



# **2020-2021**

## **Studio Handbook**

8227 Rockcreek Parkway  
Cordova, TN 38016  
901-383-8988

11125 Highway 70, Suite 114  
Arlington, TN 38002  
901-867-1972

[www.joymcdanieldance.net](http://www.joymcdanieldance.net)

# Welcome to Joy McDaniel Academy of Dance and Gymnastics

The Joy McDaniel Academy of Dance and Gymnastics is more than a mere dance studio. It is a place where children can develop skills and acquire experiences that will help them in all phases of their lives.

By working within a group, practicing steps and routines and performing before an encouraging audience, our students gradually yet consistently improve their confidence, concentration and coordination.

At the end of the day, however, we want our students to have fun. That's why we've developed a range of programs customized to a variety of skill levels, ages and interests.

Our Handbook is provided to help you and your student succeed and grow at our studio. If you have any questions or concerns, please ask! We look forward to teaching our students and getting to know them.

Joy McDaniel  
Owner and Director

## Cordova Studio Office Hours

**Monday:** 4:00-8:30 pm  
**Tuesday:** 4:40-8:40 pm  
**Wednesday:** 5:55-7:30 pm  
**Thursday:** 4:25-8:30 pm

## Arlington Studio Office Hours

**Monday:** 5:00-8:15 pm  
**Tuesday:** 4:00-8:10 pm  
**Wednesday:** 5:10-7:35 pm  
**Thursday:** 4:30-8:35 pm

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**Please Note: The Parent Agreement and Studio Handbook were written in hopeful anticipation of things being back to normal for the 2020-2021 Session. Due to the Covid-19 situation, information in the 2020-2021 Studio Guide is subject to change.**

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## CLASS DESCRIPTIONS

**\*\*A minimum number of students is required to hold class\*\***

**COMBINATION CLASSES** are a 45 minute combination of ballet & tap. Students will learn the fundamentals of ballet & tap while incorporating creative movement into the class. The combo classes are divided into ages and abilities.

- **Preschool** – ages 3-5 (no experience required)
- **Advanced Beginner I** –Kindergarten age & beginner 6 year olds
- **Advanced Beginner II** – ages 6-7 w/ experience
- **Intermediate I** – ages 7-8 w/experience (pre-requisite Adv. Beg. II or instructor's permission)
- **Intermediate II** – ages 8-10 (pre-requisite Intermediate I & instructor's permission)

**ADVANCED LEVEL DANCE CLASSES** – Each subject is at least a 45-minute class & placement by the instructor is required based on skill level. These are not beginner classes; they are the advanced level classes.

- **Ballet/Tap I** (Arlington studio) is an hour class for ages 8 & up with experience. Level ballet classes are a combination of classical ballet & lyrical. Tap I builds on the steps learned in the Intermediate level.
- **Ballet I/II** (Cordova Studio) is a 45 minute class for ages 9 & up with experience & instructor's permission. Level ballet classes are a combination of classical ballet & lyrical.
- **Tap I/II** (Cordova studio) is a 45-minute class for ages 9 & up with experience & instructor's permission. Tap I/II builds on skills and steps learn in previous levels.
- **Jazz I** is a 45-minute class for ages 7 & up. Jazz students must also take a ballet class either in a combination class or a ballet technique or an advanced level class. Jazz is set to popular music & is a fun dance style that relies heavily on ballet training and often uses bold, dramatic body movements, including body isolations and contractions. No previous jazz class required.
- **Ballet Technique I** is a 45-minute class for ages 8 & up. The class is classical ballet with the focus on barre work & placement of the body. No previous ballet class required.
- **Hip Hop I** is a 45-minute class for ages 7 & up. Hip Hop dance refers to street dance styles primarily performed to hip-hop music. It includes a wide range of styles primarily breaking, locking, and popping. JMAP hip hop includes age appropriate songs & movements. No previous dance class required.
- **Contemporary** is a 45-minute class for students in Level III & IV classes with ballet experience. Contemporary students must also take a ballet technique or an advanced level ballet class. Contemporary is a style that fuses Jazz and Ballet.
- **Level II, III, & IV Classes** in Ballet, Tap, Jazz, Ballet Technique & Hip Hop are 45-minute or 1-hour classes. Students must have mastered the prior level and obtain the permission of the instructor to register for these classes.

