

# Chris Collins Dance Studio

5408 Eisenhower Avenue, Alexandria, VA 22304 | 703.370.7808 | [www.chriscollinsdance.com](http://www.chriscollinsdance.com)

## FALL 2016 REGISTRATION NEWSLETTER

### Welcome to all new and continuing students!

We are excited to have you join us for our 41st dance season. Be sure to get a copy of our studio calendar for the coming year.

**Fall Parent Week – October 3-8.** Please take the opportunity to meet each of your student's teachers.

**Students are automatically registered and tuition is due through June 2017.**

Students who withdraw from any classes must give two weeks' written notice and be paid in full through that two-week period.

Please read the studio brochure and all newsletters that are sent home each month with your student. There are also copies on the studio bulletin board and our website. It is the responsibility of each student/parent to read brochure and newsletters to be aware of all policies and communications throughout the year!

If your student has any allergies or medical conditions, please make us aware of them at registration. If you have a change of address or phone number during the year, please let us know.

**Monthly tuition** - All payments are due prior to the first of each month. A \$25.00 late fee is incurred after the fifth day of the month.

Please "like" our Facebook business page – Chris Collins Dance Studio. Current students can also join the closed Facebook group - Chris Collins Dancers.

You can also check our website [www.chriscollinsdance.com](http://www.chriscollinsdance.com) regularly for updates.

Please note that the placement of students is tentative at registration and some students and/or classes may be switched. Advance scheduling is difficult, but we will do our best to accommodate all. All class changes will be finalized in the fall. This month there are openings in all levels of all courses. We have classes for all ages in ballet, tap, jazz, and hip hop and also have acro classes for children.

We have a great ZUMBA program Mon-Wed-Fri morning at 10:00 am. Come in and meet Hilary and Join the party! - First class is FREE!!

If you are a new student and have a discount coupon of any type, please understand that it is good only at the time of registration - not later in the month. Only one coupon is accepted per family. Once you have registered, refer a new student to our studio between now and the end of October and receive a \$20.00 credit for each referral!

We can only be responsible for students during class time. Please make every effort to ensure your child is picked up as soon as their class is over.

Be sure you purchase shoes through the studio so you have correct shoes. We stock dance shoes. We also carry dance tights, leotards, black dance shorts, black sports bras, and studio spirit wear.

If you have any questions about the studio, classes, Dance Company, or anything else please contact the office or Email the director. Although it is not easy for teachers to speak with you between classes, they will be happy to phone you. To reach any instructor, you may leave a message with the main office. You can Email the director - [chris@chriscollinsdance.com](mailto:chris@chriscollinsdance.com)

**At Chris Collins Dance Studio, we are Proud of our Past; Excited for our Future!**  
If you have any questions after reading the newsletter, please email [chris@chriscollinsdance.com](mailto:chris@chriscollinsdance.com)

# Schedule

Student	Day	Time	Class	Room	Hours	Teacher	First Class

**TOTAL HOURS:** \_\_\_\_\_

TUITION: Monthly rate prior to the First: \$ \_\_\_\_\_

Tuition payments are done through our online system “the Studio Director”. We accept Visa and MasterCard. Tuition is based on a yearly fee, and may be paid in full at time of registration (which entitles student to one-month free tuition). For your convenience, it may be split into equal payments due prior to the 5th of each month. Automatic recurring payments may be set for the 5th of the month or you may make monthly online payments also due by the 5th of each month. Payments declined are subject to a late fee of \$25.00.

Tuition is considered late after the first of the month. A \$25.00 Late Fee will automatically be applied on the 6th of each month.

If you elect to use our automatic recurring payments, it is your responsibility to enter new card if your card on file expires or changed. Automatic recurring payments is set for balance due for payments on tuition, costume, studio fees, or supplies. We accept cash or checks at the office if you choose to pay in person for your balance. Returned checks are subject to a \$25.00 service charge and payment must be replaced by cash or money order.

Students are automatically registered through June. A minimum of two weeks’ written notice must be given to the office prior to withdrawing from any classes and tuition is due during the two-week period.

We reserve space for each enrolled student in a class whether the Student attends or not. Missed classes may not be pro-rated. If Tuition is thirty days overdue, students may not be able to participate in classes. No checks will be accepted after June 1st. In June, all accounts must be clear or students will not perform in the year-end recital. If account is delinquent after 120 days’ student will be withdrawn from class. You are still liable for Past due and for costume balance. The person signing this form is given a brochure of the studio policies and is responsible for reading it and keeping up with all communications and policies throughout the year.

### OTHER FEES TO EXPECT THROUGHOUT THE YEAR

OCTOBER: Non-refundable recital production fee and costume deposits due.  
*(Complete information will be given during fall Parent week – October 3-8)*

FEBRUARY: Balance due on all costumes ordered.  
*(Statements will be mailed)*

**ALL OF THE ABOVE FEES MUST BE PAID ON A TIMELY BASIS AND ARE NON-REFUNDABLE**

### DANCE SUPPLIES

STUDENTS NEED SOLID COLORED LEOTARD AND TAN, OR PINK TIGHTS.

Creative Movement, Intro, and combo classes may wear pink or black leotards.

Older students in individual classes of ballet, tap, jazz, acro, must wear black leotards. Black “booty shorts” are permitted in most classes. Nothing else is to be worn over leotard except in hip hop classes.

BE SURE STUDENT'S NAME IS IN ALL SHOES!

Correct shoes for each class are always available through the studio.

Tan Tap Shoes - Pink Ballet Shoes - Tan Super Jazz Shoes - Full/Split Sole Ballet Shoes