

# UDA Session II Newsletter 2009

We would like to thank everyone for their wonderful support. We enjoy all of the enthusiasm coming into the Academy. Parents, you should all be very proud of your children. They are working very hard, having fun, and improving by leaps and bounds!

**TUITION** Session II dance tuition is due November 1<sup>st</sup>. If tuition is not received in our office by November 8<sup>th</sup> a \$10.00 monthly late fee will be assessed to your account. Please remember to include your student's name in the memo field on your check and also attach your payment stub with your payment to ensure proper credit. All billing or drop/add inquiries should be sent to Angela at [angelabeery@hotmail.com](mailto:angelabeery@hotmail.com). If your child has added or dropped any classes you must contact Angela or see the office for proper billing. There is a \$3.00 fee for each change to student schedules. Your prompt payment is greatly appreciated.

**REFUND POLICY** There will be no refunds given for the current session. Please notify the office two weeks prior to a new session commencement if you are planning on dropping any class from your schedule to ensure proper billing. New sessions start November 1<sup>st</sup>/January 1<sup>st</sup>/February 1<sup>st</sup> and April 1<sup>st</sup>. You may choose to discontinue attendance early in a session but you will not receive refunds during the current session for any missed classes; however, make-up classes may be used in the current session toward other classes to offset the monetary loss. If you attend the first class of a new session you will be billed for the entire session. You must contact the office with registration changes for proper billing. Pro-rated fees will only be given when adding classes late in a session. There will be a \$3.00 drop/add fee for each class change to your class schedule. All billing or drop/add inquiries should be sent to Angela at [angelabeery@hotmail.com](mailto:angelabeery@hotmail.com).

**HOLIDAY SCHEDULE** As the holiday's approach, families will be planning vacations. Listed below are the dates the Academy will be closed for the holidays.

**Thanksgiving Break: November 25<sup>th</sup> -November 29<sup>th</sup> (Classes resume Nov. 30<sup>th</sup>)**

**Christmas Break: December 20<sup>th</sup> -January 1<sup>st</sup> (Classes resume Jan. 2<sup>nd</sup>)**

**WEATHER/ILLNESS** With winter approaching, many students become ill and miss class. We ask that if your child is ill, please keep them home to avoid spreading illness. If your child will be absent, please call or email us and let us know, and we will give you a make-up class for your child if you wish. We strongly encourage your child to make up missed classes. If weather looks bad, please check for cancellations on the UDA website at [www.dance4uda.com](http://www.dance4uda.com), call the Academy or listen to KFOR or KFRX for cancellation of classes due to the weather. **If Lincoln Public Schools are cancelled due to weather the Academy will be closed.**

**PARENT'S VISITATION WEEK** Parents visitation will be held **Monday, December 7<sup>th</sup> – Saturday, December 12<sup>th</sup>**. Parents are welcome to bring cameras and video recorders to class and watch what your dancer has learned. **Cameras and video devices are to be used only during parents' visitation week or with special permission from the teacher.** During visitation week we will also be handing out very important costume information for the annual recital. Each child will receive a picture of their costume with detailed costume information for each class. The price included on the detailed costume picture **does not** yet include sales tax. Each family will receive a costume summary in the mail by December 15<sup>th</sup>. The family costume summary mailed to you will include sales tax. Anyone is welcome to Visitation Week, but please remember that any little ones visiting need close supervision so they do not become a distraction to the dancers. We hope you all can join us!

**Attention Repertory Teams:** Due to our team sizes we do not have the space for all the dancers and guests. There will not be visitation for Repertory classes. We hope to delightfully surprise our friends and families at our first competition.

**UCC UPDATES** Please remember to see the private lesson billing book on the first Friday of the month. Notices will not be mailed. Payments must be received before November 8<sup>th</sup> to avoid a \$10.00 UCC monthly late fee. Please also mark your calendars for the Adrenaline clean up weekend December 11<sup>th</sup>-13<sup>th</sup>. Please be available at any time for polishing lessons. There is a mandatory mini camp on Saturday, December 12<sup>th</sup> time TBA.

**RECITAL 2010** The annual recital will be held at the Lied Center for Performing Arts. Dress Rehearsals will be held on May 20<sup>th</sup> & May 21<sup>st</sup>, 2010. The annual recital will be held on Saturday, May 22<sup>nd</sup>, 2010 at 1:00 PM.

**NAMES ON SHOES & LOST AND FOUND** We often have shoes and dance related items that are lost or left at the Academy at the end of the night. Please include your dancers name on anything they may take off during class. This will ensure that the items are returned to the proper owner. There is one lost and found box in Studio B. This box will have anything found in all of the dance studios.

**DRESS CODE** Reminder: Hair must be secured back. Buns are required for all ballet classes. Leotards and tights are required for all dance classes. Black leotards and pink tights are required for all ballet classes 45min. and longer. Any solid color leotard may be worn for half hour ballet classes; however, black leotards and pink tights are always preferred. Leotards and tights are required for all tap and jazz classes. Specific shoe requirements are noted in the 2009-2010 brochure and also posted on the website. **All ballet shoes must have elastic straps.** No baggy clothes are allowed and warm-ups are to be removed after proper warm-up time. If there is some reason why your child can not abide by the dress code please come talk with us so we know of the situation. Please understand that a dancer's body is his or her tool so we must dress properly when coming to dance. As dance is a physical activity dancers will perspire. Please make sure your dancer uses deodorant when dancing to control personal hygiene. Little ones do not need to worry about this matter.

