

*Dayton Dance*  

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**C O N S E R V A T O R Y**

*Parent/Student Handbook*  
**2017-2018**

Welcome to the Dayton Dance Conservatory! We have a very exciting year planned for everyone! We hope everyone will enjoy the opportunity to express their creativity and develop their talents!

Enrollment is contingent upon your understanding and compliance to all rules and regulations set forth by Dayton Dance Conservatory (DDC). These rules are in place both to benefit the studio and you, our client. If you have any questions regarding the policies, please do not hesitate to ask a staff member. DDC has the right to change our policies at anytime. Clients will be made aware of any changes in studio policies.

## **Fees and Tuition**

Students are enrolled with the understanding that they are to remain in the school for the 36 week term. We accept cash, checks, Visa and MasterCard for tuition payments. Those paying by check please write the student's name on the check at the bottom to ensure proper credit to account. **All payments are required to be made in advance; you are responsible until the date the studio is notified of a change/withdrawal (please see below for early withdrawal policy).**

### **Payment Options**

**Automatic Deduction:** We will be offering the Automatic Deduction option again this year. If you are interested in having your tuition payment automatically withdrawn from your credit card or debit card account, please complete and submit a Student Payment Plan Contract. ***This form must be updated annually.*** Auto-charge tuition payments will be withdrawn on the 1<sup>st</sup> of each month. Accounts will be charged the first week classes begin.

**Monthly:** Tuition is due the 1<sup>st</sup> of every month (including September) and the rates are broken down into a convenient nine-month payment schedule, September through May (June tuition will be billed the month of May). Tuition payments received after the 18<sup>th</sup> of the month will be charged a \$10 late fee.

**Annual:** Pay your annual tuition in one installment before Saturday, September 30<sup>th</sup> and receive a 10% discount. (This does not include the Monthly Unlimited option, as this is already a great savings!)

### **Billing Procedure**

In a better attempt to "Go Green" we will be sending monthly tuition statements via email the beginning of each month.

### **Late Fees**

Monthly tuition for the 2017-2018 Dance Season is due the 1<sup>st</sup> of each month and is considered late after the 18<sup>th</sup> of each month. A \$10 late fee will be applied to your account if tuition is not paid by the 18<sup>th</sup>. **Dancers will not be permitted to dance if an account is more than 60 days past due.**

### **Insufficient Funds**

Returned checks for Insufficient Funds will result in a \$35 fee. Remaining account balances must be paid by cash or money order. Checks will not be accepted from these accounts until the following month.

### **Refunds/Early Withdrawal Policy**

**No refunds will be given for pre-paid tuition. In the unlikely event a student needs to withdraw from classes, for any reason, a Class Drop/Add Form must be completed and submitted by the 1<sup>st</sup> of the month.** Submission of the Class Add/Drop Form will close the account and prevent further billing. If the Class Add/Drop form is not received by the 1<sup>st</sup>, you will be liable for that month's tuition. A student's absence from class does not effect tuition payments. Accounts will remain active and be charged late fees up to 90 days or until a Class Add/Drop Form is received. Accounts 90 days past due will be closed and turned over to collections, and will be liable for all studio charges as well as any charges incurred as a result of the collection process.

## **Referrals**

Refer another family to DDC and receive a \$5 credit to your account after their 1<sup>st</sup> month tuition has been paid. This is our way of saying thank you for your continued support.

## **Tuition Lottery**

Pay your monthly tuition by the 18<sup>th</sup> of each month and your name will be automatically entered and could be drawn to win a \$20 credit towards your next month tuition. One winner per drawing. October 2017 will be the first drawing and April 2018 will be the last drawing.

## **Student Absence/Make-up Classes**

Please be advised that attendance is closely monitored. Students are required to attend all scheduled classes and are expected to inform the studio of an intended absence prior to class. In an attempt to maintain consistent progression, any missed class must be made-up within two weeks of the absence. No credits or refunds will be issued for missed classes. Please see your child's instructor regarding the appropriate make-up class.

