



# RACHEL D'S DANCE STUDIO



Hello Parents and Dancers!

Happy Friday! I hope everyone enjoyed their summer and survived the first week back to school for the kids! For me personally, I was fortunate enough to spend much of the summer traveling around the area, watching my daughters play lots of soccer and softball. While it meant living out of a hotel for nearly 8 weekends in a row, it was a great chance to enjoy time with my family.

With school back in session and September nearly upon us, the studio will be again getting back into full swing. I have attached various documents, so hopefully all information to get the year started will be within this email, or the attachments. At the current time, the competition program has a handbook that can be found on our website. That is being used to create a Studio Handbook as well. Within that handbook, all goals, policies, guidelines for dancers and parents, expectations, procedures, etc. will be listed for you to reference throughout the year. Once registration is complete, those of you who choose to enroll will also be emailed a copy of it. If you have questions regarding attire, etc., you may check there for the current time. Again, more specific information regarding shoes, attire, and more "daily" details, will be sent once registration is complete.

For those who haven't see it, the schedule for the upcoming year has been posted. It is attached here as well, and this email is simply meant to provide the basic information to accompany the schedule. Registration will be done differently this year. With a new system, there may be questions as we work through it, but I'll do my best to answer any, or take care of, any that arise.

**Registration:** This year, paper information sheets will NOT be filled out, and you will find links to google documents following this paragraph. There are 3 links, leading to the following forms: 1. Dancer Information Form 2. Injury and Photo Waiver Release 3. Authorization for Auto-payment Form. All 3 must be completed before classes start, and your child is able to attend. Once you click on the links, you will be prompted to answer various questions, and provide basic information such as parent contact, dancer experience, etc. Once completed, you will be able to select submit, and information will be sent to our registration email address: [racheldsregister@gmail.com](mailto:racheldsregister@gmail.com).

**[2019 / 2020 Rachel D's Dance Registration](#)**

**[2019 / 2020 Rachel D's Dance Waivers](#)**

**[2019 / 2020 Rachel D's Autopay Form](#)**

For the auto-payment form, everyone is required to submit one. For those who already have one on file, and wish to use the same account, there is an option for you to simply update various information, without completing an entirely new form. There needs to be one information form completed per dancer, and one waiver per dancer. However, there may be only one auto-pay form per family, if the updated monthly total reflects the total for the entire family. For those new to Rachel D's, or needing to update an account, the fields necessary for payment will be presented to you. I realize that unfortunately, in this current time, internet security is something we all need to be mindful of.



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If you would prefer to NOT submit your account information electronically, I have attached a copy of the auto-pay form, and you may certainly fill it out, and submit it another way. Here are the various methods to submit your auto-pay form (Other necessary forms should still be submitted electronically.):

- ✓ Electronically. Complete the necessary fields in the form, click submit, and it will be sent directly to Rachel D's.
- ✓ Print of the attached hard copy, complete the necessary information, and mail it. Mail should be sent to my personal address, and NOT the studio address. That address is:

*Rachel D's Dance Studio – Rachel Douglas  
313 2<sup>nd</sup> AVE SE  
Pine Island, MN 55963*

- ✓ Print off the attached form, complete, and drop it at the studio lobby during one of the available times: (I will not be available, as I will be teaching in the studio; however, there will be an area to submit paperwork).
  - *Wednesday, September 4: 4:30 – 8:30 p.m.*
  - *Friday, September 6: 6:00 – 7:30 p.m.*
  - *Saturday, September 7: 10:30 a.m. – 12:00 p.m.*

If you wish to not use the auto-pay system, you may choose to pay for the first half of the year in September, and the second half in January. Or, you may also choose to pay the entire year upfront. However, if you wish to pay monthly, it is required all payments come through our autopay system. Checks will not be accepted on a monthly basis.

Your monthly tuition rate is based on total studio time. Please see the attached chart to see where your dancer would fall. Total time calculations are made per dancer, not per family. In addition, if you are choosing to audition for the competition program, that time should NOT be calculated at this point, with your studio time. That will be determined after auditions and all placements have been announced. There is a \$50.00 deposit per class that is collected, and will go towards the costume expenses, when that time comes. In order to help ease the transition back into school and activities, we will be collecting the deposits electronically, as a separate pull, over the course of the first months. Should a dancer be involved in multiple classes, the first 2 classes will have their deposits collected in Sept., the next 2 classes in Oct., and the next classes in Nov., etc. The final costume balances for everyone will be withdrawn in January. If you open the document labeled "Important Dates 2019/20," you will find a chart of dates, events and information explaining what is happening on each specific date. You will also find dates throughout the year we do not have classes, picture weekend, etc. This is an important document and will be available on our website, should you need to reference is again.

Our competition program will be heading into our third year. While it is no longer our first year, I am continuing to learn so many things through experience, each year. There are several changes to how we will be conducting classes, and the handbook has some adjustments and additions for the up and coming year. We will be addressing the overall program expectations, and the "fine details," once auditions have been completed. For the current time, if you have interest in, or plan to audition for a placement in a competition dance and class this year, please see the competition attachment. That document will give you the basic information to get started, as well as the paperwork and necessary steps to take, to sign up for auditions. We continued to have great success last year, and only hope to continue to build on those successes, and the solid foundation we are creating.