



## POLICIES AND GUIDELINES HANDBOOK

2025-2026 Season

1705 MacArthur Drive Alexandria, LA 71301 (318) 267-9004

### ❖ Information

- **Parent portal:**

We use an online portal for registration, billing, and communication called Jackrabbit.

#### 1. Register on Jackrabbit “Parent Portal”

Go to our website home page [www.gettothepointeballetacademy.com](http://www.gettothepointeballetacademy.com)

- Click on “[Registration](#)”
- Scroll down, click on the “[Click here - new Family Registration](#)” 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** on their account in the Parent Portal when registering a child.

#### 2. ANNOUNCEMENTS

- Please be sure to read and save all letters sent home, emailed, text.
- Please make sure you **check your email weekly for updates**. We communicate schedules, billing statements, weather closings and any changes through email, always.
- Please make sure you have an active email on file.

E-mail your questions to [gettothepointeballetacademy@gmail.com](mailto: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 Group](#) 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.

- For the calendar for 2025/2026 dance season. Please go to  
<https://gettothepointeballetacademy.com/calendar-1>
- Please make sure to download the GTTP app here is the link:
  - <https://gettothepointeballetacademy.com/app-store>

### 3. Contacting Mrs. Sarah

- Questions for Mrs. Sarah email [gettothepointeballetacademy@gmail.com](mailto:gettothepointeballetacademy@gmail.com) or leave a message at 318-267-9004.

### 4. Billing Questions

Email: [gettothepointeballetacademy@gmail.com](mailto:gettothepointeballetacademy@gmail.com)

### 5. Tuition

- Class are billed monthly, prices are as follows:
  - \$65 monthly for 45 minutes class one a week.
  - \$70 monthly for an hour class once a week.
  - \$75 monthly for one hour and 15 minutes once a week.
  - \$80 monthly for hour and a half classes once a week.
  - \$85 monthly for hour and 45 minutes classes once a week.
  - Private lessons are \$75 an hour.
  - 5% sibling discount off of youngest child's classes
- **All tuition is due by the 1st of each month. Statements will be sent out on the 15th of each month. Late notices and a late fee of \$25 will go out on the 2nd of each month.**
- **Your card on file will be charged on the 4th of the month if tuition has not been paid on time.**
- **Auto-draft** each month by letting Mrs. Sarah know through email at the beginning of the school year. ***This is the simplest way to pay your tuition.***
- **If you become two months behind on tuition, you may be asked to leave the studio**
- **Please note if you do not pay for costumes or recital fees, your child is not allowed to participate in the show and maybe asked to leave the studio.**
- **All recitals are optional, but highly encouraged**

### 6. Production Fee and Costumes for Spring Review 2026 (show date May 16th)

- Production fee **\$250** per family, due **February 1, 2026**
- This will include 4 free tickets per family and 1 free digital review book per family
- review tights for each child.

- Costume fees will be charged in 3 payments on your monthly statement, due September 1, October 1 and November 1, 2025. The same rules apply to costume fees as tuition. If the costume fee is not paid by the 4th of the month your card will be charged.

## 7. Production Fee for Christmas Review 2025. (show date: December 19th 7:00-8:00)

- The production fee is **\$200**
- **per family** and is due **September 1, 2025**
- This will include 4 free tickets per family

## 8. Costume Fees for 2026 End of dance Year spring Review

All costume fees are due by November 1, 2025

### Combo Class 1 A and B : 1 Ballet Costume

(\$75 )      **Total \$75**

### Combo Class 2 : 1 Ballet and Tap = 2 Costumes

(\$ 75 each )      **Total \$150**

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

(\$75 each )      **Total \$150**

### Combo Class 4 : Ballet , Jazz / Tap 2 costumes

(\$75 each)      **Total \$150**

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

(\$85 each)      **Total \$170**

### Combo Class 6: 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/ Pointe Variation **\$80**

Contemporary **\$75**

Baby ballerina class: **\$65**

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

**\*\*No refunds for any costume, tuition, or registration fees.\*\***

## 7. Dress Code

All uniforms and shoes must be purchased from GTTP.