## **Attendance**

Regular attendance is essential to ensure maximum progress for each student. DDC strives to develop our students' talents to their utmost potential, which can only be achieved through regular attendance. Absenteeism will not only slow down your progress, but the progress of the entire class. Regular attendance is also critical when our faculty is teaching choreography for the Annual Spring Performance. Dancers who frequently miss class may be left out of certain sections of the routine.

Punctuality is also a very important part of attendance. Dancers should arrive 10-15 minutes before their scheduled class to dress and begin warm-up. For their safety, dancers who arrive to class more than 10 minutes late will be asked to observe and take notes for the class. Dancers must be picked up within 10 minutes of the end of their class or rehearsal.

## **Class Level and Promotion**

The faculty at DDC is committed to the technical and artistic growth of our students. We will strive to bring each dancer to their individual peak potential in a supportive and nurturing environment. Therefore, the placement policies at DDC are geared towards the individual student.

Placement begins at the Pre-School Level and increases to the Advanced level. Every student is evaluated on a regular basis to ensure proper placement. Changes in a student's class placement are based on the recommendations of DDC Director and Faculty. Do not be concerned if you repeat a level of training, students will not necessarily be promoted to a higher level on an annual basis. Placement and advancement from one level to the next is based on the student's own merit, understanding of vocabulary, technique and the ability to demonstrate those skills. Overall strength, maturity, and attendance are factors as well. DDC's faculty is very concerned with the proper and safe advancement of all our students. It is essential that the body be in proper alignment and the muscles well strengthened before more complex exercises are undertaken. To advance too quickly is to invite injury and we do our utmost to protect our students against such events. After classes have been in session for 4 weeks, DDC faculty will make any necessary adjustments to ensure all students are properly placed within our program.

## **Boys Program**

Boys are entitled to receive a FREE ballet class when enrolled in two of the following classes: Tap, Jazz, or Modern Class (excludes all other fees).

## Mandatory Dress Code

DDC believes that uniforms foster a more structured and disciplined class environment, which promotes a more positive classroom atmosphere. It is also exceedingly important for our teachers to be able to adequately see their students' bodies in order to promote proper body alignment; which will in turn aid in correct muscular development and in preventing injuries.

**Underwear should not be worn under your child's leotard and tights. Jewelry, other than stud earrings, is NOT permitted.** Dress code (both hair & attire) will be strictly enforced. **Students not meeting the specified dress code will be asked to sit and watch class until the dress code has been met.**

***Creative Movement and Pre-Ballet:*** Solid light pink leotard - NO attached skirts. Pink footed tights, pink leather ballet shoes. Hair secured in a ponytail/bun. **No underwear.**

***Beginning Ballet & Ballet I:*** Solid light blue leotard - NO skirts. Pink footed/convertible tights, pink split sole leather ballet shoes. Hair secured in a bun. **No underwear.**

***Ballet II:*** Solid navy blue leotard - NO skirts. Pink footed/convertible tights, pink split sole leather ballet shoes. Hair secured in a bun.

***Ballet III – V & Teen Ballet:*** Solid black leotard - NO skirts. Pink footed/convertible tights, pink split sole leather ballet shoes. Hair secured in a bun.

***Advanced Ballet:*** Solid burgundy leotard - NO skirts. Pink footed/convertible tights, pink split sole ballet shoes. Hair secured in a bun.

***Conditioning, Contemporary & Modern:*** Solid color leotard and footless/convertible black tights. Bare feet. Hair secured in a bun.

***Jazz & Theatre Jazz:*** Solid color leotard, black convertible tights, and nude slip on split sole jazz shoes. Hair secured in a bun.

***Tap:*** Solid color leotard and black or nude footed/convertible tights. **Pre-Tap – Level I:** Tan lace-up tap shoes. **Level II-VI:** Black lace-up tap shoes. Hair secured in a ponytail or bun.

