

# **THE DREAM DANCE CENTER®**



## **Policies & Procedures Guide for 2007-2008**

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# The Dream Dance Center Policies & Procedures Guide for 2007-2008

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## WELCOME TO THE DREAM DANCE CENTER.

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In order to serve you more efficiently, we are providing you with this **Policies & Procedures Guide (P&P Guide)** to use as a reference regarding your family's enrollment here. If you will read through this guide and follow our simple policies and procedures, it will really help things to run smoothly and assist us in providing the very best dance experience possible for all of our students. If you still have questions after going through the guide, please don't hesitate to contact us. Your cooperation and support in this area is greatly appreciated. We are delighted to have you as part of our Dream Dance Center family!

### REGISTRATION

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Registration requires the completion of an information form, payment of the registration fee, and your signature on our enrollment agreement. By signing this form, you are acknowledging that you understand your monthly tuition charges, as well as the procedure for discontinuing classes. Your registration fee is non-refundable. It insures you a place in class, assures us that you intend to be there, and covers the business clerical costs associated with your enrollment at the Dream Dance Center. The registration fee is annual — from August of this year through July of next year.

### TUITION

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Tuition is due in full on the 1st day of every calendar month. However, if you pay before the 1st of the month, you may pay the discounted rate listed on the back of this guide. We are able to offer you this discount because early payments save us the clerical costs associated with generating a statement and mailing it to you. Some of our clients prefer paying from our statement and do not choose to pay early and receive the discount. **Please understand that payments must be received before — not on — the 1st day of each month and you must have no balance due in order to receive the discount.** This is a discount for paying early and saving clerical costs — not a late fee. Remember, we only send home statements for overdue accounts. Tuition rates are based on the full season and divided into monthly payments for simplicity. Tuition rates are not based on individual months or classes. Holidays are considered before calculating the monthly tuition rates. You do not pay for holidays.

### MID-MONTH REGISTRATION

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If you register in the middle of the month, your tuition for the current month is due the day you register. Obviously you will have missed some of your classes for that month. For that month only

you have the option of paying your monthly tuition in full and making up the missed classes, or you may pay by the class for the remainder of that month.

## **MISSED CLASSES**

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For each child's safety and comfort as well as those of our instructors, we cannot allow sick children to attend class. A child who becomes ill will be isolated and the parent notified to promptly pick him or her up. If you know in advance you will miss a class, please notify our office. The office will be able to inform you of the availability of another class in which you may make up the missed lesson. No special classes will be scheduled for make-ups. Make-up classes must be taken in other classes besides the one in which you are enrolled. Otherwise, we assume you are paying for your class and will bill you for the lessons. When you take a make-up class, be sure to check in with our office to receive an admission pass for class.

## **DISCONTINUING CLASSES**

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We assume you are currently enrolled through the recital date unless you notify us otherwise. To discontinue a class, the parent must complete a termination of enrollment form in the office. Failure to do so will make you liable for the subsequent months' tuitions. Also, be aware that re-enrollment will require the payment of another registration fee unless arrangements have been made in advance for special cases such as long term illness, vacations, etc.

## **RULES OF THE CLASSROOM**

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1. No talking unless you raise your hand.
2. Every student must treat the teacher and other students in the class with respect.
3. No chewing gum in class.
4. No food or drink allowed inside the classroom (bottled water only).
5. No cell phones allowed inside the classroom.
6. No hanging on the bars.
7. Every student must abide by our dress code.

## **STUDENT DISCIPLINE**

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If a student fails to abide by the above rules, the following is a list of discipline actions we will take if a problem occurs:

### **For Rules 1-6:**

The first time a student does not follow one of the above rules, he or she will be warned twice. If the problem continues to occur, the student will be asked to sit out of class and the parents will be notified. If the student continues not to follow the above rules, the child may be issued a "yellow card" by a teacher or staff member. The parent will be notified and must come into the dance center

to sign the card, along with the teacher. If the problem continues to occur, a child can receive up to three (3) cards per year. If they continue to be a problem after their third “yellow card”, they will then be given a “red card” which results in either removal from their class and/or termination of enrollment at DDC.

**For Rule 7 (effective as of September 10, 2007):**

If a student does not wear the proper attire to class, we will warn the student once and give them a list of our dress code to give to their parents. If they do not wear the proper attire a second time, the child will be asked to sit out and will not be allowed to dance (parents will be notified). If a child does not wear the proper attire for a third time, unless their parents make previous arrangements with our office, they will be issued a “yellow card.”

**2007-2008 DDC CALENDAR**

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August 7-8-9	Fall Registration	January 7	Classes Resume
August 13	Classes Begin	January 21	Open for Classes
September 3	Holiday – No Classes	February 18-23	Parent Visitation
October 8	Open for Classes	March 17-21	Spring Break – No Classes
October 11	Half of Recital Fee Due	March 22	Open for Classes
Oct. 29-Nov.3	Parent Visitation Week	April 22-24	Picture Week – No Classes
November 3	Balance of Recital Fee Due	April 28	Open for Classes
November 6-8	Costuming – No Classes	May 13-15	Recital Dress Rehearsal (held at DDC)
November 19-24	Holiday – No Classes	May 31	Last Day of Classes
November 26	Classes Resume	June 7 and 8	Recital (Rehearsal and Junior & Senior Shows)
December 22	Holiday Party – No Classes		
Dec.24-Jan.5	Holiday – No Classes		

**DRESS CODE**

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**All Classes:** Hair should be worn neatly and securely out of your face.

