



POLICIES AND GUIDELINES HANDBOOK

2024-2025 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

- Click on “[Registration - Parents](#)”
- 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 number on their account in the 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 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 Mrs. Sarah

- Questions for Mrs. Sarah email gettothepointeballetacademy@gmail.com or leave a message at 318-267-9004. **During business hours only: Mon-Fri 4pm-8:30pm**

4. Billing Questions

Email: Gettothepointeballetacademy@gmail.com

5. Tuition

- Class are billed monthly, prices areas follows:
 - \$70 monthly for an hour and a half once a week.
 - \$65 monthly for an hour and 15-minute classes once a week.
 - \$60 monthly for one hour once a week.
 - \$55 monthly for 45-minute classes once a week.
 - \$50 monthly for 30-minute classes once a week.
 - Private lessons are \$75 an hour.
 - 5% sibling discount off of youngest child's classes
 - 10% off additional 5th class and up (does not apply to families with siblings or to competition repertory class on Monday)
- **All tuition is due by the 1st of each month. Statements will be sent out on the 15th of each month. Late notices and 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.*

6. Production Fee and Costumes for Spring Review 2025

- Production fee **\$200** per student, due **February 1, 2025**
- 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, 2024.** Same rules apply to costume fees as tuition. If the costume fee is not paid by the 4th of the month your debit card will be charged.

7. Production Fee for Christmas Review 2024 .

- The production fee is **\$150 per student** and is due **September 1, 2024**
- This will include 4 free tickets per family
- **Costumes information for this show will be sent later**

8. Costume Fees for 2025 End of dance Year Review

All costume fees are due by November 1, 2024

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

Pre-Pointe \$80

Pointe Apprentice \$80

Pointe Junior \$80

Pointe Senior \$80

Jr/Sr. Ballet \$80

Pointe Variation \$80

Contemporary \$65

Hip-hop \$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, and registration fee.

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 BALLET SHOES ARE REQUIRED** for class and recital.

- Dress Code for all class
- Pink tights
- black or colored leotards
- (optional)Black or colored skirts and dance Booty Shorts. No other Shorts are allowed.
- hair pulled back in a Bun or ponytail

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

Mrs. Sarah at email- gettothepointeballetacademy@gmail.com

Thank You!