***Hip Hop:*** Loose fitting active wear – pants knee length or longer. Thin, full sole street sneakers **used only for dance.** Kneepads are recommended. Hair secured back in ponytail.

***Boys Attire:*** White t-shirt, black stretch shorts or black dance pants, dance belt & black shoes as listed above.

## Restroom Use

Please make sure your dancer has used the restroom before their class begins - especially our preschool age dancers. Dancers should not be leaving class to use the restroom unless it is absolutely necessary. It is very disruptive to the class and your dancer is missing valuable class time.

## Communication

Communication is key to maintaining smooth and effective studio operations. At DDC we utilize several means of communication to keep all of our students and parents well informed.

**[www.daytondanceconservatory.com](http://www.daytondanceconservatory.com)** Our website is a great resource for studio information. Policies, class information and schedules, faculty information, news, events and much more are posted on our website and kept current. If you have a question, more likely than not, you will find the answer on our website.

**E-mail** will be utilized to send reminders and alert families to important studio information. If you have not done so yet, please visit our website to join our mailing list. If you listed your email address on the registration form, you were automatically placed on our mailing list.

**Bulletin Board:** All important information posted on our website and sent out via email will also be posted on our bulletin board. If you do not have Internet access, you will be responsible for coming into the studio and checking the bulletin board weekly. **Information will not be sent home with your dancer(s).** Any concerns with DDC's communication system should be directed to our Office Manager, Stephanie Ruby.

## **Observation**

DDC understands the desire to observe your child while in class, but your presence is often distracting and can lead to disruption of the entire class. DDC has scheduled parent observation times periodically throughout the year. These specific dates can be found on DDC's 2017-2018 Dance Season Calendar. Due to limited space we ask that only parents or legal guardians observe. Siblings can be distracting to the dancers. As a courtesy to the students, teachers, and parents, please put your cell phone on silent and refrain from talking during class.

## **Inclement Weather Policy**

The studio will remain open during inclement weather if the streets are not dangerous. In case of severe snow, the studio will close and you may make-up the class within 4 weeks of the closing. A closed announcement will be posted on our website, Facebook page and on WHIO-TV's school closing list. DDC does not credit, refund or pro-rate tuition for classes cancelled due to inclement weather.

## **Class Cancellations**

In the unusual circumstance a class should be cancelled by DDC or DDC faculty, two make-up dates will be offered for the students to choose from. No refunds or credits will be given.

## **Lobby Etiquette**

- Please help us in keeping our lobby clean. Pick up after yourselves and be careful with food and drink.
- No standing or sitting near the classroom doorways
- We request that you leave the younger siblings of students at home. While siblings are welcome to visit, their presence is often a distraction to our dancers.
- Children are to remain inside the building while classes are in session. DDC cannot be responsible for children outside of the building.
- This is a place of education and voices should be kept to a minimum

## **Parking Lot Etiquette**

- **Students under the age of 10 will not be permitted to exit the building unattended.** For safety reasons, parents must come inside the building to pick up their children.
- All dancers are required to wear street clothes over their dance attire when entering and exiting the building.
- Dance shoes should not be worn outside of the classroom.
- Smoking is not permitted in or around the building.

## **Questions/Comments/Concerns**

Parents may have questions, concerns, suggestions, or wish to make an appointment to talk about their child's dance education, classroom activities, and/or DDC activities, when the proper personnel may not be available to discuss it with them. In addition, while teachers are always happy to discuss and answer questions about a student's progress, they are not always available in the hallways for discussion. At the front reception desk, we have "Question/Comments/Concerns Forms" which parents and students may complete to bring these items to the Director's attention. DDC's office manager, director, or faculty member will respond to your request within three business days.