### **GYMNASTICS**

- **Preschool Tumbling** is a 45-minute class for ages 3-4. This class is in preparation for the full beginner gymnastic class. It includes tricks & exercises in balance and strength. It includes rhythm skills and lots of props.
- **Gymnastic Classes** are 45-minute classes. These classes include basic floor tumbling skills. A floor balance beam is used to strengthen balance and a mini-tramp is used to develop spring skills. Each level progresses from forward rolls and cartwheels to advanced tumbling, including handsprings & ariels. Instructors work with each student on their individual level focusing on flexibility and agility.
  - **Beginner Gymnastics** – ages 4 – 8 (Cordova) ages 4-6 and 6-8 (Arlington)
  - **Advanced Beginner** – ages 7-10 with experience
  - **Intermediate Gymnastics**– ages 8 & up with experience
  - **Advanced Gymnastics**– Permission of instructor

### **6 WEEK CLASSES**

- **Pre- Ballet -2/3 year old class**-Each class is a 30-minute class once a week for 6 weeks. Emphasis is on introducing ballet and creative movement to the student. The students must be 2 by the start of class.
- **Toddler Music & Tumbling** - Each class is a 30-minute class once a week for 6 weeks. Classes include music activities and tumbling. The student must be 2 by the start of class.

<b>Combination Ballet &amp; Tap Classes Girls</b>	<b>Combination Ballet &amp; Tap Classes Boys</b>
Black leotard Pink tights Pink ballet shoes Tan tap shoes	T-shirt Shorts or pants that they can move in (no blue jeans). Black ballet shoes Black tap shoes

<b>Gymnastic Classes</b>	<b>Gymnastic Classes</b>
Leotard (any color or style) Shorts may be worn White Gymnastics shoes	T-shirt Shorts or pants that they can move in (no blue jeans) Black gymnastic shoes or barefooted.

<b>Ballet Level Classes</b>	<b>Ballet Technique Classes</b>
Leotard (any color) Tights (any color) Ballet skirt (optional) Booty shorts (optional) Pink ballet shoes	Black leotard Convertible pink tights Black ballet skirt Pink ballet shoes

<b>Tap Level Classes</b>	<b>Jazz Level Classes</b>
Leotard (any color) Tights (any color) Booty shorts (optional) Block tan lace-up shoes (if buying new ones)	Leotard (any color or style) Tights (any color or style) Booty shorts, jazz pants, or leggings (optional)

<b>Contemporary</b>	<b>Hip Hop Girls and Boys</b>
Leotard (any color) Convertible tights (any color) Booty shorts (optional) Ballet shoes	Comfortable clothes that they can move in (no blue jeans) Girls—no crop tops—must wear long t-shirt or leotard Tennis shoes

<b>6-Week Pre-Ballet Class Girls</b>	<b>6-Week Pre-Ballet Class Boys</b>
Leotard Ballet shoes	T-shirt Shorts or pants that they can move in (no blue jeans) Black ballet shoes

<b>Toddler Music &amp; Tumbling Class Girls</b>	<b>Toddler Music &amp; Tumbling Class Boys</b>
Leotard Gymnastic shoes or barefooted	T-shirt Shorts or pants that they can move in (no blue jeans) Gymnastic shoes or barefooted



## STUDIO CALENDAR

Due to the Covid-19 situation, the dates listed below are subject to change.

