



2019 - 2020
Dancer Handbook

My Weekly Class Schedule

Students Name: _____

DAY	TIME	CLASS NAME	TEACHER

Students total monthly tuition = \$ _____

STUDIO POLICIES

REGISTRATION & TUITION

A \$60 annual registration fee per student and the first month's tuition must be received in order to reserve a student's place in class. If you register, you are considered to be enrolled for the full term. All other nine months (September – May) are due by the 1st of each month. There is a \$15 late fee for tuition not paid by the 10th of the month and each month after that the month tuition was due if it has not been paid. **WE DO NOT SEND MONTHLY STATEMENTS, EXCEPT TO OVERDUE ACCOUNTS.** Tuition is the same if the studio is closed for a holiday or if your child misses a lesson; therefore, we do not charge extra when there are five lessons in a month. Tuition for additional immediate family members living in the same household will be discounted 10%. Drop-in classes may be taken at \$15.00 per class.

CARD ON FILE

All accounts must keep a valid credit or debit card on file with Prodigy Dance Centre. Account holders may choose to have regular tuition payments automatically charged on the first of each month. This setting can be changed at any time in the Parent Portal.

If an account becomes 90 days overdue the account holder authorizes Prodigy Dance Centre to charge the card on file for the past due amount. Prodigy Dance Centre will notify the account holder before processing this payment.

DROP / WITHDRAWAL POLICY

Students should only add or drop a class at the end of the month since tuition will not be prorated. If at any time you need to withdraw, you must **NOTIFY THE OFFICE IN WRITING** prior to the withdrawal. Non-attendance is not considered withdrawal from class. Monthly charges continue and tuition is due until we receive written notification of withdrawal. If a student drops mid-month, that month's tuition will not be refunded, due to that student taking up a spot in the class that another student could have occupied for the entire year. There is a drop fee of \$10.00 for each class student withdrawals from if a class is dropped from one month to the next. At the beginning of the year, you may change your schedule without a penalty if you do it prior to September 1st. after that time, the drop fee will be enforced.



PAYMENTS & OVERDUE ACCOUNTS

All payments received are applied to outstanding charges in the order in which they were billed. No exceptions.

Payment methods include: online payments through the Parent Portal, Visa, MasterCard, Discover, cash and check.

There will be a \$25.00 charge for all returned checks and late fees will be applied. If your check is returned by the bank, we require you to make all future payments in the form of credit card through the Parent Portal, cash, or many order/cashier's check.

Checks may only be held for a total of 10 business days

Accounts must be paid in full to participate in the Recital. If an account becomes 90 days overdue, the account holder will be notified that the student cannot participate until the account has been paid in full, or a payment plan has been agreed upon with the office.

STATEMENTS

Statements will be sent to overdue accounts only. We WILL NOT send out monthly statements. You will receive a message reminding you of tuition and fee deadlines. You may log in to your Parent Portal at your convenience to view your statement and/or account balance and make a payment at any time.

ARRIVAL / PICK-UP

Students should not arrive more than 10 minutes before their scheduled class time and should be picked up immediately after class. A \$10.00 fee will be charged to your account if you are more than 15 minutes late to pick up your child. This fee will be paid to the teacher that had to wait with your child. Young children waiting in the lobby must be supervised and are expected to follow all rules and policies.

COMMUNICATION

Students and parents should check the online Parent Portal, website, and postings in the lobby periodically to be aware of all notices posted. All notices, reminders, etc. are sent through the Parent Portal and via email.

STUDENT ATTENDANCE

All students are expected to attend class regularly and on time. Parents are reminded that any absence from class hampers the student's progress. Since our staff must be paid on the base of regular attendance, there is no tuition deduction for lessons missed, regardless of the reason. Absences can be made up by making arrangements through the office.

HOLIDAYS & MAKE-UP CLASSES

Thanksgiving, Christmas and Spring Holidays will be observed according to the dates set by the Muscogee County School System. Classes will be held on teacher planning days and other one-day holidays.

INCLEMENT WEATHER

In the event of future inclement weather, we normally follow what the Columbus City Schools do. If we do close for inclement weather, it will be posted on our website, a message will be posted on our Social Media pages, there will be a message on our answering machine and an email will be sent to all the customers.

CLASS CANCELLATION

Each class must have a minimum of 6 students enrolled for the class to make for the year. If after three weeks the class has not reached the minimum number, you will need to select another class time.



RECITAL INFORMATION

RECITAL COSTUME FEE

Students who are participating in the Recital will be required to purchase one costume for each subject. The costume fee will be posted to accounts and are due by November 15th. Costumes range between \$45-\$80 depending on the level of the class.

RECITAL

All students participating in the Recital will be charged a \$35.00 Recital Fee. This fee is included in your registration fee. This fee assists with the cost of producing a professional show: facility rental, music editing, lighting, sound, technical crews, and all other production needs.

All families are required to purchase 8 tickets to the recital at \$15.00 each. Ticket fees are due March 15th.

All students that participate in the Recital are required to attend any and all rehearsals the week of Recital.

Other “optional” Recital related costs include: Program ads, T-shirts, DVDs, Recital Souvenir Program Book, and flowers.

