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Class Schedule v.0810
August 23, 2010 - May 27, 2011

Office Hours
Monday-Thursday - 3:00pm- 8:00pm
Saturday 9:00 AM - 12:00 PM

Monday				Tuesday				Wednesday				Thursday				Saturday AM	
Big Studio 1	Medium	Small	Annex	Big Studio 1	Medium	Small	Annex	Big Studio 1	Medium	Small	Annex	Big Studio 1	Medium	Small	Annex		
4:00 - 5:00 Comb III	3:45 - 4:30 Pre-Ballet	3:45 - 4:30 Comb II	3:45 - 4:30 Creative Movement	4:00 - 5:00 Comb III	4:00 - 5:00 Jazz I B	4:00 - 4:45 Creative Movement	4:00 - 5:00 Jazz I A			3:45 - 4:30 Creative Movement						9:15 - 10:00 Creative Movement	9:15 - 10:00 Comb II
5:00 - 6:15 Ballet IIIB	4:30 - 5:15 Comb II		4:30 - 5:30 Ballet II A	5:00 - 6:00 Ballet IIB	5:00 - 6:00 Ballet I B	4:45 - 5:30 Pre-Ballet	5:00 - 6:00 Ballet I A	4:00 - 5:00 Ballet I B	4:15 - 5:15 Hip Hop II - III	4:30 - 5:15 Comb II	4:00 - 4:45 Pre-Ballet	4:00 - 5:00 Ballet I A	4:15 - 5:00 Int. Tap	4:00 - 4:45 Pre-Ballet	4:00 - 4:45 Comb II	10:00 - 10:45 Pre-Ballet	10:00 - 11:00 Comb III
6:15 - 6:45 Pointe I	5:15 - 6:45 Ballet IV		5:30 - 6:45 Ballet III A	6:00 - 7:30 Open Technique Ballet IV-VI	6:00 - 7:00 Beg. Ballet (9-13 yrs)	6:00 - 6:45 Beg. Tap (7 years and up)	6:00 - 7:00 Jazz II	5:00 - 6:15 Ballet III B	5:15 - 6:15 Adv. Hip Hop	5:15 - 6:15 Comb III	5:00 - 6:30 Ballet IV	5:00 - 6:00 Ballet II A	5:00 - 6:00 Adv. Tap	4:45 - 5:45 Hip Hop I	5:00 - 6:00 Ballet II B	11:00 - 12:00 Ballet I A/B	11:00 - 12:00 Ballet II
6:45 - 8:15 Ballet VI	6:45 - 8:15 Ballet V		6:45 - 7:45 Jazz III	7:30 - 8:00 Partnering	7:00 - 8:00 Beg. Jazz (9-13 yrs)		7:00 - 8:00 Beg. Modern	6:15 - 8:00 Ballet VI	6:15 - 8:00 Ballet V		6:30 - 7:00 Pointe II	6:00 - 7:15 Ballet III A	6:00 - 7:00 Sole D Prep			12:00 - 1:00 Jazz I A/B	12:00 - 1:00 Jazz II
8:15 - 9:30 Adv. Modern				8:00 - 9:15 Jazz VI	8:00 - 9:15 Jazz IV-V			8:00 - 9:15 Progressions			7:00 - 8:00 Int. Modern	7:00 - 9:15 Company					

◆Ballet II and above are required to take class twice a week. ◆Levels V-VI are recommended to take 3 ballet classes weekly. ◆Instructor's permission is necessary to attend upper level classes.

◆Upper level ballet classes require a minimum of two to three years in each level and summer study. ◆Ballet class enrollment is required for Jazz IV, V, and VI. Tuition is non-refundable.

◆CLASSES WITH INSUFFICIENT ENROLLMENT ARE SUBJECT TO CHANGE

TUITION

TUITION IS NON-REFUNDABLE THERE ARE NO EXCEPTIONS.

The studio offers four (4) methods of payment:

Option I	One Annual Payment - 5% discount Due August 23
Option II	Two (2) Semester Payments Due August 23, January 4
Option III	Four Bi-Monthly Payments* Due August 23, October 18, January 4 and Mar 7 <i>*Recommended for new students</i>
Option IV	Single Class Payments \$20 1 Hour Class \$25 1¼ - 1½ Hour Class

REGISTRATION FEE

Single Student Registration Fee:..... \$25.00

Family Registration Fee: \$40.00

TUITION POLICY

Family Discount - Higher tuition student pays the full amount; others from the same family receive a 15% discount per student.