**30% discount** for all uniforms for **returning students** from 2024/2025 dance season. Please note we have open house sales throughout the summer for uniforms! It is extremely important that students have

proper dancewear on and shoes to help them achieve the best that they can in the studio.

**GTTP uniforms include tights with an attached skirt or non-attached shorts, depending on what class. All uniforms must be worn in class at all times.**

\*Baby Ballet class

Combo class 1A,1B

Combo Class 2,3,4

uniform : \$95.00

30% off \$66.5

\*Combo class 5 and 6

uniform :\$ 120.00

30% \$84.00

\*Junior and senior contemporary - competition Uniform (must purchase)

Top: \$65.00

30% \$45.50

\* pre-pointe - senior pointe

\*Senior pointe TEAL \$ 80.00

Junior Pointe PLUM. \$80.00

Pre Pointe. MULBERRY \$80.00

30% \$56.00

**Shoes** (all new students must purchase shoes from GTTP day of registration.)

\*combo classes ( Class 1-2)

Ballet and tap shoes, total price : **\$65**

\* Combo classes ( Class 3-4)

Ballet,Tap, and Jazz total price: **\$115.80**

\*Combo class (Class 5-6 )

Ballet,Tap,Jazz shoes : **\$163.80**

\*Contemporary shoes

**\$30.00**

**(New students must pay a uniform fee the day of registration. Returning students must pay uniform fee by July 15th )**

**All uniforms and shoes can be picked up at GTTP through**

**( July 21st though 24th from 8:00 AM though 3:00 PM And August 4th from 5:00pm-6:00pm)**

## ❖ 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. Please have your child dressed and ready for class. Please **do not** drop your child off earlier.
- If a student has to miss class, they are required to notify Mrs. Sarah Ochs Ranson, through email, beforehand. Roll will be taken in each class. Attendance is very important for each dancer to progress in their skills to the next level. If your child has missed up to 7 classes please contact us to see if we need to schedule a private session. So your child can participate in the reviews. Review Dances are learned throughout the fall and spring session. Attendance is highly important to attend as much as possible to be prepared for a review.
- If a child has missed over 15 classes during fall or spring sessions with no contact to schedule a private lesson, the child may be asked not to participate in review.

## Refunds

\*we do not give out any refunds at GTTP

\* please note that the 2025-2026 dance season goes from August 11th- May 16th!

## Rules and regulations

If a **student and / or parent** continuously breaks the rules and regulations of the studio they will be asked to leave.

## Conduct and behavior

- We expect parents and students to be respectful to all teachers and owners as well as other students and parents. This goes for inside the studio and outside of the studio.
- We do not tolerate any inappropriate behavior from students or parents towards any faculty member, owner or other students. This includes raising voices, arguing, name calling, or disrespect of any kind.
- Bullying of any kind is not tolerated.
- If there are any questions or concerns or conflict. We are more than happy to schedule a meeting outside of your child's normal classroom hours.

**Continued on next page\*\*\***

**What's required of you at GTTP**

- We ask all parents to pay on time. If there are any reasons you cannot pay your bill on time please contact us and we are more than willing to work with you. However, if there's no communication after two months. You'll be asked to leave the studio.
- We require that all students have a proper dance uniform and dance shoes for every class.
- Hair is to be pulled up in a ponytail or bun for every class.  
\*\*\*If the student continuously does not have the proper shoes or uniform, and we have to approach parents about this conflict more than three times, the student may be asked to leave the studio.
- We ask all parents and students to be polite to all faculty members, owners, and other parents and students. We do not tolerate any gossip, bullying, or outbursts of anger. If any of these behaviors are presented, you may be asked to leave the studio.
- We ask all parents to please drop their child off in the lobby at the correct time. **No parents are allowed in the lobby at any time.** This is for the children's safety. We do not have a waiting room. We also lock the front door the whole time to keep everyone safe that is in the studio.
- **We ask all parents to *please email, call or text with any questions.***
  - Please **do not interrupt any faculty member during or in between classes** to ask questions. This is time for us to make sure everyone gets in and out of the studio properly and has full attention during their time.

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

Mrs. Sarah at email- [gettothepointeballetacademy@gmail.com](mailto:gettothepointeballetacademy@gmail.com)

Thank You!