WOODBURY DANCE CENTER

Information Packet for
Recreational Dancers Enrolled in
Fall-Spring Classes
2026-27

Welcome to classes at Woodbury Dance Center.
We are so excited that you are with us for our 32nd season!
Whether you are new to the studio or a returning dance family, we welcome you and appreciate you for choosing WDC!

Please read through this information carefully and let us know if you have any questions. We suggest you keep this packet for important dates and to refer to it throughout the year.

MARK YOUR CALENDAR:

Start Dates .....Thursday, Sept 10th through Wednesday, Sept 16th
MEA Weekend.....RECREATIONAL classes will be held over MEA (Oct 15th - 17th)
Halloween.....Classes will be held Saturday, Oct. 31st
Thanksgiving.....No classes Wednesday, Nov. 25th - Saturday, Nov 28th
Holiday Break.....No classes Monday, Dec 21st - Saturday, Jan 2nd
Spring Break.....No classes Monday, March 15th - Saturday, Mar 20th
Picture Week.....Monday, April 12th **-** Saturday, April 17th
Final Class Days.....Monday, May 17th - Saturday, May 22nd
Dress Rehearsals...Monday, May 24th through Thursday, May 27th
Recitals.....Tuesday, June 1st through Saturday, June 5th

Contact Information

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Monthly Themes for Preschool & Kindergarten

We are excited to have monthly themes and focuses for our preschool, and kindergarten classes. These fun themes will be combined seamlessly with your child's dance education. We will have special songs, games, activities, along with dance specific skill goals and life/social skills that will be worked on each month. Some months will have a 'participation' element where dancers are invited to bring an item to class, wear certain attire to class, etc. Keep an eye on newsletters for that information!

September will not have a participation element (besides of course, wearing your dance wear and proper shoes!), and our theme will be *'Getting to Know You!'*

Preschool and Kindergarten dancers

Often, dance class is the first structured class your child may experience. We love embracing this fun, new opportunity with them! Our goal is to make dancers feel comfortable and confident by staying in the classroom without their adults. Our teachers are highly experienced with little dancers and will help make transitions as easy as possible. Let us know if we can help in any specific way to make your dancer's experience a positive one.

Attendance

Consistent class attendance is an important part of your dancer's progress. Each class builds on the last, so steady attendance gives dancers the best chance to grow with their classmates. From January through May, recital choreography will be taught and rehearsed. Our goal is for every dancer to feel confident and prepared for the year-end performance, so regular attendance during this time is especially encouraged.

Dancers arriving late should wait to enter until the music has stopped to avoid distracting others.

Teachers and assistants are happy to help with changing shoes and other needs—please refrain from entering the classroom so the class flow is not interrupted.

Make-up Classes

While make-up classes are not required, if your dancer must miss class, they are welcome to do a make-up in another class of the same age/level. For instance, if your dancer is signed up for Kgn/1st grade class on Monday, they could take a Kgn/1st class on Thursday for a make-up class. We ask that you please contact us ahead of time by calling, e-mailing or stopping at Front Desk to schedule a make-up class for your dancer. Extended make-up classes cannot be done in a full class, please speak with front desk staff if you will be gone for an extended period of time, so we can assist you in picking a class for make-ups.



Observing Class

Dance families are welcome to observe class through our viewing windows or overhead monitors (located outside of every classroom). Please rotate at viewing windows so everyone has the opportunity to watch class. The teachers may choose to keep the blinds/curtains closed to avoid distractions. However, the TV monitors will still be available for viewing,

Monthly Tuition

Payment requirements- All accounts are required to keep a credit card on file for automatic monthly tuition payments, as well as costume payments. If you prefer, you may make your payment at the front desk with cash, check, or a different card—just be sure it's received before the automatic payment runs through our system on the 3rd of each month. Please don't hesitate to reach out with any questions.

Monthly Tuition- If your dancer received this packet, they are enrolled in a class that runs September through May. Tuition is based on the total number of classes during the dance season, Sept - May. It is the same amount every month, regardless of how many weeks of dance are in any given month.