### **August 2020**

08 – 9:00-11:00 Open House at Arlington  
1:00-3:00 Open House at Cordova  
11 – 5:00-7:00 Open house at Cordova  
12 – 5:00-7:00 Open House at Arlington  
17-20 – 1st week of classes  
21 – 4:30-6:30 Shoe Fitting Arlington & Cordova

### **September 2020**

07 – No classes (Labor Day)  
11 – 4:30-6:30 Shoe fitting at Arlington

### **October 2020**

TBA – Dance Observation Week  
TBA – FALL BREAK  
TBA – Gymnastic Observation Week  
24-25 – Southern Association of Dancemasters  
Convention  
26-29 – Whacky Week (wear costumes)

### **November 2020**

12– Recital Deposits due  
TBA – THANKSGIVING BREAK

### **December 2020**

TBA – Gymnastics Observation Week  
14-17 – PJ Week  
18-January 3 – CHRISTMAS BREAK

### **January 2021**

4 – Classes start back  
TBA – Recital Meetings in Cordova  
TBA – Recital Meetings in Arlington

### **February 2021**

18 – Recital Balances due

### **March 2021**

TBA – SPRING BREAK

### **April 2021**

TBA – Cordova Group & Individual Pictures  
TBA – Arlington Group & Individual Pictures  
TBA – Production Picture & Rehearsal  
24 – Arlington in April (Arlington students)

### **May 2021**

17-21 – Mandatory Stage Rehearsals  
22 – RECITAL

## TUITION RATES & FEES



### Tuition 2020-21

Classes Per Week	Monthly Tuition	Monthly Tuition w/auto pay w/bank account	Yearly Tuition W/Discount	
			Starting Classes in August <i>Offer Expires Aug. 17, 2020</i>	Starting Classes in September <i>Offer Expires Sep. 5, 2020</i>
One	\$61	\$56	\$521.55	\$494.10
Two	\$102	\$92	\$872.10	\$826.20
Three	\$138	\$128	\$1179.90	\$1117.80
Four	\$163	\$153	\$1393.65	\$1320.30
Five	\$188	\$178	\$1607.40	\$1522.80
Six	\$213	\$203	\$1821.15	\$1725.30
Seven	\$238	\$228	\$2034.90	\$1927.80
Eight	\$263	\$253	\$2248.65	\$2130.30

6-Week Classes		
Fee	Amount	Due
6-Week Class (six 30-minute Classes)	\$60 per 6-week session	Processed at time of registration. Six-week classes are not eligible for Pay at Study/Parent Portal Option.

Fees (2019-2020 Session Classes)		
Fee	Amount	Due
Registration Fee – Non-Refundable	\$30 per student	At time of registration
*Costume Deposit – Non- Refundable	\$55 per costume	November 12, 2020
*Costume Balance – Non-Refundable (Average cost of costumes is \$65)	Determined by actual cost of costume	February 18, 2021
*Recital Fee – Non-Refundable	\$85 for 1 student \$100 for 2 or more students	February 18, 2021

\*For more information on Costumes and Recital Fee see page 12.

#### YEARLY TUITION DISCOUNT

A 10% tuition discount is available for students wishing to pay the entire year in advance. This offer expires September 5<sup>th</sup>. YEARLY TUITION IS NON-REFUNDABLE

#### LATE FEE

A late fee of \$10.00 will be added if tuition is not paid by the 15<sup>th</sup> of the month.

#### RETURNED CHECK/AUTO-EPAYMENT FROM BANK ACCOUNT

A \$25 Fee will be added to returned checks or returned EFT.



## 6-WEEK CLASSES & SUMMER SESSIONS

### 2/3 Year Old 6-Week Classes

- No Registration fee for six week classes.
- Payment of \$60 will be processed to credit card/bank account on file when registering for each session. Six-week classes are not eligible for Pay at Studio/Parent Portal Option.
- Six-week classes are not eligible for multi-class or auto-pay discounts.
- Six-week classes do not participate in the May Recital.
- There will be an observation time during the last class of each 6-week session.

### Summer Sessions

- No Registration fee for Summer sessions.
- There are no discounts offered for the Summer Session.
- Payment for the summer session will be processed to the credit card/bank account on file when registering for each Summer session.
- There will be an observation time during the last class of each Summer session.
- Summer Session camps and classes are available on the [JMAD website](#).



## Tuition and Registration Fees

- **Registration Fee** - A non refundable \$30 per student Registration Fee is due at registration. The registration fee is processed automatically upon receipt of registration.
- **Tuition** – Tuition is \$61 per month for one class per week. A multi-class discount is available and is based on the total number of classes per family. A multi-class fee schedule can be found on page 5 of the Studio Handbook. An additional discount is given to families enrolled in automatic e-payments using a bank account.
- For students registering after the first of the month, the first month's tuition must be paid in full at the time of enrollment.
- Failure to pay tuition by the 20<sup>th</sup> of the month may result in your child/children being administratively withdrawn from JMAD.
- Tuition is based on 32 weeks of classes and payments are averaged out over 9 ½ months. Our 32-week schedule includes an inclement weather week.

