

BAGGS STUDIO OF BALLET



August 12, 2019

Dear Parents and Students,

Welcome to the 2019-2020 school year for Baggs Studio of Ballet. Our class schedule includes extensive ballet training opportunities from pre-school to pre-professional level. In addition, the schedule includes adult ballet, pas de deux and mini-workshops. Our faculty consists of degreed individuals who have experience in the field of dance. Together, our team of teachers brings many years of experience, enthusiasm and dedication to teaching the art of dance.

All classes resume the week of Labor Day on Tuesday, September 3rd and continue through the month of June. Our year concludes with the studio recital scheduled for Monday, June 15 and Tuesday, June 16, 2020. Please mark your calendars now in order to make this event a priority in your family's life. Attached is general information concerning cost, attire and schedules. Please take time to read through the enclosed information to become familiar with the studio policies, changes and scheduled events.

If you have any questions or concerns, you can reach me by calling the studio, 388-2466 or call/text my cell at (904) 386-7845. Please leave a voice mail and your call will be returned as soon as possible. I can also be reached at the studio e-mail address, baggsstudioofballet@hotmail.com. The website is www.baggsstudioofballet.com.

All students, new and returning, are required to pay the family administrative fee of \$75.00 at the time of registration. Tuition for September is due the first week of September. All subsequent months are due at the first of each month. Late fees will be assessed on all unpaid tuition after the 10th of the month.

Completed registration forms are a necessary requirement of all students. This updated information must be returned to the studio at the time of registration and no later than the first week of classes. Valid telephone numbers and emergency information must be kept on file at all times. Personal information will be carefully guarded and not shared with others.

Thank you in advance for your cooperation. As always, it is a pleasure to have you as part of our studio family. We look forward to being instrumental in the education of your child. Thank you for choosing the *Baggs Studio of Ballet*.

Sincerely,

Mrs. Debbie

Debra Peters Rankin,
Artistic Director

Phone: 904-388-2466

Cell: 904-386-7845

4302 Plymouth Street, Jacksonville, FL 32205

E-mail: baggsstudioofballet@hotmail.com

Website: www.baggsstudioofballet.com

FINANCIAL INFORMATION

TUITION:

Tuition fees are based on a ten month enrollment period. The monthly payments are a straight rate regardless of the number of lessons in the month or the number of lessons attended. Fees are payable in advance at the first of each month by check, cash, or VENMO, account name *Debra-Rankin-3*. Payments not received by the tenth of the month are subject to a late fee. Any student who wishes to discontinue their studies must notify the studio in advance to prevent being charged for the remaining months of lessons. Fees will be pro-rated only when a student enrolls late in the session.

MAKE-UP CLASSES AND ATTENDANCE:

It is important for students to be present at their appropriate class time. Excessive absences hinder their progress and that of the class as a whole. Missed classes can and should be made up within thirty days of the absence. There is *no* fee reduction for missed lessons. Students must be actively enrolled in regularly scheduled classes to make-up missed lessons.

LATE CHARGE:

The studio will do everything possible to keep you informed about fees and due dates. A written reminder will be sent home with the student if the tuition is not paid during the first week of the month. Tuition fees not paid by the tenth of the month will be charged a \$10.00 late fee. If a family emergency arises, please notify the studio so we are informed of your circumstances. We are willing to make arrangements based on the individual and their personal circumstances.

RETURNED CHECKS:

Returned checks are subject to a \$20.00 returned check charge. This fee covers the charges made to our account by the bank.

ADMINISTRATIVE FEE:

All students are required to pay an annual administrative fee of \$75.00 per family. The fee is paid at time of registration.

REFUNDS:

There are no refunds.

RECITAL EXPENSES:

The recital will be held in the Terry Theatre of the Times-Union Center for Performing Arts, 300 West Water Street, across from the Jacksonville Landing. Scheduled dates are Monday, June 15 and Tuesday, June 16 for the dress rehearsal and recital.

