



## 2019 - 2020 HANDBOOK

### *Welcome to The Dance Centre!*

The Dance Centre was founded in 1996 to provide exceptional education in the art of dance. We welcome both the student who works toward a professional career in dance as well as the student who dances purely for the joy of movement and the benefits that transfer to everyday life. Dance education encompasses far more than technique. We believe the discipline of dance training gives young people a better understanding of commitment through learning, experiencing the spirit of teamwork, and discovering what they can accomplish through hard work. Encourage your child to be the best that he or she can be regardless of what others may achieve. No two students will progress at the same rate, even if they experience the exact same training.

### **COMMUNICATION**

As a parent, you play an important role in supporting your student. ***Please help us maintain an open line of communication by reading emails and consulting the website for important information.*** Newsletters, general information, special events, performance information, etc. will always be communicated via email. Ensure we have an updated and accurate email address that is regularly monitored. Many times there will also be a paper handout, posting on the website and posting in the waiting room. We also regularly update our social media pages. Please take advantage of these opportunities to stay in touch with the wonderful things happening at your studio!

### **CLASS PLACEMENT**

The director and teachers of The Dance Centre place students in the level that will challenge the student technically while building and maintaining self-confidence. An appropriate class will be recommended for each student, and the student will then be evaluated during the first few weeks of class. It is common for a student over the age of 8 years to remain in the same class level for more than one year. Please remember that each child is most successful when they progress to a new level at their own pace and not the pace of their friends.

### **ATTENDANCE POLICY**

As in any pursuit of physical excellence, consistency and frequency in training are vital. Students are encouraged to make up absences as close to the missed class as possible in another class designated by their teacher. There are no refunds for missed classes.

### **DRESS CODE**

The dress code will be enforced in order for the teacher to be able to correct alignment and body placement and to promote self discipline required for dance. Hair must be securely pulled back off the face (in a bun for all ballet classes). Check our website for dress code details.

### **SPRING DANCE CONCERT**

The Dance Centre focuses on the growth of the student in the art of dance. Though participation is not required, we believe that students should appear in an annual performance to sharpen their performance skills, an integral part of dance training. We do not, however, place a heavy emphasis on this production during class time. Class time spent rehearsing is kept to a minimum, as our teaching curriculum spans all ten months of the school year. In following with this philosophy, all classes perform one dance in the Annual Spring Concert. Complete information about our recitals will be available on the website and will be given out via e-mail and in class.

## **SPECIAL INFORMATION FOR PARENTS OF ELEMENTARY DANCE STUDENTS**

The first few weeks of classes serve as an introductory phase to help students become comfortable with the overall dance experience, the classroom, their teacher, and their classmates. Right from the beginning we focus on your child's coordination, listening skills, musical awareness and developing imagination. We accomplish this through age-appropriate music and song, simple stretching exercises, ballet, tap and tumbling basics, and games in an environment of creativity. Elementary dance is about helping children learn to tap into their imaginations and express themselves creatively. Give your dancer time, and you soon you will be enjoying a personal dance recital every night at home! Students in Elementary I, II and III will perform in the Spring Dance Concert. Please do not be anxious about your child's performance - this is our specialty! We have many elementary dancers that participate in our recitals annually and it is always a fun and positive experience for everyone!

## **THE DANCE CENTRE EXPECTATIONS**

We expect that students of all ages treat their fellow dancers with respect. If we feel that any student is being disrespectful in any way to another student, we will consult with parents and if the situation cannot be resolved, we will remove the student from class. We want every student to feel safe and loved at The Dance Centre. Bullying will not be tolerated in any form.

We expect that all TDC members treat their teachers with respect. At TDC, we are proud to have wonderful teachers and assistants. They have been trained to teach children in a positive healthy manner and they know their profession. We hope that, while communication lines are always open, teachers are approached with respect.

Waiting room etiquette: We are happy to provide you with a comfortable place to wait for your child during class, however, this is an educational facility and a certain degree of order must be maintained. Please keep siblings out of the hallway and as quiet as possible. For your convenience, WiFi is provided - please ask the front desk for the passwords.

We expect that the policies of The Dance Centre are followed. If you have questions about the policies, please contact the director. We ask that we all do our part to follow the policies as they are written; if we make one exception, we will have to make hundreds!

## *Frequently Asked Questions . . .*

***How young can my child start dance class?*** We offer "Baby & Me" for 14 months - 24 months and an adult and "Tippy Toes" for 2 - 3 year olds. Independent dance classes begin at age 3!

***What is the Registration/Membership Fee?*** In addition to covering insurance expenses and processing fees, members receive discounts on camps and special events held at The Dance Centre. Membership fees cover each member of your family from September 1st (or date of enrollment) through August 31st. (\$35 per dancer or \$50 per family)

***What other events can I participate in as a member of The Dance Centre?*** We encourage our students to participate in all that The Dance Centre has to offer! We hold workshops with outside teachers, one day workshops with our own faculty, winter camps and summer camps. We also invite all students (within the appropriate age range) to perform with us at the Skippack Tree Lighting Ceremony and the Skippack 4th of July Parade annually.