Also understand that all accounts must be paid in full to participate in the Recital.

RECITAL DATES & LOCATION

Dress Rehearsal – June 5th, 2020

Performance – June 6th, 2020

Location

RiverCenter for the Performing Arts
900 Broadway Street, Columbus, GA 31901

RECITAL PACKET

Recital packets will be sent out in February. This packet will include detailed information about the recital.

GENERAL STUDIO RULES

- ◆ All students and parents must be respectful of Prodigy Dance Centre teachers and staff.
- ◆ All students and parents must be respectful of the other students and parents at Prodigy Dance Centre.
- ◆ Positive language needs to be used in the facility at all times.
- ◆ All students must follow the dress code.
- ◆ All students and parents must be positive and appropriate when posting on social media.
- ◆ No using props / balls / mats without a teacher in the classroom.
- ◆ No jewelry may be worn while in dance or acro classes at any time, with the exceptions of post earrings.
- ◆ No parents, friends, or siblings are allowed in the classroom at any time. This is for the benefit of the dancer. They will learn more if we have their complete attention.
- ◆ Preschool and Kindergarten Parents: Please take your dancer to the restroom BEFORE class begins to avoid accidents and disruptions to class.
- ◆ All personal belongings may be kept in the dressing room or in the studio with the dancer if needed. Prodigy Dance Centre is not responsible for items left behind at Prodigy Dance Centre. Please make sure you check for all your belongings before leaving the studio.

ZERO TOLERANCE ACTS

Zero tolerance acts will have the student/staff sent immediately to the Director, and a parent called. Zero tolerance acts include the following:

- ◆ Possession of weapons, drugs, or alcohol.
- ◆ Use of profanity.
- ◆ Destruction of property.
- ◆ Bullying and violence (physical or verbal) against staff or other students.
- ◆ Theft.



DRESS CODE

BALLET CLASSES

Pink tights, pink ballet shoes, a solid color leotard, and hair should be neatly secured in a bun. Ballet skirts are optional. No heavy jewelry or loose fitting clothes should be worn to any class.

JAZZ CLASSES

Caramel color jazz shoes, and hair should be neatly secured away from the face and off the neck. No heavy jewelry or loose fitting clothes should be worn to any class.

TAP CLASSES

Caramel tap shoes (Kindergarten – Level 3), black tap shoes (Level 4-7). Hair should be neatly secured away from the face and off the neck. No heavy jewelry or loose fitting clothes should be worn to any class.

MALE DANCERS

Will be required to wear black jazz pants or shorts, solid color t-shirt, and appropriate shoes for each class.

TUITION

A \$60 annual registration fee per student and the first month's tuition must be received in order to reserve a student's place in class. If you register, you are considered to be enrolled for the full term. All other nine months (September – May) are due by the 1st of each month.

MONTHLY TUITION FOR DANCE CLASSES (based on number of classes per week)

1 Class	\$70.00
2 Classes	\$105.00
3 Classes	\$140.00
4 Classes	\$175.00
5 Classes	\$200.00 (unlimited)

*Please note that our Pre-K. and Twirl program is not included in the monthly dance class tuition.

MONTHLY TUITION FOR PRE-K. & TWIRL CLASSES

Pre K. Combo	\$45.00
Hippity Hoppity	\$20.00
Twirl	\$40.00

LATE FEE

A \$15.00 late fee will be applied to accounts not paid by the 10th of each month.

PARENT PORTAL

Listed below are the instructions to access your Parent Portal for new and current students. You will be able to make payments, register for classes, view important dates & communicate with the office.

From a Computer:

1. Go to Prodigy Dance Centre's website – www.prodigydancecentrega.com
2. Click on the portal icon in the top right hand corner. You will want to save the portal in your favorites for ease of accessing it in the future.
3. Click "Create New Account"
4. Enter your parent information as instructed on the screen.
5. Click "Add a Student".
6. Enter the student's information as instructed on the screen.
7. You will be notified that your student already exists in the system.
8. It will then prompt you to agree to all of PDC's policies and procedures. Please take time to read each of these carefully because some changes have been made to our policies.
9. Click "Save Account & Login".

From a tablet/phone:

1. Go to the app store and search "Prodigy Dance Centre" and download the app.
2. Log in to your parent portal account using your username and password. Be sure that you have created your account on a computer before downloading the app.

If you already have a Parent Portal account set up:

1. Go to Prodigy Dance Centre's website – www.prodigydancecentrega.com or download the app in the app store.
2. Click on the portal icon in the top right hand corner. You will want to save the portal in your favorites for ease of accessing it in the future.
3. Sign-in using your username and password.



