seating area until your class is called.

C. Do not sew any straps or make any adjustments to your costumes BEFORE Picture Day. Use pins until you see how it has been decided for the class.

D. If you are late, you may miss the group picture, and you may potentially miss your individual shots.

Recital Photographs & Professional DVD Recording

At the rehearsal, you are permitted to take NON FLASH still pictures and video within the auditorium. Please take this opportunity if you so desire, because **neither still pictures nor video is allowed at recital performances!** We want our dancers to perform to a responsive audience with clear sight lines, not a forest of flashing cameras. Please inform your friends and relatives to leave their phones & cameras in their bags until after the show. Cameras and phones will be confiscated if seen during the show, and returned to you after the show.

Each show is professionally recorded, then edited and available for you to order. All DVD's are indexed, and include credits for each dance in the show. This is a wonderful way to remember your dancer's enjoyment of the recital experience. Once you receive notification that the DVD's are ready, they can be picked up at the studio. If mailing your DVD is necessary, shipping and handling charges must be paid before delivery.

2016-2017 Calendar

August	First Week of Classes: Monday, August 22 nd Tuesday, August 23 rd Wednesday, August 24 th Thursday, August 25 th
September	No Classes on Labor Day: Monday, Sept 5 th
October	No Classes on Halloween
November	Costume & Recital Fees Due Nov 10th Thanksgiving Break (No Classes): Nov 23 rd -27 th #
December	Winter Break (No Classes): Dec 16 th – January 1 st
January	Classes Resume on Mon, January 2 nd
February/March	Recital Tights & Hip Hop Shoes Order (Date TBA)
April	Spring Break: April 10 th -14 th (Resume on April 17 th) Picture Week TO BE ANNOUNCED
May/June	Rehearsal & Recital Dates and Times TO BE ANNOUNCED NO Classes on Memorial Day.