## Payment Options

### 1. **Annual Payment** -Tuition for the year paid in full.

- A 10% discount will be given for tuition paid in full for the 2020-21 year by September 5, 2020. This fee is non-refundable.
- Annual Tuition can be paid at the studio by the first class in August or by Automatic E-Payment to be processed on August 5, 2020.
- With Annual Automatic E-payments, Tuition is processed the 5th of August. The following fees will be processed automatically if not paid prior to the due date:
  - Costume deposit of \$55 per costume on November 12, 2020. The Costume Fee is non-refundable.
  - Recital Fee of \$85 for one child or \$100 for 2 or more children on February 18, 2021. The Recital fee is non-refundable.
  - Costume balance also on February 18, 2021. The Costume Balance is non-refundable.

### 2. **Monthly Automatic E-payments.**

- Tuition paid monthly can be paid by enrolling in automatic e-payments using a bank account or credit/debit card when registering.
- Families enrolled in automatic e-payments using a bank account will receive an auto-pay discount on their monthly tuition. A \$25 fee will be charged to all returned bank drafts.
- A \$10 late fee will be added to all declined/returned automatic payments if tuition is not paid by the 15th of the month. If a payment is declined/returned, the parent/guardian is responsible for verifying account information and making the payment either through the Parent Portal or at the studio.
- Monthly Automatic E-payments for tuition will be processed on the 5th of each month, August-May, unless JMAD is notified in writing to discontinue them. If you need to change this agreement, you are responsible for changing your payment option and/or your account information in your Parent Portal; and May tuition will be due immediately.

With Monthly Automatic E-payments, the following fees will be processed if not paid prior to the due date:

- Costume Deposit of \$55 per costume on November 12, 2020. The Costume Deposit is non-refundable
- Recital Fee of \$85 for one child or \$100 for 2 or more children on February 18, 2021. The Recital Fee is non-refundable.
- Costume Balance also on February 18, 2021. The Costume Balance is non-refundable.

### 3. **Monthly Payments at the Studio or on the Parent Portal**

- Tuition may also be paid in person at the studio each month by cash, check, or credit/debit card or paid on the Parent Portal by the parent/guardian.
- With this option, tuition for May 2021, is due when enrolling or when changing to this payment option.
- Tuition is due by the 5th of each month, August-April. Monthly statements are not sent out unless the account is past due.
- A \$10 late fee will be added to tuition not paid by the 15th of the month. A \$25 fee will be added to all returned checks.



## STUDIO POLICIES

### Behavior and Conduct

Joy McDaniel Academy of Dance and Gymnastics strives to be a positive, respectful, family friendly dance and gymnastics academy.

#### **1. General**

- Students, parents/legal guardians, guests, and any person(s) associated with students or parents/legal guardians are expected to be attentive, respectful, and polite to all JMAD instructors, staff members, fellow students, parents/legal guardians, and other persons present on the JMAD premises, at any event or function where they are representing JMAD (including but not limited to: performances, recitals, dance competitions, conventions, etc.)
- Gossip, intimidation, abuse, or disrespectful comments of any kind about JMAD, its staff, instructors, affiliates, students, and/or parents/legal guardians will not be tolerated whether on or off JMAD premises.
- Any grievances should be brought to the immediate attention of Joy McDaniel (Owner and Director) and not shared with other parents/legal guardians or students of JMAD past or present.
- The failure of students, parents/legal guardians, guests, and any persons associated with the student or parents/legal guardians to abide by these rules may result in the administrative withdrawal, suspension, or termination of the student.

