

Mary Ellen School of Dance

October 2018

2019 Recital- We have set the date for our June recital and rehearsal at West Port High School's Performing Arts Center. Rehearsal date for all students will be Friday, May 31st. We will have 2 shows on Saturday, June 1st. Times will be announced at a later date.

Costume Deposit-The costume deposits are due by October 18th. The charge is \$50 per student and the balance will be due in January. During the month of October we measure students and place the costume orders by the end of the month in order to be sure that we receive the costumes in plenty of time for picture day in April and our June recital.

Dance Supplies-Dance N Stuff, in Chelsea Square on Silver Springs Blvd., and Dancers Outlet off of Pine Ave. are able to provide all your dance wear needs. If you have any questions about what is required for your child's class, please ask the teacher. Students should have all of the correct attire by October 1st.

Classes-We will continue to accept class registrations through the first week of October. Please be sure to check our online schedule on www.MaryEllenSchoolofDance.com.

Tuition- Tuition is due the 1st class of each month. We accept cash, check or credit. If a check is returned for insufficient funds, a \$25 returned check fee will be applied. September through May, a full month's tuition is due each month-including December. We do have automatic draft for monthly payments available, see the front desk if interested.

**Please put child's FULL NAME on check payments. Cash payments must receive a receipt from the office upon payment. Tuition paid by check may be put in the tuition box on the wall on the front desk

**All payments are non-refundable, and it is your responsibility to keep your account up to date. If your account falls more than 30 days behind, your child will not be permitted to attend class until account is brought current.

Late Fee Schedule-

\$5 fee if tuition not paid by first the lesson of each month.

\$10 fee if tuition not paid by the 15th of each month

\$20 fee if tuition not paid by the end of the month.

**Students may not take class if account falls 30 days behind until paid up in full

**\$25 return check fee

Office hours-MESD office hours are Monday – Thursday, 4:00-7:30pm weekly.

Parking lot rules- Please adhere to the guidelines for our parking lot when parking to avoid congestion and other problems.

1. Please pull all the up to the curb when parking on the pavement.
2. When parking on grass side, please pull up to the white pole not past it.
3. Please park in the direction of the other cars parked at an angle.

These rules are to avoid the problems with traffic flow.

MESD T-Shirts-Available for Sale!! These are \$10 a shirt or tank, \$15 for shorts, and are on display at front office, and available to order, the amount due can be paid upon ordering or upon receipt of shirt. Show your support for your dancer and MESD around Ocala!! We also have a Performance Team version in the black sets!

Parent View-All parents may view their child's class the week of October 8-12 to see the progress made by the teachers and students the first months of class.

Attendance-Students may miss 2 classes from August-December, and 2 classes from January-June.

Waiting in Studio-If you need to wait in the studio, please wait quietly in the hallways, and do not block doorways. PLEASE keep voices to a whisper, as sound from the hallways DOES carry into the studios and is a distraction to teachers and students.

There is a homework area for students outside studios 1 & 4. Parents, please allow students to use the desk area if you are waiting outside studios 1 & 4 for your student.

There is no waiting room in Studio 5 or 6, so if you wait, it will be in the main waiting room by the office.

Please DO NOT open studio doors while classes are in session.

Please be careful to not block the front desk as to keep a clear pathway for people needing assistance with their accounts or to pay tuition. Thank you.

Bulletin Board/Newsletter- Check the bulletin board in the front hallway for weekly announcements. Monthly newsletters are sent via email, or you may pick up a copy at the office.

Car Decals- Mary Ellen School of Dance car decals will be available to order for \$12. You will be able to pick up an order form at the studio office.

MESD Performance Team-the Performance Team has kicked off another season!! Here are some important dates to remember:

10/6-Rib sale fund raiser: some slabs will still be available for purchase on that day. \$20 per slab

10/8-11/1-Popcorn sales-see a PT member for a catalog

10/20-Yard sale at MESD Fund raiser

10/27-28-FAFO PT Performances-1:30 on 10/27 and 12:00 on 10/28. Come support our team!

Dance, Dream and Grow With Us at MESD!!