Costs for the recital are as follows:

- \$45.00 nonrefundable costume deposit due by *February 15, 2020*.
 - The *remaining balance* of each costume is due in May.
- A nonrefundable recital fee of \$125.00 per family is due by *March 15, 2020*.
 - In return, each family receives seven tickets for the recital.
 - Additional tickets can be purchased from the studio for \$20.00 each.
- All tuition, costume and recital fees must be paid in full by *June 6, 2020*.

DIRECT QUESTIONS TO DEBRA RANKIN AT:

- Studio telephone – (904) 388-2466
- Cell - call/text (904) 386-7845
- E-mail - baggsstudioofballet@hotmail.com.
- Website – www.baggsstudioofballet.com
- Facebook – Join our group, Facebook/Baggs Studio of Ballet

DRESS CODE INFORMATION

- **DRESS:** Freedom of movement is necessary to learn the art of ballet. A dancer's body is the instrument they are training and fine-tuning; proper attire is essential for the dancer. The following dress code is to be observed.
 - **GIRLS:** The standard dress code for ballet class is a black leotard, theatrical pink tights and pink leather or canvas ballet slippers. The leotard should have a ballet cut leg and may be any style of your choice, although children are most comfortable in tank top or short sleeved style leotards. Other solid colored leotards may be worn on occasion, but striped, floral or printed leotards are not acceptable. The theatrical pink tights should have a back leg seam and convertible feet. Short sheer dance skirts are allowed but T-shirts, "sophies" and boxers are not. Leg warmers and sweats are allowed if the student has an injury or the weather is extremely cold. Black sports bras should be worn as needed. Panties bind the leg and are not worn under the tights. Jewelry is not allowed. It is a distraction and can cause injury to the student.
 - **BOYS:** Black tights worn with a white tucked-in T-shirt are required. Ballet slippers may be black or white worn with white socks. Beginning students may wear black sweat pants or black shorts instead of tights. Boys need to roll the waistband of their tights down over a thin flexible belt. This procedure helps the tights fit properly.
- **SHOES:** Ballet slippers should be purchased from a dancewear store where a proper fit can be made. Purchase ballet slippers made of soft leather or canvas that fit the foot. Shoes will stretch a half size and mold to the student's foot with use. Shoes that are too tight or too loose will hinder the student's progress and can cause injury. Elastic must be sewn onto the slippers to keep the shoe on the foot. Drawstrings are to be tied, trimmed, and tucked inside the shoe. The most popular brands are *Bloch* and *Capezio*.

Pointe shoes must have ribbon and elastic sewn securely in place. Placement of ribbons and elastic varies from student to student. Girls on pointe are to bring ballet slippers to every class. Choosing a brand and style depends on the level and strength of the dancer.
- **HAIR:** Long hair on girls and boys MUST be pulled away from face and off the neck. Girls' hair is to be worn in a bun. Ponytails slap the student in the face and must be wrapped into a bun. Chin length hair must be pulled away from face and secured with barrettes and/or Bobbi-pins. Hairstyles for ballet must expose the neck and shoulders so the teacher can check posture and head positions. It is also necessary for the student's comfort and development.

Tuition Tracking Sheet

In our attempt to keep you informed of our policies and procedures, the following checklist is provided for your convenience. The chart gives you a time line and payment schedule to keep you on track.

Place this chart with your monthly bills as a reminder to pay your tuition at the first of each month. If your payment is not received by the 10th of the month, a reminder note will go home with the student and your account will be charged a \$10.00 late fee.

We are family friendly and do not want to cause anyone embarrassment or undue stress but the studio has financial obligations that must be met. If a family emergency arises, please notify Ms. Debbie so a workable solution can be reached.

Thank you in advance for paying promptly.

FEE	Due Date	Date Paid	Amount Paid	Check #	Cash Paid
Adm. Fee	At time of registration		\$75.00		
September	9/01				
October	10/01				
November	11/01				
December	12/01				
January	01/01				
February	02/01				
Costume Deposit	02/15		\$45.00 per costume		
March	03/01				
Recital Fee	03/15		\$125.00 per family		
April	04/01				
May	05/01				
Costume Balance	06/01				
June	06/01				
Extra Tickets	At time of purchase				
Yearly Balance	06/07				