#### **2. Classroom**

- Students should arrive to class on time, wearing proper attire (leotard, tights, etc.), and with the appropriate shoes.
- No chewing gum is allowed in the classroom.
- Students are expected to participate in class and behave respectfully toward instructors and classmates.
- Instructors are expected to make every effort to cultivate a healthy and respectful learning environment, and therefore reserve the right to implement class specific policies (including but not limited to: dress code, tardiness/absences, language, and cell phones). It is each individual instructor's responsibility to communicate any class-specific policies to students and parents.
- In regard to disruptive behavior in the classroom, instructors may discipline children by using time outs, or withholding rewards (such as stickers) as necessary. Instructors are expected to communicate with parent/legal guardians regarding disruptive behavior.

#### **3. Social Media**

- JMAD allows and encourages the use of social media to celebrate the hard work of our students and promote the art of dance and gymnastics.
- Slanderous, explicit, or abusive statements, videos, or posts made on any social media accounts including but not limited to Facebook, Instagram, Twitter, etc... toward, about or in association with JMAD, its staff, instructors, students, Parents/legal guardians, and affiliates will not be tolerated.
- Violation of this regulation may be grounds for immediate administrative withdrawal, suspension, or termination from JMAD.
- JMAD reserves the right to pursue legal action for any slanderous, explicit, or abusive social media posts that may cause harm in any manner to JMAD or its owners, directors, managers, instructors, or employees.
- It is highly recommended that parents/legal guardians supervise the JMAD related pictures and posts on their child's social media accounts.

### Lobby Rules

- No horseplay: Parents are asked to keep students and waiting siblings from aggressive horseplay and running in the lobby.
- No tumbling: Students should not be doing any tumbling in the lobby.
- No food or drinks, except water.
- Courtesy: Please be courteous to fellow parents. Our lobby can become crowded and a little common courtesy can go a long way.

### Safety Rules

- Please be on time to pick up your child, and please do not leave your child early as supervision cannot be guaranteed because there are no breaks between classes.
- Please come inside or to the door to pick up your child. Students under the advanced level classes will not be released to the parking lot without an adult.
- Please do not leave siblings in the lobby without a parent/guardian. The staff cannot be responsible for their safety.

### Student/Parent/Teacher Relations

- Contacting instructors: Instructors can be contacted through the Parent Portal by selecting *Contact Us* and entering *Attention: [Instructors Name]* in the subject line of your message. Messages may also be left at the studio desk for instructors to call you back.
- Please do not call or text teachers at home on their personal phones – please respect the time they have with their families.

### Customer Portal

- Parents/guardians have access to their studio account via the Parent Portal link on the JMAD website.
- From the Parent Portal you are able to send messages to the studio, view your registered classes, update your credit card or bank account information, make payments, and more.

### Communication

- Communication from the studio will be done by email. You are responsible for keeping a current active email address on file with the studio.
- Extremely important or emergency information will be sent by text messages. In order to receive text messages from JMAD, you must opt-in to Text Messaging which can be done through your Parent Portal.
- If your email address changes, please login to your Parent Portal and make the change in your contact information.
- Information is also frequently posted on the bulletin boards in the lobby. Please come in on a regular basis to check for new information.
- Social media: JMAD is on Facebook and Instagram. Become a fan and keep up with the latest JMAD news and contests.

### Personal Belongings

- Please label all shoes, dancewear, dance bags, coats, etc. with the student's first and last name. Please write your dancers name on the bottom of their shoes.
- Please do not send toys or jewelry with your child.
- Lost and found Items will placed in the plastic bin in the lobby. Please check the bin for any lost items. At the end of the dance year (May), any unclaimed items will be donated.

### Attendance

- Regular attendance is imperative, as absences and tardiness can hold back an entire class.
- Please make every effort to have your child at every class. If your child must be absent from any class, please call JMAD ahead of time to inform them of the absence.
- If a student does not attend school due to illness, please do not send them to the studio.
- There will be no refund nor any make up classes for missed classes.
- If a student misses 3 or more consecutive classes, the child may be administratively withdrawn and/or unable to participate in the annual recital with no refunds.



