



KIDS JUST FUN
WANTNA
HAVE

**FRIENDS +
DANCE =
FUN**



**STUDENT
HANDBOOK
2024-2025**

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Statement from the Mary Lee Kennedy; President

Let us praise the Lord with dance. Psalm 149:3. I want to emphasize that Dance Tree is a Christian Based Dance School. While everyone may not profess a Christian faith, we share the common values of age-appropriate music, movement, and modest costumes for students. Personally, I want to honor God through my business and my art. I give Jesus all the glory for enabling me to celebrate my 51st year.

Let us encourage one another to Love and Good works. Hebrews 10:24

At Dance Tree, we believe in the importance of exposing all children to the arts and nurturing this as a lifelong appreciation. We are dedicated to offering classes with a high standard of technique, style, and performance.

Our mission at Dance Tree is teaching excellence in dance and instilling values for life.

Dance Tree wants to ensure we meet all of your expectations. We have created this handbook so you will know about our policies, calendar, classes, supplies and recital. We will communicate with you through emails, monthly newsletters, phone, memos and our website, www.dancetree.com. We often post pictures on our [Facebook](#) page & [Instagram](#); so follow us! Office hours are 10am - 7:00pm (Mon-Fri).

We have our policies and procedures for your review and understanding. If you have any questions or concerns on these, do not hesitate to contact us at office@dancetree.com.

Dance Tree Policies and Procedures

1. A registration fee applies each year to all students. Tuition payments are based on a 39-week calendar year with 9 equal payments (Sept – May). There is no reduction in tuition for holidays. The number of weeks in a month varies, but additional tuition is **not** charged for months with 5 weeks.
2. Tuition is due by the 1st of each month. No statement is mailed unless payment is past due. (Special circumstances will be considered individually – see the office). **Tuition is auto drafted on the 1st of each month.** All accounts must keep a current credit card on file. Accounts will be notified via email if tuition payments cannot be processed.
3. A **late fee of \$15** will be charged if tuition is not paid by the 10th of each month. **After 30 days of non-payment, your child will not be able to attend class until the bill is paid.**
4. If a student must discontinue classes, the Dance Tree office must receive **notice** before the 1st of the month to avoid billing for that month. Customers are responsible for all tuition until notification is received. There is no pro-rating for unused classes. Informing only the teacher is not an acceptable form of notification.
5. Classes are billed monthly, regardless of attendance. **Missed classes or cancelled classes due to inclement weather are not pro-rated** or refunded, however we will do our best to try to schedule a

make-up class with the school's availability. If a student is temporarily out for an *extended illness or travel*, notify the office so billing does not continue during that time.

6. **ALL** fees (registration fee, tuition, recital, costumes, etc.) paid to Dance Tree, are **NON-REFUNDABLE**.
7. Dance Tree has a **required dress code** to attend classes. All students should be in uniform for the class to facilitate movement, protect good clothes and to not feel "awkward" by being out of uniform. Requirements vary with class but all students should wear a Dance Tree t-shirt with shorts or athletic pants. Dance students will need black tap shoes, pink leather ballet shoes (girls) or black (boy). Cheer requires pom poms and sneakers.
8. All class placements are based on teacher recommendation. Dance Tree instructors have the authority to change a student's class placement if they determine that it is in the child's best interest to be moved. Students are evaluated continuously throughout the year.
9. **Any concerns/complaints** about Dance Tree will be brought directly to Stephanie Reyes, not to other parents, students or social media.
10. Dance Tree requests that you keep us updated on appropriate contact information including email addresses, phone numbers and physical addresses so that information may be received in a timely manner. Our main source of communication will be through email. Never hesitate to email me at office@dancetree.com or call our office at 281-480-8441 with any questions or concerns.

2024-2025 Tuition and Fees

Tuition: Tuition is due by the 1st of each month. No statement is mailed unless payment is past due. (Special circumstances will be considered individually – see the office). Tuition is auto drafted on the 1st of each month. All accounts must keep a current credit card on file. Accounts will be notified via email if tuition payments cannot be processed.

2024-2023 tuition is as follows:

Hours per week	Cost per month
30 min	\$65
45 min	\$70
1 hr	\$75

Fee Requirements: In addition to monthly tuition, fees are assessed to cover costs of event participation, insurance, office staff time, and account processing. 2024-2025 fees include:

- Annual Registration Fee (1 student) \$45
- Discounted Annual Family Registration Fee (for more than one student) \$55
- Every student participating in recital will be charged a costume fee.

2024-2025 Fall/Spring Classes and Events

Class Descriptions (All classes are available for Boys & Girls)

- **Creative Dance Levels (CD)**
 - CD Level 1 (ages 2-5) An introductory, 45 minutes class in the basics of Tap and Ballet. Twenty minutes are devoted to each activity in order to stimulate, yet not overextend a young child's limited attention span.
- **School-Age Dance Program**
 - School Age Combination Beginner Levels 1 & 2 (ages 6 and up) - A combination class of tap, ballet, and jazz designed to give the beginning older student a broad foundation.
- **Hip Hop** (ages 3-6) Students learn Jazz-Funk style hip hop; grouped according to age and experience. No pre-requisite.
- **Cheer/Drill** (ages 4-8) Includes the basics of cheerleading, stunts, jumps, kicks, pom dance, and hip hop! No pre-requisite.

Event Descriptions

- **Year End Recital** As in other extra-curricular activities, the end of the year recital is a culmination of the year's work! Participation in the recital is encouraged for all but is not mandatory. The Recital does require additional fees that are non-refundable. A costume fee is charged. (Detailed information provided separately.) The costume fee includes a complete costume and downloadable Training Video. Payment plans are available. **This year's recital will be Sunday, May 25th.**

Dance Tree is an affiliate of Kennedy Dance Theatre - Now that you are part of or "Dance Tree Family" you have at your fingertips our Webster/Clear Lake Studio, Kennedy Dance Theatre where we offer everything from Ballet, Tap, Jazz, Hip Hop, Lyrical, Aerial Silks, All Boys Class, Adult Classes, FREE Special Needs classes and MannersPro Etiquette classes. If your child attends a day school that does not have a Dance Tree program, please contact the office to schedule a FREE trial class.

2024-2025 Dress Code for Select Classes and Groups

Creative Dance: Girls - Dance Tree t-shirt, shorts or leggings (something that they can move around in), black patent leather tap shoes, and pink leather ballet shoes, Boys - Dance Tree t-shirt, shorts or leggings (something that they can move around in), black tap shoes, black leather ballet shoes.

School Age Combo and Intermediate: Girls - Dance Tree t-shirt, shorts or leggings (something that they can move around in), black patent leather tap shoes, and pink leather ballet shoes, Boys - Dance Tree t-shirt, shorts or leggings (something that they can move around in), black tap shoes, black leather ballet shoes.

Hip Hop: Dance Tree t-shirt, comfortable clothing and tennis shoes (leggings, sweatpants etc..) NO jeans, skirts, or flip flop sandals. Hair out of face.

Cheer/Drill: Dance Tree t-shirt, shorts and tennis shoes.