Tuition/Vacation Policy- Dancers who have extended vacations or trips out of town are required to continue to pay for their monthly tuition to hold their spot in class. We are not able to pro-rate or credit tuition for missed classes due to vacations or out of town trips. Dancers will have the option to take make up classes - please see make up class policies.

Weather Cancellations - Classes canceled due to extreme weather will be communicated to our dance families as follows - email, WDC website, Facebook and Instagram posts, studio voicemail system as well as texts, sent out through our SMS system. Be sure that your contact information is up to date in your account so that you receive these alert texts.
Each class has two snow days built into our yearly schedule. If class has to be canceled more than twice on any given day, a make up date will be scheduled.

Tuition Discounts (same student):
40-45 min class plus 30 min class — $90/month
55-60 min class plus 30 min class — $95/month
55-60 min class plus 40-45 min class – $110/month
2 classes per week @ 40-45 min each — $95/month
2 classes per week @ 50-60 min each — $120/month
3 classes per week @ 50-60 min each — $150/month
Family Discounts:
2nd student from same family — $5 off per month
3rd student from same family — $10 off per month
4th, 5th, 6th student from same family — $20 off per month

**Pay for the whole year up front and receive a 5% discount*
**Military Discount - We offer a 10% military discount for active military and reservists.*
The military discount may be applied to tuition, as well as boutique purchases (but not in addition to other discounts/sales - some restrictions apply)

Cancellation Policy and Late Fee
If at any time you need to withdraw your dancer(s) from their class(es), please contact the studio immediately to de-activate your account and cancel automatic payments. Tuition for the current month will not be refunded. However, if you have paid in advance for future months (or the full season) you will receive a refund for that amount. Registration fees are non-refundable.

There is a $5 late fee for tuition not paid by the 10th of the month.

Dance Attire & Dance Bags

Dancers should wear clothing that allows them to move and stretch comfortably. Great options include leotards, dance/yoga pants, leggings, dance shorts, tank tops, t-shirts, and other athletic wear.
Ballet and Lyrical classes, more fitted dancewear is encouraged so instructors can better see body alignment and technique.
Boys may wear sweatpants, athletic pants or shorts, t-shirts, or other comfortable athletic wear.
No jeans, please.

We encourage dancers arrive to the studio in dance clothes, however, bathrooms can be used for changing if needed. Dancers are encouraged to wear a cover-up to and from the building.

All dancers should have a bag for shoes that they can identify as their own. ALL shoes must be labeled with dancer's name or initials.

WDC Boutique - We welcome you to shop our on-site Boutique for all of your dance wear needs. We carry all shoes required for classes, as well as dance wear, tights, WDC apparel, gift items and more. Look for items arriving continuously throughout the year.

Shoes

The following are the shoes required for each class. Dancers should be sure to have these by April for class photos to match their class:
Preschool & Kindergarten/1st Grade Combo - Pink Ballet Shoes & White Tap
(Black Ballet & Tap shoes for boys)
Kindergarten/1st Grade Ballet - Pink Ballet Shoes (Black Ballet shoes for boys)

1st-3rd Grade Tap/Jazz - Pink Ballet and Tan Strappy Tap Shoes (Black Ballet & Tap shoes for boys)
4th/6th Tap/Jazz - Tan Jazz and Tan Strappy Tap (black in both for boys)
7th/12th Tap/Jazz - Tan Jazz and Black Split Sole Taps



Lyrical Classes -
2nd-3rd grade: Pink Ballet Shoes
4th-6th grade: Tan Jazz Shoes
7th-12th grade: Pirouettes/Turners

Boys - Black oxford tap shoes and clean tennis shoes for boys only tap/hip hop classes

Hip Hop - Clean Tennis Shoes for class - **Dancers in all Hip Hop classes will be required to purchase black high top converse style shoes with white soles for pictures/recitals. They will not be available through WDC. Dancers will need to purchase them through local retail stores.**

Please label all shoes with dancers name or initials. Please label all shoes- ballet/jazz shoes on the inside & tap shoes on the bottom at the base of the heel.