**Ballet:** Leotard (any color), tights (PINK only), pink leather ballet shoes with elastic across the instep.

**Pointe:** Same attire as for Ballet classes.

**Tap:** Leotard (any color), tights (any color), or any other dance clothes that cling to the body. If you wear shoes, you must wear tights underneath. Black tap shoes. 2<sup>nd</sup> Grade and higher are required to have Capezio jazz tap shoes. In addition, some classes will be required to have high-heel tap shoes

or tan tap shoes. Please consult the instructor before purchasing. All ribbons must be replaced with black elastic.

**Jazz:** Same clothing as for tap. Students need to have black slip-on jazz shoes with rubber split soles. Some classes may be required to have tan slip-on jazz shoes.

**Hip-Hop:** Any clothing that you can stretch and move in that still covers the body. Tennis shoes or jazz shoes may be worn. If you wear shorts, you must wear tights underneath.

**Lyrical:** Same attire as for jazz classes. Jazz shoes are to be worn.

## RECITAL

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The Dream Dance Center holds an annual recital at the end of our Spring Semester in June of every year. Our **Dream Dance Recital** is a terrific opportunity for our students to perform for their family and friends and showcase everything they have learned over the course of the year. A recital involves a lot of hard work, time, and of course, expense. We encourage all of our parents to begin to plan and budget for the Recital now. Performing in the recital is optional, however, we assume that your child will perform unless you notify us otherwise, in advance.

**Date and Location** — Our 2008 Dream Dance Recital is tentatively scheduled at the Berry Center. We may also have more than one show. The times and schedule for the recital will be announced.

**Rehearsals** — Two rehearsals will be held in preparation for the Recital. Both rehearsals are mandatory for a student to perform in the Recital. The first rehearsal will be a dress rehearsal (full costume), and will be held at DDC (see calendar for dates). Times and schedules to be announced. The second and final rehearsal (NO COSTUME – regular dance attire) will be held during our recital weekend Saturday June 7 (and possibly Sunday June 8), The final times and schedules will be announced.

**Recital Fees** — This year's recital fee will be finalized and announced by the first of October (a notice will be in our October Newsletter). The recital fee covers the expenses for the rental of the theatre, lighting, sound, stagehands, etc. and is non-refundable. See calendar for due dates.

**Costumes** — Prefabricated costumes are purchased from several different manufacturers. Occasionally, costumes are custom made. Please check with the office for last year's range of prices for costumes ordered. Your child will need one costume per class, as each class will perform a routine in the recital. We measure and order costumes as early as November. Full payment for your costumes is due by the date shown on the calendar. More details including pricing and sizing of costumes will be sent home with your child.

**Solos, Duets, & Trios** — A limited number of special solos, duets, and trios will be included in the Recital. To perform in a specialty number, the student must determine the type of number (tap, jazz, or ballet), select their partners in the case of a duet or trio, and then apply to perform. Application to perform in a specialty number must be done prior to the beginning of the dance season during

Pre-Registration of the previous year. (To perform in this year's Recital in June 2008, application must have been made during Pre-Registration for this year which was held in May 2007.) Certain forms must be signed and submitted by the student's parent at that time. If the student's application to perform is accepted, the number is choreographed by an instructor at an ability to challenge the student. Student may make music suggestions at the time of application, however, the instructor will make the final selection. Specialty numbers are taught in a series of private lessons.

## **COMPANY TEAMS**

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The Dream Dance Company is comprised of teams of very dedicated students who represent the studio at local competitions and performances. Our Company teams for 2007-2008 are: Princess Company, Glitter Company, Diva Company, Junior Dream Team and Senior Dream Team. Company students have a separate class each week where they learn choreography and rehearse for performance. Our Dream Teams are also required an additional "Technique" class and an additional hour of "Company Class". Enrollment in tap, ballet, and jazz class is required to be in Company. Auditions are held once a year in May. The exact audition date will be determined and announced during the spring semester. Our company members have already been selected for the 2007-2008 dance season. If you missed our auditions this year, be sure to audition next May!

## **CLASS VISITATION**

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Parent Visitation Week is held twice a year, once during each semester. During this time, parents are invited to attend class with their child to observe. A seating area is provided in each studio during Parent Visitation Week. Please consult the calendar on page 3 for this year's scheduled visitation weeks. After each class, refreshments will be served, the teacher will be available for questions, and each parent will have the opportunity to fill out an evaluation form. During all other weeks of class, parents and friends are not allowed inside the classroom.

## **PICKING UP YOUR CHILD**

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It is the parents' responsibility to pick up their children from class on time. We are not responsible for your child other than the time he or she is in the classroom. Pick up and arrival time of children should be immediately before or after class, unless prior arrangements have been made. The Dream Dance Center does not provide baby-sitting services. A \$10 charge will be assessed to a student's account if parents are more than 15 minutes late in picking up their child after Dream Dance Center closing hours.

## **MISCELLANEOUS**

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- We are very proud of our new building, and feel it is one of the finest dance facilities in all of Houston. Please treat it with respect.

- In consideration of others, please be prompt to class.
- Since one of our goals is to promote health and fitness through dance, smoking is not permitted in any area of our building.
- We reserve the right to dismiss from class any student who is continually disruptive.
- Stay abreast of any news or updates concerning the studio by reading our monthly newsletter which is sent home with your child every month. We also encourage you to review our bulletin board and check our website periodically.

## **CONTACT US**

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We hope the information in this guide was helpful and addressed any questions you might have had. If you have any other questions, or need additional information or clarification on anything, please feel free to contact us. You can call the studio office anytime at 281-955-9000. You can also visit our website – [www.DreamDanceCenter.com](http://www.DreamDanceCenter.com)

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