## **Letters of Reference or Recommendation**

There are times that students require letters of recommendation or reference for school honors, employment applications, college applications or auditions, summer intensive auditions, etc. Students should go to the reception area and fill out a "Request for Information or Assistance Form" requesting the letter and giving any pertinent information such as whom it is to be addressed to, purpose of the letter, deadline, etc. The student should allow at least 2 full weeks time prior to the date that this is required, in order to allow the proper parties to produce the letter to them. Any requests with a shorter time requirement will be completed if possible- but are not guaranteed.

## Photography

Photos of our students will be taken throughout the dance season. The photos may be used in publications, advertising, website, etc. If you do not wish your child to be photographed or their photo to be used, you must submit a letter in writing to the Dayton Dance Conservatory on or before Saturday, September 30, 2017.

## Annual Spring Recital

DDC will be holding our 42<sup>nd</sup> Annual Spring Recital on June 9 & 10, 2018 at the Victoria Theatre, downtown Dayton. There will be two shows and plenty of tickets for families and friends. By late January 2018, the exact day & time of the show(s) your dancer will be performing in will be announced. The shows are extracurricular, and if you choose not to participate, please notify the studio by **Saturday, November 4, 2017**. We make every effort to eliminate a dancer and/or sibling performing in multiple shows. If this conflict arises you will be notified mid-November. Dedication to recital commitments is the responsibility of both students and their parents. DDC has developed an Annual Spring Recital Handbook detailing the event that will be sent the beginning of April.

Rest assured that costumes will always be age appropriate and high quality. Students will need one costume for each subject they train in. Most accessories (hats, gloves, etc) to the costume will be included in costume total. DDC faculty will measure each dancer and allow growing room before ordering, but please remember that costumes are made to fit snugly, unlike regular clothing. If you prefer to order a specific size, you must notify the office manager or director. You will take responsibility for the size decision.

**A costume/tights deposit of \$30.00 per costume is due on or before Saturday, November 4, 2017. Costumes must be PAID IN FULL on or before Saturday, December 9, 2017.** There will be an additional \$10.00 late charge on each costume paid after that date. **No costumes will be ordered unless they are paid for.** Any costume paid after the 14th of December will not be guaranteed to arrive in time for the show. **There are NO refunds or credits on costume payments.** Students will receive a final costume statement with **exact prices Mid-November**. Tights fees will be included in your statement total. Costumes will be ordered for the recital mid-December. A picture of costumes will be shown to students and parents at the beginning and/or end of each class Monday, December 4<sup>th</sup> – Saturday, December 9<sup>th</sup>. **Tuition must also be PAID UP TO DATE or costumes will not be ordered.**

### Approximate Costume Sizes/Prices:

- \* Child Sizes Small (4-6) or Medium (8-10) \$45.00 - \$65.00
- \* Child Sizes Large (12-14) \$50.00 - \$70.00
- \* Adult Sizes Small, Med and Large \$50.00 - \$80.00 (Adult X-Large is approximately \$10.00 more)

The last day of classes will be Thursday, June 7, 2018. Please attend all classes. All balances on tuition, costume accessories, etc. must be paid in full by **Saturday, June 2<sup>nd</sup>** for participation in the dress rehearsal and recitals. Tuition balances due will only be accepted by credit card, cash, or money order **after Saturday, June 2, 2018**.

***\*Please Note: Upper level ballet classes (IV-advanced) will be technique classes only. All upper level ballet students (III-Advanced) who choose to take the Beginning, Intermediate or Advanced Repertoire Class will be part of the Act II Ballet Performance in the recital. If your dancer chooses NOT to participate in the Ballet Repertoire Class, he or she will not have a ballet performance in the Spring Recital.***

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## Dayton Dance Conservatory Parent/Student Agreement

Please print and sign below indicating that you have read, understand, and agree to abide by all rules and regulations as set forth in the Dayton Dance Conservatory's Parent/Student Handbook. Please submit the Dayton Dance Conservatory Parent/Student Agreement to the front desk on or before **Saturday, September 30, 2017**.

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_