

***West Main Studios (WMS)* Guidelines & Procedures 2010 ~ 2011**

Please Sign & Initial Top Copy for Studio Records & Keep The Bottom Copy For Your Records**

We are pleased that you have decided to join West Main Studios for our 2010-2011 Dance Year! WMS has a dedicated staff of qualified dance Instructors, student assistants and office personnel, whose primary goal is to educate and nurture your child in the wonderful art of dance! In order to insure that your dance experience is a pleasant one at WMS. We would like to take this opportunity to familiarize you with our guidelines and procedures pertaining to to dance classes and as well, account information. We require your initials as you have read and understand each line item and a signature at the end of the document - indicating your acceptance of the initialed information. Please feel free to ask questions at any time. Our staff will be happy to assist you in any way that we can. Thank you.

DANCE & ACRO CLASSES begin on Tuesday, September 7th, 2010.

TUITION is \$48.00 per month for the first class per child. An additional \$18.00 per class per child will apply if enrolled in multiple classes. Registration Fee: \$48.00 with a 50% discount for siblings. There is a discount when you enroll your third child. Please inquire.*

TUITION is due and payable monthly beginning September 7th, 10 (the first day of class) and on the 1st of each month thereafter, with the last Payment being due on May 1st, 2010. A \$10.00 late fee will be charged on any account not paid in full by the 10th of each month. The late charge is applicable for unpaid tuition, costumes or any other charges open on accounts. Monies received are posted to the oldest outstanding balance. Please feel free to mail in your tuition if the studio is not open - 2030 Main Ave S W, Cullman, AL 35055.

CLASS appropriate shoes are required for all dancers per teacher recommendations.

FOR THE MONTHS OF SEPT. & OCT. 2010 - all accounts will be charged an additional \$15.00 per class per student - to be applied towards the cost of Spring Show Costumes. This money is due and payable monthly, along with the monthly tuition payments.

ON MONDAY, NOVEMBER 1ST, 10 - All accounts will be charged the balance of the Spring Show costumes, with payment being due on or before Monday, November 1st, 2010 - These charges do not include tights.

WE (WMS) -gladly accept your checks. However, returned checks will incur a fee of \$30.00. If - there is a record of 2 returned items - your account will be placed on a cash basis only until further notification. We also accept credit cards for your convenience.

THE LAST DATE TO DROP A CLASS OR TO CHANGE A CLASS without penalty of costume charges is Monday, October 4th, 2010. Please note this date as after this date, dropping from said class without office or teacher notification - will be responsible for costumes ordered for enrolled classes - as costumes cannot be returned to vendors.

ALL STUDENTS ARE EXPECTED TO PARTICIPATE IN SPRING SHOW -(Saturday, May 7th, 2011) The Princess Theatre, Decatur, AL* 1 p.m. Matinee' & 6 p.m. Evening Show - On Monday - March 28th, 2011 - all accounts will be charged a recital Spring Show Fee of \$50.00 per student. Each student will receive 2 admission tickets wit their paid recital fee. Information on buying additional tickets will be available in April.

COMPANY DANCERS should refer to the WMS Company Handbook for specific information and guidelines pertaining to competition groups.

COMPANY DANCERS are selected by invitation based auditions and as well with previous members auditioning with selections fulfilling a one year commitment of a Competitive Dance Program. Dancers meet qualifications that place them respectively in pieces designed and choreographed for each dancer's expertise. Members are selected by way of WMS Director & Co-Directors with teacher recommendations.

PICTURES for individual purchase and/or Program Advertisements will be taken in March or April of 2011 (exact date TBA) Please check your WMS Yearly Calendar, our website : www.westmainstudios.com or call 256-739-2224. There are no make-ups for Class Pictures taken during this week.*

ADDITIONAL Items available to you will be Spring Show T Shirts, DVD's, Dance and Acro Camps, etc. Please remember that our Spring Show is under contract to reputable theatrical filming companies which specifically does not allow filming during our matinee' or evening shows. We ask that you respect and cooperate with this request as anyone doing so will be asked to leave the theatre.

EACH Student will receive a quarterly newsletter beginning in September. This document will contain pertinent dance info as well as any other Highlights and newsworthy events. If you do not receive your copy - please let us know as we have found that our communication with you is of the most importance.

ANY Children accompanying parents to drop off and/or pick up a dancer must be closely supervised. When children are left unattended, it is disruptive to others and sometimes poses safety issues for themselves and others. Please help us maintain a pleasant lobby for parents, staff, teachers and dancers to enjoy. In addition, we cannot be responsible for the safety and well-being of an un-attended child. Your cooperation is greatly appreciated in this matter.

ANY Student or Parent displaying inappropriate behavior can be dismissed from our program at any time, as so determined by WMS Teachers and its officers and staff.

PARKING Along with our growth - parking has become a problem. Please remember to NOT PARK IN FRONT OF THE AWNING. It contributes to a back-up of inflowing cars from Main Ave and causes a problem and as well a DANGER to those dropping off students. YOUR COOPERATION IS GREATLY APPRECIATED IN THIS MATTER. If you need to come in, PLEASE PARK!

LATE PICK-UPS - All parent will be charged for late pick-up * IF - ONCE Class ends there will be a 5 minute grace period to allow for students to gather their belonging and be picked up. After this point, WMS will begin charging \$1.00 per minute until your child is picked up. If you arrive late to pick up your child - please come in to document late arrival. In the event of an emergency or problem - please - just call the office. We are always glad to work with you and do know that problems can and do arise.

CLOSINGS: PLEASE REMEMBER TO CHECK OUR STUDIO VOICE MAIL - 739-2224 - for announcements or information due to inclement weather conditions. As a general rule: we *WMS* base our closing on city/county school closings. Please remember that we are doing everything we can to help make your child's dance experience at West Main Studios enjoyable. Our Staff is here to assist you and we are always happy to answer questions and help whenever we can. We hope these guidelines will help you better understand our procedures and expectations.

OFFICE HOURS: Monday-Thursday - 3:30-7:30 p.m. You may call or stop by during any of these times should you need our assistance. Please fee free to leave messages on our Studio Voice Mail - 256-739-2224 and we will return your call as soon as we possibly can.

Be sure to visit our website: www.westmainstudios.com and also become a fan on facebook - [westmainstudios -facebook](http://westmainstudios-facebook)* Thank you for choosing US to be your Dance Home!

Parent Signature

Date