

# THE DANCE COMPANY

## Policies & Dress Code

The Dance Company is a not-for-profit corporation operated by and for its members. All who pay tuition or annual fees to The Dance Company are members. The Dance Company's policy is to combine quality instruction in varied dance disciplines with an enjoyable and professional atmosphere. Individual, personal attention and analysis of student's abilities by experienced, expert teachers is important for proper dance training. Our dedicated staff encourages each dancer to achieve the highest possible level of competence.

### **Placement and Contact with Teachers**

Placement in the appropriate class is important to each student's skill development and personal growth. For students younger than seven, placement is based on the student's age as of the first day of class. For students age six and older, skill level and experience are also considered. The instructor will monitor each student's progress and communicate results to students and parents regularly. Premature advancement to the next level can have a profound and negative impact both on a student's self-confidence and on skill acquisition and development in proper technique. The instructor's placement decisions are final and always meant to be in the best interest of the student.

### **Student Dress Code (strictly enforced)**

#### **FEMALE**

*Preschool & Combo*- black leotard, pink tights, pink ballet shoes, black tap shoes.

*Ballet*- black leotard, pink tights, pink ballet shoes.

*Modern*- black leotard, black tights, barefoot.

*Jazz*- black leotard, black tights, may wear black jazz pants or leggings, jazz shoes.

*Tap*- black leotard, black or tan tights, black tap shoes.

*Hip-Hop*- street-wear (shirt and bottoms/sweatpants), sneakers.

*Musical Theatre*- tight-fitting dancewear, jazz shoes or barefoot.

*Acrobatics*- leotard and shorts or pants, barefoot.

\*Hair must be secured in a bun at all times so that it is not a distraction.

\*Jewelry other than small earrings is not allowed in class and should be left at home.

#### **MALE**

White or black shirt and black leggings; same footwear as females.

Hip-Hop students may wear street-wear clothing and sneakers.

### **Attendance**

In order to attain growth within any dance discipline students must attend class on a regular basis. If an emergency arises and you need to miss class, please call The Dance Company. Students will not be included in performance choreography if repeatedly absent from class. The week of rehearsals prior to the end of year show is mandatory for all dancers performing in the show. Students must **arrive promptly** for class and **be prepared** to take class in proper attire with hair up and shoes on. Tardiness disrupts the entire class and is a hazard to the dancer's safety. Habitual tardiness or any other disruptive behavior will result in parents being contacted regarding removing child from class. Students may not arrive at school more than 15 minutes before class and must be picked up promptly after their class is finished. The circular drive in front of the studio is not a parking lot; please keep this in mind when picking your child up from class.

### **Behavior**

Dancers are expected to be well-behaved, courteous, honest and to abide by the rules of The Dance Company. All dancers and parents/guardians must conduct themselves in a manner that is respectful to others and themselves. They may not make comparisons to each other or speak negatively about one another or the instructors. Talking or any disruption in the classroom will not be tolerated. Students with consistent behavior problems will be sent to the Director's office and the parents will be contacted. There will be no rough-housing or loud voices in the building. Students are expected to keep the bathrooms, dressing room, waiting areas, and classrooms neat and clean. Dancers and visitors are expected to pick up after themselves.

### **Recital and Costume Fees**

Recital Fees help to offset the cost of the Spring Performance. There are generally three shows on our Performance Weekend. Pre-school students perform one number. Combination classes perform one number in tap and one number in ballet. All other students are in one number per class. Costume fees are \$70 per costume. The first costume fee is due October 1st and the second costume fee is due in November 1st and the final costume payment is due in full by December 1st. **All costume fees must be paid by December 1<sup>st</sup>.** Costumes will not be given to your dancer until all fees are paid. Costume fees may not be refunded after costumes are ordered and the office must be informed of any changes in classes that affect costume orders before December 1<sup>st</sup>.

### **Dismissal Policy**

The studio reserves the right to cancel the enrollment of a child for the following reasons:

1. Non-payment or excessive late payment fees despite attempted contact and invoice reminders.
2. Not observing the rules and policies of the studio.
3. Physical and/or verbal abuse of staff or children, by a parent or child.

### **Parent/Guardian Responsibilities**

Parents are welcome to remain in the lobby during classes. Although we understand the need to bring younger siblings to the studio, please supervise them so that classes are not interrupted. In addition, children should not be left unattended in the waiting room area or outside the studio. Children that are being unusually loud will be asked to sit quietly. It is not the responsibility of the instructor or the studio for loss of materials or items left in the studio, waiting room, dressing room, or any other areas of the building or our recital facility.

### **Pick-Up/Drop Off**

Please be prompt in picking up your children. Tell your child to remain in the lobby and not outside. We are not responsible for children once they leave the building. The circular drive in front of the studio is not a parking lot; please keep in mind when picking your child up from class.

### **Payment Policy**

Monthly tuition fees are based on the number of hours taken by each family. Payment is due the first week of each month, August-May. There is a \$20 late charge for all payments received after the 10th day of the month. Returned checks are subject to a \$30 charge. Registration fees, recital fees and costume fees are non-refundable. Monthly fees remain the same despite fewer classes (holidays) or more classes (5-week months). Refunds are issued in the form of TDC Credit. No cash refunds are provided. Families who are enrolled and paying full tuition for dance instruction at other dance studios will not be considered for scholarships for tuition assistance.

### **Communication Policy**

It is extremely important to have good, positive communication between The Dance Company and our students and their families. Important class information and announcements will be emailed regularly and posted on our whiteboard and website, Facebook page, and Twitter each week. It is each student or parent's responsibility to check these each week to make sure you stay up to date. If you miss a class or for whatever reason do not come with your student to class, it is your responsibility to ask for weekly announcement information.