WDC Recitals



Our year-end recital is the highlight of the season! Participation is optional, but most dancers choose to join in—it's a wonderful chance to celebrate progress, show off new skills, and shine on stage. Recitals are tentatively scheduled for June 1st - 5th at East Ridge High School, with show assignments posted by February 1st. Each recreational class participates in one recital.

Families will be able to purchase tickets in the spring, and all participating dancers will have a scheduled dress rehearsal to help them feel confident and ready for the big performance.

While we do our best to schedule siblings in the same recital, it is not always possible. Siblings that take class on the same day of the week are not guaranteed to be in the same recital. You will receive an email if we are not able to place your dancers in the same recital. In some cases, it may be possible to switch a dancer to a different class so siblings can be in the same recital, though it cannot always be accommodated.

Be sure to watch for our recital packet this spring—it will have all the important information you'll need.

Costumes

Dancers who choose to participate in our year-end recitals are required to purchase a costume(s) through WDC. Costumes are selected by our staff and will be age appropriate. Your costume payment includes accessories and digital music files of recital song(s).
Costume totals are $95 for classes with one costume, and $190 for classes with two costumes.

Costume Payments are as follows:
Preschool through 12th grade (one costume)
$50 payment due per student per class on October 15th
$45 payment due per student per class on November 15th

7th-12th Grade Tap/Jazz Combo (2 Costumes)
$95 payment due per student on October 15th
$95 payment due per student on November 15th

Boys Only Classes - $50 Deposit on October 15th, balance TBD after Winter Break

Costumes will be distributed in class in the Spring.
Costume payments are non-refundable after December 1st.

Studio Communication

The studio will continue to utilize text messaging for urgent updates such as studio closures due to weather and upcoming event reminders. PLEASE be sure that we have your correct cell phone number on file in your account. Please also double check in your online account that you are signed up for our alerts.

A newsletter will be sent via email each month, it can also be accessed on our website. Newsletters will include important information and reminders throughout the season.

The studio also sends frequent emails with important dance information and reminders. If you do not receive our emails regularly, please contact the front desk. Our recreational email list is created using the email addresses associated with your registration account. If you would like any additional email addresses (2nd parent, grandparent, care giver, etc) to receive information, please let us know.

Feel free to ask questions and request information from the staff at the Front Desk. They are there to help make your experience at WDC a great one!

Please don't forget to 'Like' Woodbury Dance Center on Facebook and follow us on Instagram to see photos, updates, contests, and more.

Band App

Beginning in January, the WDC BAND app will be an additional tool for recital communication. Each age group and dance style will have its own BAND group, making it easy to find the information specific to your dancer's routine. Instructors will use these groups to post practice videos, music links, rehearsal reminders, and other important updates. This will help dancers practice at home and ensure parents have access to videos and music. Instructions for joining your dancer's BAND group will be shared in our January newsletter—please be sure to join promptly so you don't miss any important information.

Photos

Photographs may be taken of dancers during class. These photos may be posted on our website, social media or in ads that we may produce. Please fill out the attached form and return to front desk by September 30th. Please note that we do not include dancers' name with any pictures used online or in ads. If form is not returned, it will be assumed permission is given.

Special Needs, Allergies & Medical Info

If your dancer has any special needs, allergies, etc that their teacher should be aware of, please let them know. You can write them a brief note or talk with them before or after class. Let us know if there is any way we can better help your student in class.

Parents must notify the director and/or teachers regarding children who use an inhaler or who may require medications during their time at WDC. It is also important to inform the director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are excited to work with all children and personalities. The more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

Lobby Reminders

We provide free wireless internet to WDC families:
Network: dance4
Password: wdcdance

The Lost & Found is located near the front desk! Food containers left at the studio will be thrown immediately. Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return items that your dancer brings to class. Items left in the Lost & Found will be donated monthly if not claimed.

We love having our dancers (and their siblings!) in the studio. Please remember that all children should be supervised while in the lobby, and that empty dance rooms are closed when not in use. Thanks for helping us keep everyone safe and our spaces ready for class!

