

# Main Street Conservatory of Dance

## School Policies

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### **REGISTRATION/PAYMENTS/DROPPING CLASSES**

#### REGISTRATION

A \$10 annual fee, per family, is required at the time of registration to reserve class space. This fee is non-refundable. Students registering for our School Term are registered for the entire school year (Sept. – May). A confirmation detailing your registration is enclosed with this handbook. Families who pay registration for summer dance camps will not owe registration again in fall.

#### DROPPING A CLASS

If, at any time during the school year, you wish to drop a class, please fill out and submit a “Drop Class Form” (available on website or from office). You are responsible for all class tuition fees until we receive your drop slip, and refunds are not given for classes already paid for.

Once you commit to the May recital & pay for a costume, YOU ARE COMMITTED TO TUITION FEES for Sessions 3, 4 & 5- even if you choose to drop. (Medical reasons are an exception)

#### PAYMENTS

Session payments are due at the first class of each session. You will receive an email statement one week prior to the start of each session, reminding you that fees are due. (fees are due even if you don't receive your statement). We accept cash, personal checks, money orders or VISA/Mastercard. You may login to your MSCD account via our website to pay online, drop payment off at the desk or mail payment. You can also ask to have your credit card kept on file, then email us the “ok to charge card on file” when you receive your statement.

There will be a \$10 late charge per month for EACH overdue session. Session fees are considered late after the second week of that session. (late fees are posted at the start of the 3rd week) Session dates are listed on our website & in our brochure. We use your account email address as our #1 means of communication. Please make sure that we have the correct email address on file. MSCD is not responsible for missed communications due to an incorrect or outdated email address.

#### INSURANCE

Main Street Conservatory of Dance does not carry medical insurance for its students. It is required that all dance students be covered by their own family insurance policies and if injury occurs, it is understood that the student's own policy is your ONLY source of reimbursement.

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### **CLASSROOM ATTIRE**

#### CREATIVE MOVEMENT/PRE-BALLET & TAP

ATTIRE: Leotard & tights, any color. Skirts & tutus ok. Legwarmers & wrap sweaters ok.

SHOES: Creative Mvmt. = Pink leather ballet shoes (no satin)

Pre-Ballet & Tap = Pink leather ballet shoes (no satin) and black patent or leather tap shoes (no ties please)

Boys = Black leather ballet shoes & black tap shoes

HAIR: Pulled up, away from face

\* Name written inside shoes & warmups

#### BALLET

##### LEOTARD

Beginning 1 & Beginning 2 = Solid - black, burgundy or lt. pink

Ballet Levels 1-4 = Solid – black, navy, teal/hunter green or burgundy

TIGHTS: Ballet pink or white.

OTHER ATTIRE: Ballet skirts- ok; legwarmers & wrap sweaters may be allowed for part of class (check with instructor)

SHOES: Pink leather ballet shoes (no satin slippers); canvas ok for upper levels; Boys= black leather ballet shoes

HAIR: Bun, braids, pony (hair should not be able to touch your face)

\*Name written inside shoes & warmups

## JAZZ/MODERN/TAP

ATTIRE: Any color leotard, tights, jazz pants (like yoga pants), leggings, or shorts. No denim.

SHOES: Jazz = Leather jazz shoes or jazz sneakers

Modern = Barefoot or modern sandals (foot undeez)

Tap = Patent or leather tap shoes

HAIR: Pulled up, away from the face

\*Name written inside shoes & warmups

## HIP HOP

ATTIRE: sweats, shorts, tanks, t-shirts, jazz pants, leotards

SHOES: Clean, indoor only sneakers or jazz sneakers

## CLASSICAL BALLET PROGRAM

Leotard Color= Level 1: pink, L2: burgundy, L3: teal or hunter green, L4: navy, Level 5/6: black.

Pink tights, pink canvas ballet shoes, hair in bun.

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## **PLACEMENT/CLASSROOM RULES/ATTENDANCE**

### CLASS PLACEMENT

In order to provide the best learning environment for all of our students, the M.S.C.D. staff makes all placement decisions. Placements are reviewed for accuracy and adjustments may be made after classes begin. Level promotion is subject to each individual student's development and is at the discretion of the instructors.

