

Miss Pat's
School of Dance

Studio

Handbook

8150 Country Village Drive, Suite 102 | Cordova, TN 38016
901-757-0109
www.misspatsdance.com

◇ *About Miss Pat's School of Dance*

Miss Pat's school of Dance and Gymnastics has been in the Cordova area since 1978.

Director Pat Ferguson has been a dance teacher for more than four decades. Miss Pat's extensive resume includes teaching dance in New York, Chicago and Ohio. She is also a former Radio City Rockette.

Tammy Carlock is Miss Pat's youngest daughter. She holds a degree in early childhood education from the University of Memphis. Miss Tammy has been running the business and teaching with Miss Pat's full-time since 1987.

Tracy Whitley is Miss Pat's oldest daughter. She holds a degree in Hotel Management from Southeast University and teaches full-time at Miss Pat's after working ten years as a sales coordinator for Nike, Inc.

We are members of Dance Olympus, Dance Caravan and PDTA. We also study in New York each summer.

Our studio is located at:

8150 Country Village Drive, Suite 102, Cordova, TN 38016.

Turn east off of Germantown Road onto Cordova Road, and Country Village Drive is the first street on your left.

◇ *Payment Policy*

All tuition is due within the first two weeks of every month. Tuition will remain the same no matter how many weeks are in a month. Our prices are divided on a nine month basis. **If tuition is not paid within the first two weeks, a \$10.00 late fee will be added to your tuition. No exceptions.**

All Monday, Tuesday and Wednesday classes should make checks payable to **Miss Pat**.

All Thursday classes should make checks payable to **Miss Tammy**.

If your family moves or your child loses interest during the year, you will be responsible for paying the full month's tuition of your last month.

If your child misses a lesson, we do offer make-up lessons. Make-up lessons are not mandatory. You do not need to call to schedule a make-up lesson; when you return to your regular class we will give you available make-up times. **There will be no make-up lessons offered after February. Full tuition is due whether you make up the lessons or not.**

◇ *Waiting Room*

We do offer a waiting room for parents to sit in during their child's class. However, we ask that you supervise your children and clean up after yourself.

We have a small, one-way window in the foyer for you to observe. This is open from September until March 1st. We close the window after Spring Break to finish working on recital dances, line-ups, etc. We ask that you please be courteous of other parents.

We ask that you DO NOT enter the studio during classes as this can cause a distraction to students. Please wait until a class transition to use the restroom or to speak with Tammy and Tracy. We understand if it is an emergency.

◇ *Dress Code*

Miss Pat's does not require any specific uniform for dance classes. Children taking ballet will need ballet shoes (bedroom slippers are NOT acceptable.) Children taking tap will need tap shoes. You can find these items at Barbara's Dancewear, Cordova Dancewear, Wal-Mart, Target, Payless or online. If your child chooses to wear tights in gymnastics, they must be footless or convertible. Children taking gymnastics must have bare feet.

Shoe Colors:

3 & 4 year olds: Black or white tap shoes and pink, black or white ballet shoes (white ballet shoes are required for the recital.)

5 year olds and up: Black tap shoes, pink ballet shoes.

Juniors (Monday 6:30-8:30 and Thursday (older) 5:30-7:00):

Black tap shoes, black leather jazz shoes and pink leather or canvas ballet shoes. We recommend the Sansha "#1 Pro Unisex Split-Sole Canvas Ballet Slippers." These can be ordered from Discount Dancewear online at discountdance.com. (These are our assistants' favorite shoes!)

Seniors: Black split-sole tap shoes, tan leather jazz shoes.

Boys may wear comfortable athletic clothing.

- We ask that parents tie ballet shoe strings in a knot and then cut off the excess string.

-Hair should be pulled back from the face so it is not a distraction.

-No jeans, baggy shorts or pants, tennis shoes, distracting jewelry or jackets should be worn in class.

◇ *Recital Information*

We have a recital at the end of our dance season each May. The fee for the recital is approximately \$165.00. This price includes your child's costume(s), recital fee and a trophy.

Please note: The price will differ based on the number of costumes your child has. \$165.00 is the most you will pay for the total recital cost.

You will also be required to purchase footless or conversion tights. Depending on your child's age, this cost is anywhere from \$8.00-&18.00.

There is an admission fee of \$3.00 per person (the dancer is free) to get into the recital. We will begin selling tickets at the studio closer to recital time, but they can be purchased at the door.

The date of the recital is announced in January.

◇ *Inclement Weather*

If you are unsure if we will have class, you may call our business number (901-757-0109.) We will update our voicemail message to let you know if we are open or not. You may also check our Facebook page.

We allow for one snow day to close. After that, missed classes can be made up.

◇ *Holiday Closings*

Holiday schedules (regarding Thanksgiving and Christmas) will be handed out in the fall. We will be closed one week for Spring Break. The week we close will vary depending on the needs of the studio. We will also give this information out at a later date.

After Spring Break we are open each and every week until the Recital!

◇ *Corrections*

We want dancing at Miss Pat's to be a fun and exciting experience for your child! We expect good behavior and for the well being of all of our students, corrections will be made when needed. We do not use time-outs in classes. We will make you aware of any problems that might come up.

◇ *Health Concerns*

Upon registration, it is imperative to let us know if your child has any health problems or pre-existing conditions. This will allow us to better teach and care for your child. If it is a serious condition, please have a note from your child's doctor stating that your child is able to participate in dance/gymnastics.

If you still have questions after reading this handbook, you can call the studio office at 901-757-0109 and leave your name, number, and a brief statement about the information you need (please be as informative as possible!) If we are unable to reach you, we will leave you an answer on your voicemail to eliminate phone tag. Calls are returned Monday through Thursday. All evening calls will be returned the following business day. Our office is closed Friday-Sunday.

Thank you for taking the time to read this handbook! We hope it answers your questions. We are looking forward to a fun-filled year of dancing and gymnastics! Thank you in advance for your cooperation.