



# THE DANCE WORKS

DECEMBER – 2019



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**HOLIDAY BREAK:** There will be **NO CLASSES** from Mon. Dec 23, 2019 – Sat. Jan. 4, 2020 (Classes resume Mon. Jan 6, 2020). HAPPY HOLIDAYS!!!

**BREAKDOWN OF RECITAL SHOWS:** A breakdown of the recital shows will be available shortly. Please check the list carefully and if your children are in different shows, please alert the office as soon as possible.

**TUITION/BILLING:** A reminder...tuition is due the first lesson of each month. A \$10.00 late fee (**strictly enforced**) will be applied after the 7th of the month on all tardy payments. Please put the student's name on the check to alleviate posting your payment to an incorrect account. Printed bills are distributed **only** on tardy payments.

**ONLINE PAYMENTS:** Every student has a Parent Portal account which may be used to pay tuition and other dance expenses online using a debit or credit card (*a convenience fee of 3.0 % will apply on credit/debit transactions*), view previous transactions, your class schedule, and more. If you are a current student, [please use this link to access your account](#) and make a payment. (*New students, please register here.*) You may make a one-time payment or choose to have tuition and other dance expenses automatically deducted on the first of each month. We are excited to offer this convenient new option to our parents and students, and hope you'll love it as much as we do. Please reach out to the office with any questions or concerns.

**COSTUME BALANCES:** Costume balances will be due on February 1<sup>st</sup>. Invoices will be sent via email during the holiday break, or soon thereafter so you have time to plan. Please see the office with any questions.

**CANCELLATIONS:** Please call the studio one hour before your scheduled class time or [visit our website](#) for cancellations due to inclement weather – **please do not rely on Facebook or Instagram as these may not be updated.** We are sometimes open when area schools are closed. All missed classes can be made-up. No refunds.

**DANCE WORKS MERCHANDISE:** We have a variety of logo merchandise available through our online stores. Please visit <http://www.thedanceworks.us/store.html> to shop!

**BIRTHDAY PARTIES:** The studio offers birthday parties for children of all ages. For more information, see the office or the [Birthday Parties page](#) on our website.

**WEBSITE:** [www.thedanceworks.us](http://www.thedanceworks.us)

**E-MAIL:** [contact@thedanceworks.us](mailto:contact@thedanceworks.us)

PLEASE NOTE: We send monthly invoices and other important information regularly via email. Check your email frequently, be sure this address is added to your contacts, and check your spam/junk folder to be sure you haven't missed anything! If you are not receiving emails, stop by the office to ensure we have your correct and current email address.

**NEWSLETTERS:** If you do not own a computer and/or would like a copy of the latest newsletter, one can be obtained at the office.

**NOTEWORTHY NEWS:** Congratulations to Morgan Deziel, who will be performing with the New England Dance Ensemble production of The Nutcracker!

Happy holidays from all of us at

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