Late Charge - *All* accounts more than 15 days past due will be assessed a \$10 late charge and will continue to be assessed monthly until paid.

Returned Checks - A \$35.00 charge on all returned checks.

AGES FOR CLASS PARTICIPATION

Creative Movement 3 years old
Pre-Ballet 4 years old
Combination II 5-6 years old
Combination III 6-7 years old*
Ballet I A, Jazz I A 7 years and up*
Tap I & Hip Hop I 7 years and up*

Levels IB and up in all mediums are decided by length of study and technique comprehension. Ballet II and up are required to enroll in 2 classes per week.

**With prior experience*

STUDIO POLICIES

No food, drinks or chewing gum are allowed in the studios. Water bottles are allowed. Siblings are not allowed in the dressing room, office area or in the studios and should never be left unattended.

MAKE UPS

Please notify the office when student is unable to attend classes.

Classes missed due to unavoidable circumstances may be made up. Call the studio for alternate class times. Please make up missed classes before the end of each semester. **There is no refund for missed classes and they may not be accumulated and taken in lieu of tuition.**

DROPPING CLASSES

If you wish to drop a class, you are responsible for notifying the studio *in writing*. Please do not assume that the teacher will take care of the matter or that we will assume you have dropped. **You are responsible for tuition until we receive written notification.**

CLASS ETIQUETTE

Consistency and punctuality complement and enhance the overall learning experience. Tardiness is to be avoided as it disrupts the work and progress of others. Teachers reserve the right to dismiss any student who repeatedly disrupts the class or fails to adhere to dress code.

WEATHER POLICY

West University Dance Centre follows the Houston Independent School District determinations for school closings due to inclement weather.

SAFETY

Please have rides arrive on time. The well being of our students is of the utmost concern to us. **Please escort young dancers back & forth from the car. Dancers waiting for a ride are asked to remain inside the studio. WUDC is not responsible for students once they leave the premises.**

Please, for your own safety, dancers should wear street clothes to and from the studio.

Purses, jewelry and other valuables should not be left unattended in the dressing room or lobby. WUDC will not be responsible for loss or theft of personal items.

HOLIDAYS

Labor Day.....September 3 -6
Thanksgiving..... November 24-28
Winter Holiday December 20 - January 3
Spring Break.....March 14 - 20
EasterApril 22 - 24

DRESS CODE

The following requirements will be **strictly** enforced. **We expect both parents and students to make the effort to come to class properly dressed.** Teachers may refuse a student's admittance to class if they do not comply. Please cooperate with us; dressing correctly and neatly is important for discipline and the teachers' ability to teach correctly.

Non-compliance of dress code will result in student sitting out of class.

Creative Movement - Black leotard (no leotards with attached skirts allowed) pink tights, pink ballet shoes with elastic well sewn on

Pre-Ballet, II, and III - Black leotard (no leotards with attached skirts allowed), pink tights, pink ballet shoes with elastic well sewn on, black tap shoes with elastic (no ribbons).

Ballet I Black leotard (no leotards with attached skirts allowed), pink tights, pink ballet shoes with elastic well sewn on (no ribbons).

Ballet II Navy blue leotard, pink tights, pink ballet shoes.

Ballet III Royal blue leotard, pink tights, pink ballet shoes.

Ballet IV Burgundy leotard, pink tight with seams.

Ballet V Ultra Violet leotard, pink tights with seams.

Ballet VI Black leotard, pink tights with seams.

Tap Black leotard, pink or black tights, black tap shoes with elastic or Velcro instead of ribbons.

Jazz, Modern Black leotard or unitard, black footless tights, Jazz pants (Level II and up); dancer shorts with no logo; only shirt allowed is WUDC logo camisoles: see receptionist for purchase.

No jazz shoes required for Level 1; soft jazz shoes for level II and up.

Hip Hop Black loose fitting knee length jazz pants, studio logo hip hop t-shirt to be purchased from the office, regular athletic shoes. Black jazz sneaker or black jazz shoes may be needed for the recital depending on the costume. No midriff tops.

Hair Hair **must** be worn completely up and out of the face and securely fastened **FOR ALL CLASSES; in a bun for ballet**, and/or a ponytail for jazz, hip hop, modern and tap.

NO heavy dangling jewelry, sweatpants, T-shirts, ballet skirts, shorts, or over sized dance pants or athletic shorts are allowed in any dance class.