**NEW 2010! UDA MERCHANDISE** Order forms for UDA T-shirts, tank tops, sweatpants, sweatshirts, warm-up suits, bags and car stickers are coming soon! Please pick an order form up in the office or download a printable version available on the UDA website at [dance4uda.com](http://dance4uda.com) after November 7<sup>th</sup>. These items are great for competitive dancers and spectators to show their UDA spirit. This will be the only time to order UDA merchandise this season. Our goal is to have the merchandise in by Christmas but we can not guarantee its delivery. Payment must be made at the time of the order. **The order deadline will be November 22<sup>nd</sup>.**

**COSTUMES** We will be measuring for recital costumes in classes in November. A detailed costume sheet listing prices and any special instructions for the costumes will be handed out during Parents Visitation Week (December 7<sup>th</sup> – December 12<sup>th</sup>). Sales tax will not yet be applied to the costume prices listed with the picture. You will receive a detailed costume summary in the mail, which will include sales tax. Please allow a \$40.00-\$100.00 costume expense for every class your child is in. Costumes are not custom made. Most costumes come with unattached straps and minor sewing needs. Families are responsible for costume needs and alterations. We can **not** order costumes until they are paid for. If your child does not have a costume they may not perform in the recital. If your child does not wish to take part in the recital please notify the office in writing before December 1<sup>st</sup>. Special discounts will apply to all costumes paid for by January 1<sup>st</sup>. We receive early bird costume discounts for only orders placed by January 1<sup>st</sup>. After January 1<sup>st</sup> we do not receive this price incentive and are unable to pass this savings on to you. Therefore, any payments received after January 1<sup>st</sup> will be charged a \$10.00 per costume extra fee. The office will be closed during holiday break (December 20<sup>th</sup>-January 1<sup>st</sup>). You must mail your payment during this time. Please allow adequate mailing time. We go by the date the payment was received in our office, not the postmark date. We encourage you to make your payments before the break to avoid delivery problems. Tuition payments must be current before costumes will be ordered. To alleviate some of the dance cost burden after the holidays there is only one month of dance tuition due instead of two in January. We hope this will be helpful to some of you. You may make a deposit toward your costume bill now if you choose. Due to the costume manufacturers production length we must order costumes four months in advance.

**CLASS VISITORS** We encourage you to drop your children off for class. As we have found the student's behavior and concentration is much better when parents are not watching. **To avoid traffic problems please do not sit in a parked car in an undesignated parking spot.** The waiting area is in Studio A. Studio B may be used as a waiting room if the Studio A waiting room is full. We ask that you use the specified waiting area if you choose to stay at the Academy during your child's class. Do not talk loudly in the waiting area. As a courtesy to the class being held, we ask that you keep your conversations to a minimum and turn off cellular phones and pagers. Loud conversation distracts the teacher and the students taking class. **Again, there is no waiting room in Studio C.** No video cameras or pictures are allowed in classes with the exception of during Parents Visitation Week. Please pick your child up promptly after their class has ended. Repeatedly we have had students left at the studio well beyond their class time. Please respect that teachers and office staff have family's to go home to and sometimes other jobs to get to and extended waiting interrupts their schedules. Your cooperation is greatly appreciated!

**ICE PACKS** Occasionally injuries do occur in class. We encourage all dancers to have a disposable ice pack in their dance bag for injuries. We have ice packs available in the office for dance emergencies or they may be purchased for \$1.50 for therapeutic or non-emergency injuries. In case payment is not available at the time of ice pack need the charge will be posted to your tuition account.

**RESTROOM BREAKS** Parents can help us out greatly if they could see that young ones use the restroom before class begins. It would be great if children could use the restroom before or after classes so they don't have to take time out of class.

**SAFETY** As a safety precaution, we ask that all parents come to the door to pick up their children. We do not allow anyone to wait outside for his or her ride. Parents if your child drives themselves to classes please remind them to always walk to his or her car in small groups or pairs. Dancers should also properly cover-up when walking to their car for illness and safety reasons.

We appreciate all of the help the students are giving us by picking up after themselves. We need to take good care of the Academy to keep it a clean and enjoyable environment to learn in. If you have family or friends that are interested in lessons, we are still taking new students. Information about the Academy is available in the office if you need brochures to give out. Invite them to come visit if they wish to see the Academy.

*We would like to wish everyone a very happy and safe holiday season!*

**Universal Dance Academy**

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**Phone: 477-5900**

**Website: [www.dance4uda.com](http://www.dance4uda.com)**

**UDA office email: [udance@windstream.net](mailto:udance@windstream.net)**

**Billing or drop/add inquires: [angelabeery@hotmail.com](mailto:angelabeery@hotmail.com)**