

# THE DREAM DANCE CENTER®



## Policies & Procedures Guide for 2008-2009

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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 will receive a discount. We are able to offer 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.

**A late fee of \$15.00 will be applied on the 3rd day of the month.** 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/MAKE-UP 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. When you take a make-up class, be sure to check in with our office to receive an admission pass.

## **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. Cell phones must be put on "silent" while inside the classroom.
6. No hanging on the barres or touching the mirrors.
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:**

When 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 1, 2008):**

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.”

**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. Ballet skirts may be any color. Shorts are not allowed without approval from your instructor.

**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 shorts that are shorter than knee-length, you must wear tights underneath. Black tap shoes. 2<sup>nd</sup> Grade and higher are required to have Capezio jazz tap shoes. (We recommend the Capezio CG55.) 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. (We recommend SoDanca jazz shoes.) 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.

**Jewelry:** No necklaces, rings, or earrings allowed unless approved by your instructor.

**RECITAL**

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The Dream Dance Center holds an annual recital at the end of our Spring Semester in May 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. The date and location will be announced at a later date.

**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, make-up, and hair), and will be held at DDC. The second and final rehearsal (NO COSTUME – regular dance attire) will be held during our recital weekend. All dates, times and schedules will be announced.

**Recital Fees** — The recital fee covers the expenses for the rental of the theatre, lighting, sound, stagehands, etc. and is non-refundable. Recital fees and due dates will be posted at the studio and announced in our September newsletter.

**Costumes** — Prefabricated costumes are purchased from several different manufacturers. Occasionally, costumes are custom made. Your child will need one costume per class, as each class will perform a routine in the recital (Combo classes will do both ballet and tap. Tumbling, Pre-Pointe, and Technique classes do not have dances in the Recital.) We measure and order costumes as early as November. Costumes range from \$50 to \$75 depending on age. More details on 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. 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 special performances. Company class requirements vary based on age and which Company a student is a member of. 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 2008-2009 dance season. If you missed our auditions this year, be sure to audition next May!

## **PARENT VISITATION**

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Parent Visitation Week is held four times a year, twice 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 this time. Our visitation weeks will be announced. After each class, 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, unless prior arrangements have been made with our office. Pick up and arrival time of children should be immediately before or after class, unless prior arrangements have been made with our office. 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.
- If you would like to receive our monthly newsletter electronically via e-mail, please see our office for more details.

## 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)**