IMPORTANT DATES

AUGUST 5 TH	FALL CLASSES START
SEPTEMBER 1 ST	SEPT. TUITION DUE
SEPTEMBER 2 ND	LABOR DAY (STUDIO CLOSED)
SEPTEMBER 9 TH	BRING A FRIEND TO DANCE WEEK!
OCTOBER 1 ST	OCT. TUITION DUE
OCTOBER 1 ST	RECITAL COSTUME INVOICES GO OUT
OCT. 24-30	HALLOWEEN COSTUME WEEK!
OCT. 31 ST	HALLOWEEN (STUDIO CLOSED)
NOVEMBER 1 ST	NOV. TUITION DUE
NOVEMBER 4-7 TH	SPIRIT WEEK! (more details will be announced)
NOVEMBER 15 TH	RECITAL COSTUME PAYMENT DUE
NOVEMBER 18-21 ST	PARENT WATCH WEEK!
NOVEMBER 25-29 TH	THANKSGIVING BREAK (no classes this week)
DECEMBER 1 ST	DEC. TUITION DUE
DECEMBER 16-19 TH H	OLIDAY PARTY WEEK! (more details will be announced)
DECEMBER 23-JAN. 5 TH	WINTER BREAK (no classes)
JANUARY 1 ST	JAN. TUITION DUE
JANUARY 6 TH	STUDIO CLASS START BACK
FEBRUARY 1 ST	FEB. TUITION DUE
FEBRUARY 3 RD	RECITAL PACKET GOES OUT
MARCH 1 ST	MARCH TUITION DUE
MARCH 30 – APRIL 3 RD	SPRING BREAK! (no classes this week)
APRIL 1 ST	APRIL TUITION DUE (this is the last tuition payment)
JUNE 5 TH	RECITAL DRESS REHEARSAL (more details will be announced)
JUNE 6 TH	RECITAL PERFORMANCE (more details will be announced)



PRODIGY DANCE CENTRE 2019-20 FALL SCHEDULE
www.prodigydancecentrega.com

 Updated
7/28/19

STUDIO 1		STUDIO 2		STUDIO 3	
MONDAY 3:15-4:00 TWIRL PINK (age 2-2.5) 4:00-4:45 TAP 1 (age 5-6) 4:45-5:30 BALLET 1 (age 5-6) 5:30-6:15 JAZZ 1 (age 5-6) 6:15-7:15 PRE K BALLET/TAP (ages 3-4) 7:15-7:45 HIPPIITY HOPPITY (ages 3-4) 7:45-8:30 BEG. ACRO (ages 4-6)		4:00-4:45 TAP 2 (age 7-8) 4:45-5:30 JAZZ 2 (age 7-8) 5:30-6:15 BALLET 2 (age 7-8) 6:15-7:00 BEG. HIP HOP (age 5-7) 7:00-7:45 BEG. LYRICAL (age 5-7) 7:45-8:30 BEG./INT. ACRO (ages 7+) 8:30-9:30 ADV. ACRO		4:30-5:15 BEG./INT. HIP HOP (age 8-10) 5:15-6:00 BEG./INT. LYRICAL (age 8-10) 6:15-7:00 TAP 4/5 7:00-7:45 TAP 6/7 7:45-8:30 COMPANY REHEARSAL	
TUESDAY 4:30-5:15 TWIRL PINK (age 2-2.5) 5:15-6:15 PRE K BALLET/TAP (age 3-4) 6:15-6:45 HIPPIITY HOPPITY (age 3-4) 6:45-7:45 PRE K BALLET/TAP (age 4)		4:00-4:45 TAP 3 4:45-5:30 JAZZ 3 5:30-6:15 BALLET 3 6:30-7:15 R. W. JAZZ TECHNIQUE 7:00-8:00 COMPANY REHEARSAL		5:30-6:30 JAZZ 6 6:30-7:30 BALLET 6 7:30-8:30 BALLET 7 8:30-9:30 JAZZ 7	
WEDNESDAY 4:30-5:15 COMPANY REHEARSAL 5:15-6:15 PRE K BALLET/TAP (age 3-4) 6:15-6:45 HIPPIITY HOPPITY (age 3-4) 6:45-7:15 TEEN TAP (age 13-up)		4:30-5:15 BEG./INT. HIP HOP (age 8-10) 5:15-6:15 JAZZ 4 6:15-7:15 JAZZ 5 7:15-8:00 TEEN BALLET (age 13-up) 8:00-8:45 TEEN JAZZ (age 13-up)		4:30-5:15 MUSICAL THEATRE 1 5:15-6:15 BALLET 5 6:15-7:15 BALLET 4 7:15-8:15 SPLENDOR JAZZ TECHNIQUE	
THURSDAY 3:45-4:45 PRE K BALLET/JAZZ (ages 3-4) 4:45-5:30 TAP 1 & 2 (age 5-8) 5:30-6:15 BALLET 1 & 2 (age 5-8) 6:15-7:00 JAZZ 1 & 2 (age 5-8) 7:00-7:45 RISING WONDERS CO.		4:15-5:00 MUSICAL THEATRE 2 5:00-5:45 INT. HIP HOP 5:45-6:30 SPLENDOR BALLET TECHNIQUE 6:30-7:30 INT. LYRICAL		5:00-5:45 MUSICAL THEATRE 3 5:45-6:30 ADV. HIP HOP 6:30-7:30 ADV. LYRICAL 7:30-8:30 SENSATION/PROTÉGÉ JAZZ 8:30-9:30 SENSATION/PROTÉGÉ BALLET	



FOLLOW US!!

FACEBOOK & INSTAGRAM

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