



POLICIES AND GUIDELINES HANDBOOK

2021-2022 Season

1705 MacArthur Drive Alexandria, LA 71301 (318) 528-7992

❖ Information

- **Parent portal:**

We use a Dance School computer program for billing and communication called Jackrabbit.

1. Register on Jackrabbit "Parent Portal"

Go to our website home page www.gettothepointeballet.com

- Click on "Parent Portal " top menu line
- Scroll down, Click on the "Parent Portal" button.
- Watch the video on how to use your Parent Portal located at the bottom of the screen.
- Log In, use the email you plan to register at GTTP with.
- Make up a password and be sure to keep it. You might be asked to reset your password.
- All clients are **required** to put a credit card or debit card number on their Parent Portal when registering a child.

2. ANNOUNCEMENTS

- Please be sure to read and save all letters sent home.
- Please make sure you check your email weekly for updates. We communicate schedules, billing statements, weather closings and any changes through email.

- Please make sure you have an active email on file.

E-mail your questions to www.gettothepointeballetacademy@gmail.com

- We will keep updated information on the bulletin board in the window.
- **FACEBOOK**
- We will also post official announcements on our Get to the Pointe **Student FACEBOOK** page.
- We encourage all clients to be a part of the Get To The Point Ballet Academy Student FACEBOOK page. This is an easy way to keep up with all information that is being sent out to your emails throughout the year.

3. CONTACTING MISS SARAH

- Questions for Miss Sarah email www.gettothepointeballetacademy@gmail.com or leave a message at 318-528-7992. **During business hours only.** Please remember GTTP business office hours are 9:00-3:00 Monday through Thursday!
- If you need to set up an appointment after business hours please email www.gettothepointeballetacademy@gmail.com
- Please note all other numbers from years past are disconnected.

4. Billing Information

www.gettothepointeballetacademy@gmail.com

The Office Manager, Miss Marion Ochs, takes care of all billing information.

- Office manager - Miss Marion's hours Tuesday ,Wednesday and Thursday 12-3
- Please remember GTTP business office hours are 9:00-3:00 Monday through Thursday!
- GTTP Website www.gettothepointeballet.com

5. Tuition

- Classes are based on \$50 an hour, 30 minute classes are \$30 and 45 minute classes are \$45. Private lessons are \$75 an hour.
- 20% sibling discount off of youngest child's classes
- 10% off additional 5th class and up (does not apply to families with siblings)
- **If you pay tuition in full for the school year in August you will receive one**

month free.

- **All tuition is due by the 1st of each month. Statements will be sent out on the 15th of each month. Late notices will go out on the 2nd.**
- Your card on file will be charged on the 5th of the month, if tuition has not been paid on time.
- **Auto-drafted** each month by letting Miss Marion know through email at the beginning of the school year. This is the simplest way to pay your tuition.
- We encourage all parents to pay through the Parent Portal.
- Check or cash, put money in an envelope with your child's name on the outside. Place it in the mailbox outside.
- You must contact Miss Marion to let her know that you will be paying through cash or check throughout the year.

Please see <https://gettothepointeballet.com/tuition-payments/>

6. Production Fee and Costumes for End of Year Review.

- Production fee \$100 per student, due January 15, 2022
- This will include 4 free tickets per family and 1 free Revue book per family
- Costume fees will be charged in 3 payments on your monthly statement, due September 1, October 1 and November 1, 2021. Same rules apply to costume fees as tuition. If the costume fee is not paid by the 5th of the month your debit card will be charged.

7. Production Fee and Costumes Fee for Christmas Review.

- Costume fee \$50 per student. Due September 1, 2022
- Production fee, we ask parents to please purchase a ticket for the show to help pay for the expense of the theater.