***How do I pay tuition?*** Tuition may be paid by Visa or MasterCard, cash or check made out to **The Dance Centre** and either handed in to the office, placed in the tuition drop box in the lobby or mailed to **The Dance Centre / PO Box 1175 / Skippack, PA / 19474**.

***What is the online system for?*** With our online system, DanceWorks, you can log in at any time to check class times, make changes to your account, register for additional classes or make a payment. You should have received an account log-in and you can use that at any time. Please ask us if you have any questions.

***What is the weather cancellation policy?*** The Dance Centre generally follows the Perkiomen Valley School District for weather cancellations (no school = no TDC class, delayed start = no TDC morning classes, early dismissal = no TDC afternoon classes). To find out if class has been cancelled, please call the office a half hour before your class to hear the message.

**Why is there a dress code?** The dress code will be enforced in order for the teacher to be able to correct alignment and body placement and to promote self discipline required for dance. We are happy to offer an online dance boutique where you can order your exact dance wear for your dancer! Check the website for specific dress code requirements for each class.

**Can I watch class?** Classes for students ages 3 and above are independent, however we do have special "Parent Observation Weeks" for families to enjoy. Check your handouts and emails for dates!

**Can my child's friend watch class?** We hold annual "bring a friend" days at TDC. If you have a friend interested in registering for dance class, your teacher may allow observation or even a trial class if there is space!

**How do I withdraw from class?** A 'drop form' must be completed in person by the parent/guardian in order to drop a class or withdraw from The Dance Centre. The date we speak to you in person AND receive the completed 'drop form', your student will be removed from the class and we will discontinue (or adjust) your tuition amount for the NEXT auto tuition payment. There are no adjustments or credits given for payments already made when you drop a class. Thank you for understanding that once a tuition payment is processed it is non-refundable.

**How do I receive studio information?** All of our correspondences will go through e-mail. Please make sure we have a correct address! "Like" The Dance Centre Facebook page and follow us on instagram. We update our social media often, post weather cancellations and sometimes run specials through social media only. Please check your child's dance bag weekly for any paper handouts.

## TUITION PAYMENT OPTIONS

### REGISTRATION FEE

\$35 per dancer or \$50 per family (this is a non-refundable annual membership fee)

**FULL YEAR PAYMENT:** (One Tuition Payment) Accounts paid in full by September 30 will receive a 10% discount. ***\*Discount does not apply for payments received after September 30, no exceptions.***

**QUARTERLY PAYMENT:** (Four Tuition Installments) Quarterly payments are due September 10<sup>th</sup>, November 1<sup>st</sup>, February 1<sup>st</sup> and April 1<sup>st</sup>. ***A \$10 late fee will be applied to tuition received after the 15th.***

**MONTHLY PAYMENT:** (Ten Tuition Installments) Monthly payments are automatically deducted from Visa or MasterCard. First payment due at the time of registration. Payments 2 through 10 are automatically charged on the 1<sup>st</sup> of each month (October - June) and are NON-REFUNDABLE. (Cash and check payments will not be accepted for monthly billing accounts; credit card only)

*Annual tuition fees are based on a 10 month season (September – June) and guarantee a minimum of 30 classes. Tuition will not be pro-rated due to absences, holidays/vacation breaks or cancellations due to weather. Classes missed due to absence or weather cancellations may be made up in another class of the same level or teacher recommendation.*

### Sibling Discount

Tuition rates are per student. A \$60 discount (per additional sibling) will be applied to total annual fee (\$15 per quarter, \$6 per month)

Tuition may be paid by Visa or MasterCard, cash or check made out to **The Dance Centre** and either handed in to the office, placed in the tuition drop box outside the office or mailed to **The Dance Centre / PO Box 1175 / Skippack, PA / 19474**

# IMPORTANT DATES 2019 - 2020

## AUGUST

August 27.....Welcome Party & Open House #1 (5:30 - 8:00)

## SEPTEMBER

September 3.....Welcome Party & Open House #2 (5:30 - 8:00)

September 9.....Fall Classes Begin

September 9 - 14.....Quarter 1 tuition due

September 30.....Deadline for Full Year Tuition Discount

## OCTOBER

October 14.....Studio **OPEN** (Columbus Day)

October 26 - 30.....Halloween Dress Up Week (all classes)

October 31.....Studio **CLOSED** (Halloween)

## NOVEMBER

November 1.....Costume Fees Due / Quarter 2 tuition due

November 27-30.....Studio **CLOSED** (Thanksgiving Break)

November 29.....Skippack Tree Lighting Performance

## DECEMBER

December 7.....Towamencin Holiday Lights Performance

December 16 - 21.....Holiday Spirit Week

December 23 - January 4.....Studio **CLOSED** (Winter Break)

## JANUARY

January 6.....Classes resume

January 20.....Studio **OPEN** (MLK Day)

## FEBRUARY

February 1.....Quarter 3 tuition due

February 17.....Studio **OPEN** (Presidents Day)

## APRIL

April 1.....Quarter 4 tuition due

April 8 - 14.....Studio **CLOSED** (Spring Break)

April 15.....Classes resume

## MAY

May 22 - 25.....Studio **CLOSED** (Memorial Day)

## JUNE

TBA.....Dress Rehearsal

June TBA.....24th Annual Spring Dance Concert