



SHORELINE  
DANCE ACADEMY

66 S. Main St. ~ Ocean Grove, NJ 07756 ~ 732-897-1112

email: [info@shorelinedanceacademy.com](mailto:info@shorelinedanceacademy.com)

url: [www.shorelinedanceacademy.com](http://www.shorelinedanceacademy.com)

## Handbook 2017-2018

### **Tuition:**

#### **Registration Fees:**

**Register before June 1<sup>st</sup> = \$15 (single)/\$20 (family)**

**Register between June 1<sup>st</sup> = September 30<sup>th</sup> = \$20 (single)/\$25 (family)**

**Register in October = \$25 (single)/\$30 (family)**

**Register in November = \$30 (single)/\$35 (family)**

**Register in December = \$35 (single)/\$40 (family)**

**Register in January = \$50 (single)/\$55 (family)**

**We WILL NOT be registering students after February 1<sup>st</sup>.**

**All families MUST have a valid credit card on file to register.**

### **Installment Options:**

The dance season's tuition is divided into 10 equal installments, unless you choose the "pay in full" option. The "pay in full option" is offered until September 30<sup>th</sup> of the current dance season and a discount is offered. There are no refunds on the payment in full option. For the 10 payment tuition plan, tuition is due the first of each month. If payment is not received by the 15<sup>th</sup> of the month the credit card on file will automatically be charged for any outstanding balances. We will accept cash/check payments up until the 15<sup>th</sup> of the month.

We are also offering two additional payment options, 2 payments and 5 payments. The 2 payment due dates are September 11<sup>th</sup>, and February 1<sup>st</sup>. The 5 payment due dates are September 11<sup>th</sup>, November 1<sup>st</sup>, January 1<sup>st</sup>, March 1<sup>st</sup>, and May 1<sup>st</sup>. If payment is not received by the 15th of the due date month the credit card on file will automatically be charged for any outstanding balances.

You may also opt to enroll in our automatic payment program. Automatic payments will be taken out the 1<sup>st</sup> of every month. If you are enrolled in our automatic payment program recital costume deposits will be charged to your account in October, November, and December. (\$25 per costume each month) You may withdraw from this program at any time.

The amount of any single installment is NOT based on the number of classes for that MONTH; it merely represents one-tenth of the season's tuition.

Classes run from September through June. Tuition is NOT based upon weeks per month but figured on an annual or yearly basis.

No refunds or credits will be given for any reason. Any classes missed may be made up anytime within the current session.

Please note: Tuition is based on the season regardless of how many weeks are in a given month.

A service charge will be applied for all returned checks.

All of our performances are optional. If you elect to participate in our year end recital there will be a \$75 costume charge per dance performing in the recital.

If there is an outstanding balance at the end of the month on any account, the student will not be permitted to continue classes until the previous balance is resolved. This policy will be strictly enforced. Payments may be made at the dance office or mailed to Shoreline Dance Academy 66 S. Main St. Ocean Grove, NJ 07756.

Tuition	2 Payments	5 Payments	10 Payments	Annual Payment	Costume Fee
.75 hours per week	\$285.00	\$114.00	\$57.00	\$570.00	\$75
1 hour per week	\$308.75	\$123.50	\$61.75	\$617.50	\$75
1.5 hours per week	\$475.00	\$190.00	\$95.00	\$950.00	\$150
1.75 hours per week	\$522.50	\$209.00	\$104.50	\$1,045.00	\$150
2 hours per week	\$546.25	\$218.50	\$109.25	\$1,092.50	\$150
2.5 hours per week	\$736.25	\$294.50	\$147.25	\$1,472.50	\$225
Up to 3 hours per week	\$783.75	\$313.50	\$156.75	\$1,567.50	\$225
Up to 4 hours per week	\$902.50	\$361.00	\$180.50	\$1,805.00	\$300
Up to 5 hours per week	\$1,092.50	\$437.00	\$218.50	\$2,185.00	\$375
Up to 6 hours per week	\$1,211.25	\$484.50	\$242.25	\$2,422.50	\$450
Up to 7 hours per week	\$1,330.00	\$532.00	\$266.00	\$2,660.00	\$525
Up to 8 hours per week	\$1,448.75	\$579.50	\$289.75	\$2,897.50	\$600
Unlimited	\$1,567.50	\$627.00	\$313.50	\$3,135.00	