## STUDIO POLICIES

### Withdrawal Policy

- In the event it becomes necessary to withdraw a student from a class and/or JMAD, the parent/legal guardian must complete a withdrawal form (available at the studio) and return it to the front desk before the 1st of the month.
- If the withdrawal is submitted after the 1st of the month, the parent/legal guardian is responsible for that month's tuition. The tuition will be paid by one of the following:
  - Automatic e-payment for those enrolled in Automatic e-Payments
  - Pre-paid May tuition paid at the time of registration for those enrolled in Pay at Studio/Parent Portal.
- The parent/legal guardian is responsible for any outstanding balance on the account. The outstanding balance is due at the time of withdrawal.

### Inclement Weather Policy

- In the event of inclement weather, morning classes will be cancelled if the Shelby County Schools are closed.
- For information on afternoon and evening classes, please check the website or call the studio after 2:00 p.m.
- There is one week of inclement weather classes built into our 32 week schedule. Classes will only be made up if 2 or more weeks are missed due to inclement weather.

### Observation

- No observers are allowed in the classroom during classes.
- There will be observation days in October and January.

### Recital

- The annual recital will be Saturday, May 22, 2021 at the Germantown Performing Arts Centre.
- Mandatory Stage Rehearsals will be the May 17-21, 2021. Students must attend their scheduled mandatory rehearsals in order to be in the recital.
- Since costumes add excitement and a professional quality to our recital, all of our students perform in costume.
- Costume prices are approximately \$65 each.
- Combination dance classes will have two costumes and other classes will have one per subject.
- Costumes payments will be divided into 2 non-refundable payments due in November and February.
- A non-refundable recital fee is due with the non-refundable costume balance in February. The recital fee is \$85 for one student and \$100 for two or more students. The fee includes a minimum of 2 tickets to the recital.

### Photographs/Videos/Marketing

- Photographs and/or videos of students and/or their class(es) may be taken for the promotion of JMAD.
- Any photographs and/or videos may be used for, but not limited to brochures, literature, newspaper advertising, website, social media accounts, etc.
- Students' names will not be included with the photographs unless the director of JMAD obtains separate permission from the parent/legal guardian.
- No compensation will be provided for such use.

### Preparing for Class

- Students are to enter the dance room fully dressed for class and proper shoes on.
- Combination classes (Preschool, Advanced Beginner, and Intermediate dance classes) will need to have ballet shoes on each week when entering class. Please put tap shoes in a dance bag that they will bring into class with them. Put your child's name on shoes and bag. The teachers and assistants will help dancers change shoes in the middle of class.

## What to Expect your First Week

- The Lobby can be very crowded the first few weeks of classes. This will settle down after the first few weeks.
- Like school, the first few weeks of class are review. This allows everyone to get comfortable with new classes and new teachers. Also, teachers can evaluate students to be sure they are in the correct class.
- If students have been placed in classes that are not correct for them—Don't worry, we will find a more suitable class!
- The parking lot can be very busy, especially as classes are changing. This is something that can't be helped. Please be careful to watch for children!
- It is best to get your child in class on time, ready to dance.
- Younger students will be walked out into the lobby for pick up.
- The youngest dancers will often have tears or anxiety the first few weeks. This is normal. The teachers are trained to get children "on task" quickly. It is not uncommon to have a few dancers on a few hips the first month of class! The best way to ensure success is for parents to assure them they are going to have fun. Leave as quickly as possible and make sure the door is closed. Please keep noise down in the lobby, and don't let siblings open or knock on the door. This will distract the students.
- Please have all students use the bathroom before class. Teachers will gladly take students if they do need to go during class, but this can be a disruption.

**Always stop by the front desk if you have questions or concerns.  
Every staff member wants your JMAD experience to be positive and rewarding.**



## Recital Details

### Recital Date and Times

- The ANNUAL RECITAL will be May 22, 2021 at the Germantown Performing Arts Centre.
- Recital times to be announced.

### Mandatory Rehearsals

- MANDATORY Stage Rehearsals will be May 17-21, 2021 (Monday through Friday) at the Germantown Performing Arts Centre.
- All students must be present and participate in MANDATORY stage rehearsals with their class(es) in order to perform in the Annual Recital.
- Any school graduation, concert/performance, or other significant event dates conflicting with any of the MANDATORY rehearsal dates must be submitted in writing to JMAD by February 1, 2021. After this date, there will be no alterations to the rehearsal schedule.

