

Jo Ann Warren Studio

Welcome Handbook



ONLINE REGISTRATION NOW AVAILABLE!

997 Millbury Street, Worcester
116B Church Street, Whitinsville
508-752-9775

E-mail; joannwarrenstudio@yahoo.com
www.JoAnnWarrenStudio.com



www.JoAnnWarrenStudio.com



All accounts must be paid in full in order to participate in dress rehearsal & Recital.

- Tuition and costume payments are non-refundable
- Costume orders will not be placed until payment is received
- A late costume order does not guarantee delivery for recital.

New Policy

ALL SHOES & UNDERGARMENTS MUST BE BOUGHT THROUGH
 COSTUMEMANAGER.COM
 A CLASS LINK WILL BE SENT TO EACH STUDENT.

Costume Breakdown

\$75/costume includes tights and accessories

Princess	2-3 yrs.	45 minutes	1 costume	1 dance
Preschool	4-5 yrs.	1 hour	1 costume	2 dances
Kinderdance	5-6 yrs.	1 hour	1 costume	2 dances
Primary I	6-8 yrs.	1.5 hours	1 costume	2 dances
Primary II	9-12 yrs.	1.5 hours	1 costume	2 dances
Essential Jazz	9-16 yrs.	1 hour	1 costume	1 dance
Essential Hip Hop	9-16 yrs.	1 hour	1 costume	1 dance
Essential Tumbling	9-16 yrs.	1 hour	1 costume	1 dance
Essential Ballet	9-16 yrs.	1.5 hours	1 costume	1 dance
Essential Combo: Tap/Theatre	9-16 yrs.	1 hour	1 costume	2 dances
Essential Combo: Ballet/Lyrical	9-16 yrs.	1 hour	1 costume	2 dances
Essential Combo: Jazz/Hip Hop	9-16 yrs.	1 hour	1 costume	2 dances

Dear Friend,

I would like to be the first to welcome you to JAWS where we boast world class training in central Massachusetts and for those of you who are returning to JAWS, welcome back!

JAWS is now ready to begin a year filled with learning and enrichment. I invite you to share with us the excitement of the performing arts and all JAWS has to offer. Classes begin on Monday, September 19th .

Please take some time to become familiar with the studio's policies, payment plan and rules. I encourage you to take a look at our website, www.joannwarrenstudio.com. The JAWS website is continually being updated with new photos and details of past and upcoming events.

Thank you for placing trust in JAWS. If you have any questions, comments or require additional information, please feel free to contact us.

I look forward to having you as part of the JAWS family.

Sincerely,

Jo Ann Warren

JO ANN WARREN STUDIO RULES

1. Classes are taken at your own risk. The owners, teachers, assistants and staff are not responsible for any injuries suffered by any student before, during or after class; or by anyone waiting for a student.
2. We are not responsible for lost articles. Please leave all valuables at home and label everything.
3. If a student damages Studio property, parents will be assessed for repairs.
4. No smoking in the Studio at any time.
5. Emergency cancellations will be sent via email, the office voice-mail and the school facebook page.
6. No gum chewing in class.
7. Long hair must be worn up and off the face at all times. No beaded hair. No jewelry, and appropriate dancewear and shoes are required.
8. Unauthorized use of class materials, routines and/or choreography is strictly prohibited.
9. Students participating in competitions, shows and other Studio related activities do so at their own risk.
10. Please contact the Studio if you must miss class.
11. Any student of Jo Ann Warren Studio gives their permission for any photography or video that is taken of them to be used in promotion, including the rights of newspapers, brochures, cable, TV advertising, FACEBOOK or www.joannwarrenstudio.com.
12. Disrespect toward teachers, class assistants and fellow students will not be tolerated.



ANNUAL REGISTRATION FEE

\$25.00/student (non-refundable or transferable)

TUITION

PAYMENT PLANS

- 9 payments, September 2016-May 2017
- The entire tuition for the season per student is expected to be paid for by the contract signee.
- Costume payments and costumes ARE NOT accepted in lieu of tuition payments.
- Any student withdrawing from the studio must give the office 30 days notice in writing and will be charged for those 30 days. Until letter is received, student is considered enrolled & tuition must be paid.

Jo Ann Warren Studio reserves the right to prohibit the student from taking class in the event of an unpaid tuition balance.

Unpaid bills run the risk of being sent to a collection agency.

hours/ week	Monthly	Yearly
0.5	33.56	302.04
1	67.08	603.72
1.5	100.64	905.76
2	127.48	1147.32
2.5	159.36	1434.24
3	181.16	1630.44
3.5	199.6	1796.4
4	223.12	2053.08
4.5	241.52	2173.68
5	268.36	2415.24

NEW! Payment Policy

All accounts are required to have a credit or debit card on file. As always, we accept tenders of cash or check. Those who wish to use auto-pay, accounts will be charged using the card of file (COF) the 1st day of each month, respectively.

Those who wish to pay using an alternate tender, must do so by the 1st of each month. If payment is not received by the due date, the COF will be automatically charged on the 10th of each month.

If a COF expires or becomes invalid, the system will notify the family via email. The family will then have 10 days to update the payment information (in-studio or from their personal account). Failure to update payment will result in a \$35 late fee. Returned checks are also subject to a \$35 late fee.