**Costumes:**

We will hold our dress rehearsal & recitals the week of May 29<sup>th</sup> - June 2<sup>nd</sup> OR June 4<sup>th</sup> - June 9<sup>th</sup>. (As the recital dates get closer we will confirm the exact dates.) **Participation in the recital is optional.** Costumes will be required for the recital and the costume fee is \$75.00 per costume. We will be collecting a \$25 deposit in October, November, and December.

The following is the payment outline per costume:

October 1<sup>st</sup> - \$25 costume payment due

November 1<sup>st</sup> - \$25 costume payment due

December 1<sup>st</sup> - \$25 costume payment due

**50% of the costume fee must be paid by November 1<sup>st</sup> and costumes must be paid in full by December 1st or the costume will NOT BE ORDERED.** Orders generally take 8-12 weeks to ship therefore we must order them early to ensure arrival for the spring. You may opt to begin payments on the costumes earlier than the scheduled deposits, but payment is not necessary until the above dates.

#### **Annual Holiday Show:**

We will hold our Annual Holiday Show the week of November 27<sup>th</sup> (tentatively). (This date is subject to change.) Costuming for the Holiday Show is simple. Information regarding costuming for the Holiday Show for each class will be given out closer to the date of the show.

#### **Pictures:**

We will have a professional company, Something New Studios, coming to photograph your child during the year. Something New Studios will come in and take posed photos of the dancers in their costumes. This will be during March/April. We will announce that date as we get closer. We ask that all students participate in the group photos, as they will be used in our program book. However, PURCHASING THE PICTURES IS OPTIONAL. YOU ARE NOT REQUIRED TO PURCHASE ANY PHOTO FOR THE CANDID PHOTOS OR THE POSED PHOTOS.

**Missed Classes:** If you or your child is unable to attend your regularly scheduled class, a make-up class may be taken within one month of the class missed. Please see the instructor to determine which classes are an option to take. **There will be no refunds for missed classes.**

**Weather:** In the event of inclement weather, please call the studio at 732-897-1112 for cancellations. You may also check our Facebook page.

**Insurance:** Shoreline Dance Academy is not responsible or liable for any injury that might occur during classes, rehearsals or performances to either you or your child. You are responsible for your personal property. Shoreline Dance Academy is not responsible for lost or stolen property.

**Photography Waiver:** It is necessary that we have all parents/guardians sign a waiver regarding photos of their child. We do take pictures throughout the year and we want to be sure that is ok with everyone. The pictures may be used in the newspaper or on our website.

**Online Communication:** Please be sure that you have registered your family online on our website. We send out newsletters and all special announcements via email. If you need help accessing your online account, please let us know. If you do not use email, always check our website, visit, or call the office if you have any questions.

**Uniforms:**

**Students MUST wear their hair up securely for all classes and in a bun for Ballet Class. NO EXCEPTIONS!** All ballet classes ages 8 & up are required to wear pink tights and a black leotard. A ballet skirt or booty shorts are acceptable over the leotard. All other classes must wear proper dance attire (leotards and tights of any color needs to be the base attire. Dance skirts/shorts, form fitting tanks, leggings can be worn over the base leotard and tights.). **No baggy clothes or street clothes may be worn during class as it is important for the instructors to see the placement of the dancer's bodies.** Students will NOT BE PERMITTED TO TAKE CLASS IN STREET SHOES. APPROPRIATE DANCE SHOES ARE REQUIRED. (See below for appropriate footwear) No jewelry please. The instructor reserves the right to excuse any student from class who is not dressed appropriately.

If a student does not arrive to class in proper dance attire, the student will be unable to participate in the class.