8. Costume Fees for 2022 End of Year Review

All costume fees due by November 1, 2021

Combo Class 1 : 1 Ballet Costume

(\$70) Total-\$70

Combo Class 2 : 1 Ballet & 1 Tap = 2 Costumes

(\$70) each Total \$140

Combo Class 3 : 1 Ballet, 1 Tap/Jazz 2 in one Costume, 2 costumes

(\$70 each) Total \$140

Combo Class 4 : Ballet , Jazz / Tap 2 costumes

(\$85 each) Total \$170

Combo Class 5 : 1 Ballet , 1 Jazz/Tap 2 costumes

(\$85 each) Total \$170

Combo Class 6: 1 Ballet, 1 Jazz/ Tap 2 costumes

(\$85 each) Total \$170

Combo Class 7: 1 Ballet, 1 Jazz/ Tap 2 costumes

(\$ 85 each) Total \$170

Pre-Pointe \$80

Pointe Apprentice \$80

Pointe Junior \$80

Pointe Senior \$80

Jr/Sr. Ballet \$80

Pointe Variation \$80

Contemporary Ballet \$65

Hip-hop1 \$65

Hip-hop 2 \$65

Hip-hop 3 \$65

All tuition and fees must be paid in full in order to receive costumes and be in recital.

7. Dress Code

TAN JAZZ SHOES and **TAN TAP SHOES**, ARE REQUIRED for class and recital.

Combo Class 4- Jazz and Tap shoes must be slip-on not tied.

Canvas **PINK BALLETS SHOES ARE REQUIRED** for class and recital.

- Order shoes through Get To The Pointe Ballet Academy to get the correct type of shoe. GTTP will be ordering only in August and April.
- Pointe shoes will be chosen individually to meet each student's needs. All Pointe students must confer with Miss Sarah before purchasing their shoes.
- Combo classes 1-3 pink tights and black leotards are required. Black skirts are permissible for ballet. All students are required to have hair pulled back.
- Combo Classes 4-7 pink tights, black leotards and hair in “**Bun**” required.
- Ballet skirts are permissible and dance Booty Shorts. No other Shorts are allowed.
- Jazz and Tap classes, Booty Shorts are permitted. No other Shorts are allowed.
- All Ballet Academy Classes: Apprentice, Junior, and Senior classes, require hair in a bun. Apprentice, Juniors and Senior Ballet can wear colored leotards for additional classes (other than combo) with pink tights. No jewelry may be worn

during class.

- HIP HOP shorts, t-shirt and tennis shoes.

❖ Attendance

PLEASE DO NOT DROP YOUR CHILD OFF EARLY. THERE WILL BE NO ONE TO WATCH THEM. WE DO NOT OFFER CHILD CARE SERVICES .

- For your child's safety we will lock the front door during class. We will open up the front door 5 minutes before every class! Please have your child dressed and ready for class. Please **do not** drop your child off earlier than **5 minutes before class**.
- If a student has to miss class, they are required to notify Miss Sarah Ochs through email, beforehand. Roll will be taken in each class this year. Students with perfect attendance will be awarded. Attendance is very important for each dancer, to progress in their skills to the next level.
- Between January and June will be our preparation time for the recital. Attendance is very important. If a student misses 5 or more classes during this time, there is a greater possibility that the student will not be performance ready and will not be able to perform in the recital as a result. Absences during recital time need to be approved by Miss Sarah ahead of time, if possible. Please limit absences to illness or family emergencies.

● CALENDAR

2021-2022 Season

Performance dates

Year end review at Coughlin Saunders Performing Arts Center : June 4, 2022

Christmas review : TBA

August 9 Classes begin

September 6 Labor Day - No classes

October 4 - 7 Parent observation

October 25 - 29 Halloween costumes (optional)
November 1 Deadline for all costume payments
November 22 - 25 Thanksgiving holiday - No classes
December 6 - 10 Parent observation
December 22 - January 4 Christmas & New Year holiday - No class
February 7 - 10 Parent observation
February 28 - March 1 Mardi Gras Holiday - No classes
April 4 - 7 Parent observation (last one for the year)
April 18 - 22 Easter Holiday - No classes
April 25 Classes resume
May 7 Registration for fall 2022

If there are any questions regarding these policies and guidelines, please contact

Miss Marion at email- www.gettothepointeballetacademy@gmail.com

Thank You!