Please encourage your dancer to use the restroom before class to avoid having to leave during class time. Restrooms are located by rooms 2 and 3.

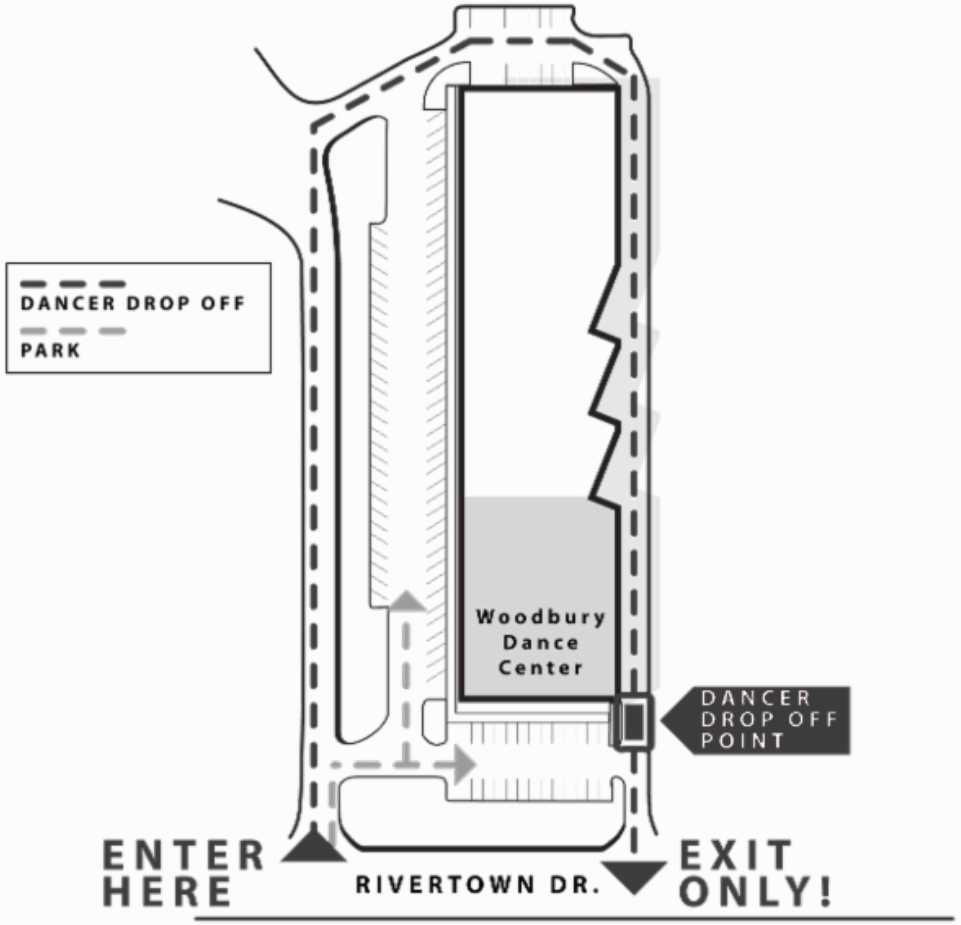
Treats

Due to allergy concerns and to avoid messes in the studio, we kindly ask that dancers do not bring or pass out treats in class.

Drop Off/Carpooling

Due to our busy parking lot we encourage carpooling whenever possible. Older dancers may also be dropped off if parents are comfortable with that option. To help with congestion in the parking lot and keep our dancers safe, please follow our parking plan when parking, dropping off or picking up your dancer.

Please refer to the graphic below that shows the flow of traffic in our parking lot, as well as the designated drop off spot.



PLEASE NOTE:

- To avoid congestion in the parking lot, please **DO NOT** drop off or pick up dancers in front of the doors.
- When picking up, please do not wait at the drop off/pick up point if your dancer is not there and ready to be picked up. Please plan to circle the building again or find a parking spot and wait until they are ready to come out to car.
- The Parking Lot is **ONE-WAY** in front of both of our entrances. Near the Front door traffic is one-way to the North, at the Side door traffic is one-way to the West.