

*Miss Pat's School of  
Dance*

# Studio Handbook

8150 Country Village Drive, Suite 102 | Cordova, TN  
38016 901-757-0109

[www.misspatsdance.com](http://www.misspatsdance.com)

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## **About Miss Pat's School of Dance**

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

Former Director Pat Ferguson had been a dance teacher for more than four decades. Miss Pat's extensive resume includes teaching dance in New York, Chicago and Ohio. She was also a former Radio City Rockette. Miss Pat passed away in August of 2020.

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 have several trained dance teachers and assistants who also teach at Miss Pat's School of Dance. All our teachers are former or current students at our studio. Each teacher specializes in different age groups, dance styles and techniques. We are so thankful for all of them. They are passionate about dance and have a huge heart for teaching children.**

Our studio is located at 8150 Country Village Drive, Suite 102, Cordova, TN 38016. Turn east off 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 we meet in a month (2,3,4, or 5 times). 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 should be made payable to **Miss Pats** or Miss Pats Dance. 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 for most classes. 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. **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 before 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. We do require that all girls wear a leotard and convertible tights. These are the tights that can be worn footed or footless. Skirts are optional. 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 Wal-Mart, Target, or online. We will be selling the dance shoes at our studio. They will be purchased through our costume company. 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:** tap shoes (any color), we require pink ballet shoes (pink ballet shoes are required for the recital.) They are now making pink ballet shoes with elastic only and no ties. These are fabulous. We are spending less time tying shoes and more time teaching.

**5,6 and 7 year olds:** Black or tan tap shoes, pink ballet shoes.

### **8 years and older**

Black, or tan tap shoes, black leather jazz shoes and pink leather or canvas ballet 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 \$140.00 - \$295.00. This price includes your child's costume(s), recital fee, a trophy, tights and a garment bag for the costumes. **Please note:** The price will differ based on the number of costumes your child has. \$295.00 is approximately the most you will pay for the total recital cost.

There is an admission fee of \$5.00 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

We will email everyone to inform you if we cancel classes. You may also check our Facebook page.

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

## Holiday Closings

Holiday schedules regarding Christmas, will be handed out in the fall. We will be closed one week for Thanksgiving and one week for Spring Break. The week we close for Spring break will vary depending on the needs of the studio.

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 for the well-being of all 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.

## HOURS

Monday-4pm-8:45pm

Tuesday- 3pm-9:00pm

Thursday-9:15am-12pm and 4pm-7:30pm

Summer hours are different. Please call or email us for hours