### Costume Policy

- Costumes are required for performance in the annual recital. Costume prices are approximately \$65.
- Combination dance classes will have two costumes and other classes will have one per subject.
- The costume deposit of \$55 per costume is due November 12, 2020, and the costume balance is due February 18, 2021. The costume deposit and the costume balance are non-refundable.
- Costumes will be distributed beginning the week after Spring Break. Your account balance must be paid in full before your student can receive costumes.

### Recital Fee

- A non-refundable Recital Fee is due February 18, 2021. The Recital Fee is \$85 for one student and \$100 for families with 2 or more students.
- The Recital Fee covers stage rental, scenery, lighting, programs, sound, etc.
- This fee includes a minimum of 2 tickets to the recital.
- Germantown Performing Arts Centre will be handling our ticket sales for additional tickets again this year.
- More information will be available closer to Recital time.

### Recital Payments

- **Auto e-Payment Accounts:** Fees for your student(s) will be charged to the card/bank account you have on file, unless you have already paid the fees by the due dates. *(See Costume Policy and Recital Fee above.)*
- **Pay at Studio/Parent Portal Accounts:** Fees are to be paid at the studio or on your Parent portal by the due dates. *(See Costume Policy and Recital Fee above.)*
- All costume deposits, costume balances and recital fee must be paid by the due dates. A \$10 late will be added if fees are not paid by the due date.
- If any payments become overdue, you are responsible for working with the director of JMAD to set up a payment plan. Failure to pay the required costume fee and recital fee may result in your child(ren) not being allowed to participate in the annual recital.

### Recital Program

Ads will be sold for our Recital program book. Selling ads is optional. There will be 3 award winners with the first-place ad seller winning a year's tuition scholarship (1 class per week) to JMAD for 2021-2022 season. The Ad information letter and the Advertisement contract will be available by March.

### Pictures

Group pictures to go in our Recital program will be taken at the studio in April. Individual pictures will also be taken at the studio at the same time as group pictures. Group and individual pictures will be available for purchase. Dates and times will be announced in the Spring.

### Recital DVD

Our Recital is professionally videoed. Information and order forms for the DVDs will be available in April. DVDs are optional.

### Recital T-shirts

Recital T-shirt order forms for the 2021 Recital will be available in April. T-shirts are optional.

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PAYMENT SCHEDULE			
MONTH	DUE DATE	AMOUNT	PAYMENT METHOD
<b>Non-Refundable</b> Registration Fee per student	At Registration	\$30 per student	
August 2020 Tuition (1/2)	At Registration		
May 2021 Tuition (with Pay at Studio/Parent Portal Payment option)	At Registration		
September 2020 Tuition	09/05/2020		
October 2020 Tuition	10/05/2020		
November 2020 Tuition	11/05/2020		
November – Costume Deposits	11/12/2020	\$55 per costume	
December 2020 Tuition	12/05/2020		
January 2021 Tuition	01/05/2021		
February 2021 Tuition	02/05/2021		
February – Costume Balances	02/18/2021	Determined by actual cost of costumes.	
February – Recital Fee	02/18/2021	\$85 for 1 student \$100 for 2+ students	
March 2021 Tuition	03/05/2021		
April 2021 Tuition	04/05/2021		
May 2021 Tuition (Accounts on monthly automatic e-payment option only)	05/05/2021		Automatic e-Payment

OPTIONAL FEES			
ITEM	DUE DATE	AMOUNT	PAYMENT METHOD
Group/Individual Pictures	April – TBA	Based on Purchase	Cash/Check/CC to Vendor
Recital T-shirt	April – TBA	Approximately \$22 each	Cash or Check
Recital DVD	May 22, 2021	Approximately \$35 each	Cash/Check/CC to Vendor
Recital Roses	TBA	Approximately \$10 each	Cash or Check

Classes							
Day				Student	Class Description	Time	Studio Room
M	Tu	W	Th				
M	Tu	W	Th				
M	Tu	W	Th				
M	Tu	W	Th				
M	Tu	W	Th				
M	Tu	W	Th				
M	Tu	W	Th				