Black tap shoes are required for Tap classes. Black jazz shoes are required for Jazz classes. (Miss Rachel's classes can have either black or tan jazz shoes) Pink Ballet shoes are required for Ballet classes. Bare feet or foot thongs are required for Modern classes. Pointe shoes are required for Pre-Pointe and Pointe classes. Jazz/Hip Hop sneakers or Jazz shoes are required for Hip-Hop. Please bring all shoes to Musical Theater classes. Pink Ballet slippers and Black Tap shoes are required for Combination ballet/tap classes. Black Jazz or black ballet shoes are required for the Hip Hop combination

classes.

It is very important that we follow the dress code. We will strictly enforce this policy.

**Other: Tuition fees are outlined in this policy, however there are additional optional costs that will occur throughout the year and are unique to the individual student based on his/her class enrollment. These costs include: recital tickets, recital programs, costumes, recital video, individual and group pictures in costume, convention and competition enrollment fees. The recital is optional.**

The Shoreline Dance Academy welcomes you to share any questions, concerns, or feedback you have. For your convenience, a locked mailbox has been placed in the dance lobby for you to deposit your payments and to enhance communication between the director and the parents. Unfortunately, the class schedule is tight therefore making it very difficult to communicate at great length between classes. Your feedback, questions and concerns are very important to us and we want to give you as much time as you would like to discuss anything that you feel necessary. Please leave your name, phone number and message on a slip of paper and deposit it in the mailbox. The director will get back to you during the day in reference to your message. Please refer to our calendar in our handbook for important dates throughout our year.

**Pick-Up/Drop Off:**

Please arrive on time to pick up and drop off your child. Shoreline Dance Academy is not responsible for watching your child in between classes or after their class. It is NECESSARY that all students wait in our dance lobby until a parent or guardian arrives to pick up the student. Students are NOT PERMITTED TO WAIT OUTSIDE IN THE PARKING LOT. WE DO NOT HAVE CHAPERONES OUTSIDE THE BUILDING OR OUTSIDE OUR OFFICE. Please understand that this is a public building and we are not the only tenants in the building. Please be courteous to the other tenants and remain upstairs in our office before and after class. It is necessary that all students wait quietly prior to dance classes or following classes as there are other artists working in the building. We ask that all parents help us enforce this rule. **Students are not permitted to roam throughout the**

building.

We will schedule two observation weeks throughout the year where everyone is invited to sit in and watch class in its entirety. We have observations windows on the classroom doors that you may use all other times throughout the year.

We encourage all of our parents and students to help us make Shoreline Dance Academy a safe and nurturing environment for our students. Our staff will not tolerate any negative behavior in or outside of class. We reserve the right to remove anyone from class when negative behavior is observed. Please remember that students are very sensitive and how we act or things we say may affect a child. Let this be a safe place for everyone. If you have ANY PROBLEMS OR CONCERNS, please come to me, Heather Wanner, immediately so that I may correct them.

Welcome to Shoreline Dance Academy! We look forward to another exciting year as we begin this journey together.

**Shoreline Dance Academy School Calendar**  
2017-2018

**Monday, September 11<sup>th</sup> – Classes start**

**Tuesday, October 31<sup>st</sup> – Closed for Halloween**

**Wednesday, November 22<sup>nd</sup> – Friday, November 24<sup>th</sup> - Closed for Thanksgiving**

**Monday, November 27<sup>th</sup> - Saturday, December 2<sup>nd</sup> – Holiday Show (Tentative)**

**Thursday, December 21<sup>st</sup> – Monday, January 1<sup>st</sup> – Closed for Winter Recess**

**Monday, February 19<sup>th</sup> – Closed for President's Day**

**Friday, March 30<sup>th</sup> – Friday, April 6<sup>th</sup> – Closed for Spring Break**

**Monday, May 28<sup>th</sup> – Closed for Memorial Day**

**Monday, May 29<sup>th</sup>– Saturday, June 2<sup>nd</sup> OR Monday, June 4<sup>th</sup> – Saturday, June 9<sup>th</sup>  
– Dress Rehearsals & Recitals (Tentative)**