### CLASSROOM RULES:

- No Food or Drink Allowed (except non-glass water bottles)
- No Gum Chewing
- No Street Shoes Allowed
- Injured or ill students should notify the instructor before class.
- Tardy students should enter class quietly and wait for an appropriate moment to join class.
- Additional Class Rules may be provided by individual instructors on the first day of class.

### ATTENDANCE:

Attendance is taken at each class. Good attendance is imperative, as absences and tardiness can hold back an entire class, and the studio cannot jeopardize its responsibilities to the rest of the class for one student. Please make every effort to have your child at every class. Make-up classes are allowed for some classes. Please check with our office for make-up options. We do not offer refunds for missed classes. If your child cannot be at her/his class, an email or phone call notification is much appreciated.

### CLASS OBSERVATION

Parents are welcome to observe class through the lobby viewing windows. No one is allowed to observe class from inside the classroom, as this is a distraction to the class.

Those observing from the lobby are asked to keep noise to a minimum because this too becomes a distraction to the class. Parents with young children are asked to please keep them from running, yelling or playing loudly in the hallway as this is VERY disruptive to those in class.

Parents are not required to stay during class, but are reminded to pick up their children promptly following their class. M.S.C.D. is not responsible for any student before or after her/his class time.

### LATE PICKUP

The "Late Pick-Up" Fee, for students not picked up promptly after their last class is \$5.00 for every 15 minutes past the end of class. Students left for more than 30 minutes past the studio closing time will be turned over to the Marshfield Police Department. Thank you for your prompt pickup!

### HOLIDAYS

Holiday closings are listed in the "Important Dates" section of this handbook and can also be found on the M.S.C.D. website's Calendar page.

## INCLEMENT WEATHER CLOSINGS

Cancelled classes due to weather will be announced as soon as possible via these methods:

- > Website ([www.mscdance.com](http://www.mscdance.com)) "Calendar of Events" page
- > Recording on M.S.C.D.'s Voicemail (715-384-8584)
- > M.S.C.D.'s Facebook page
- > Sign posted on M.S.C.D.'s Front Door

## DANCE RECITAL 2018:

Our 20th Anniversary Dance Recital will be held May 19 & 20, 2018 at the Marshfield High School Auditorium. We have SIX total performances that weekend: Saturday at Noon, 3pm and 6pm and Sunday at Noon, 3pm and 6pm. The number of shows each class performs in varies and will be posted in November before costume fees are due. Youngest dancers only perform once. Students wishing to perform in the Dance Recital must pay a costume fee of \$60 for age 3-Level 2, and \$70 for Level 3+ per class. This costume fee is due by FRIDAY, NOVEMBER 17, 2017, in order for a costume to be ordered. Costumes are non-refundable and are yours to keep.

Those choosing not to participate in the Dance Recital, should fill out a "Recital Non-Participation form" with our office by Friday, November 17, 2017.

Tickets to our annual recital are \$8 each and each family is allowed to order up to six tickets for one priority show during our ticket lottery. Additional tickets may be available after each family's lottery request is filled. Recital packets, containing more info, will be handed out in class in March.

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## **CONTACTING US/OFFICE HOURS**

Contacting Us...

- > Email: [info@mscdance.com](mailto:info@mscdance.com)
- > Telephone: 715-384-8584
- > Website: [www.mscdance.com](http://www.mscdance.com)
- > Join Us on Facebook! Main Street Conservatory of Dance

We welcome your questions or comments anytime!

### School Year Office Hours:

Monday: 2:30 – 8:30pm  
Tuesday: 2:30 – 8:30pm  
Wednesday: 2:30 – 8:30pm  
Thursday: 2:30 – 8:30pm  
Friday: 2:45 – 3:20pm

## INSTRUCTOR MEETINGS

If you wish to speak with your child's instructor at any time during the year, we request that you call our office (715-384-8584) or send us an email message requesting a meeting ([info@mscdance.com](mailto:info@mscdance.com)).

Please do not call instructors at home. Thank you!