

# T'Dance School of Performing Arts

## Studio Policies & Handbook 2019-20

### MISSION STATEMENT

•T'Dance School of Performing Arts is devoted to providing dancers of all ages an encouraging environment in which to grow and excel in their dance education. The teachers strive to offer the highest quality of dance training, while nurturing each student's unique talent and creativity. T'Dance provides an environment that is supportive, encouraging and conducive to learning. We desire for our students to reach their fullest potential, and to support them as they grow artistically and develop into well-rounded individuals. Our students have an enriching and fun experience learning to dance, and also gain a lifelong appreciation for dance!

*"There are shortcuts to happiness, and dancing is one of them!"*

### TUITION

•Tuition payments are due one month in advance on the first week of each month. Tuition for September is due at time of registration (August) and October tuition is due the first week of September, etc. Tuition is based on a yearly rate with 9 equal monthly payments August through April.

•Options for payment: Cash/check or automated monthly payments via bank account or credit card, deducted on the 1st of the month. You may also pay by semester, or for the full year at time of registration. There are no discounts for paying in advance.

•Tuition is based on a year of classes and is the same each month and is not adjusted because of holidays or unattended lessons. All tuition and registration fees are non-refundable. A \$10.00 late fee will be added to the balance due on all accounts paid after the 15th of the month. A \$30.00 fee will be added to all returned checks and declined credit or debit cards. We do not mail or email monthly statements or reminders. A drop box for cash/check tuition payments is in the lobby by the office window. Please have student name on check or envelope with cash.

•T'Dance reserves the right to have students sit out of classes and/or participation in recital for delinquent accounts, until such account is paid in full.

### REGISTRATION AND PLACEMENT

•**A \$25.00 per student registration fee is due upon registration along with the first month's tuition.** Without payment, a place in class will not be guaranteed. Classes are arranged for the student according to age, ability and technique level. Students may be transferred to other classes if the instructor finds it is necessary and in the best interest of the student. Please do not request class changes so that students can be with friends, etc. We do our best to fulfill everyone's wishes and at the same time keep our dance classes at certain technique levels. Many factors are considered when determining placement of a student. Students will advance based on technique level, ability, attitude, consistency in work, attendance, musicality and physical and emotional readiness.

## T'DANCE DRESS CODE 2019-20

- **Adhering to a dress code is an important part of a student's dance education. Along with proper classroom etiquette, following dress code shows respect for the art of dance, the teachers, and the student themselves.**
- **All dancers should have a bag to carry their shoes into the classroom. Shoes and bag should be clearly labeled with dancers first and last name.**
- **Hair must be worn secured back and away from the face and off of the neck at all times, in all classes. For Ballet, hair must be pulled back into a neat, secure ballet bun.**

### DRESS CODE/CLASS ATTIRE

•Dance is a disciplined art form and must be respected as such. To teach effectively, see proper body alignment, and make necessary corrections, the dancer must be dressed properly. Also, hair must be secured out of the face in a bun, braid, etc. Dance shoes are purchased through T'Dance so that the students are sized correctly, and everyone has the correct shoes for their classes.

•**Do not come to dance class in your sports practice clothing and expect to participate.** Students are expected to be prepared for class with the correct clothing and shoes, as when you show up for a sports practice you are dressed appropriately and have the correct equipment.

•**DRESS CODES WILL BE STRONGLY ENFORCED.**

•**NO SWEATS, T SHIRTS, BAGGY CLOTHES OR STREET CLOTHES ARE ALLOWED FOR ANY CLASS. DO NOT WEAR EXTRA CLOTHING OVER YOUR DANCE ATTIRE. NO BARE MIDRIFTS OR EXPOSED STOMACHS ARE ALLOWED.**

•**You may not be allowed to dance if you are not dressed appropriately.**

•Please label all belongings with your name. Dance shoes should not be worn outside.

BALLET	Solid color leotards, pink tights, pink Bloch ballet shoes. (skirts optional) <b>Hair in bun.</b>
POINTE	Same as Ballet – all pointe shoes must be pre-approved by instructor before wearing in class. <b>Hair in bun.</b>
TAP	Leotards, tights, dance pants or leggings (must be hemmed to top of shoes), black tap shoes.
JAZZ	Leotard, tights, dance pants and black/tan Bloch jazz shoes. If wearing booty shorts the student must wear tights. Some classes require black, and some tan Bloch jazz shoes. Students age 7 <sup>th</sup> grade and up will need to have both pair/colors of shoes.
LYRICAL	Same as Jazz class, tan Bloch jazz shoes.
MODERN	Leotard, pants, Capri or long leggings, footless tights, bare feet. Knees need to be covered-no shorts!
CLOGGING	Leotard and tights or shorts/t-shirt, white clogging shoes, *please see note below on shoes
HIP HOP	Leotard, pants, tights, shorts, jazz shoes or sneakers. <b>If you wear sneakers they may not be worn outside of the studio and must be for use in class only!</b>
POM	Leotard and tights, pants are optional, black Bloch jazz shoes
B/T COMBO	Leotard, pink tights for ballet and tap. <b>Hair in bun.</b> Skirts are optional, and leotards may be any color and may have a skirt attached.
B/T/J COMBO	Leotard, pink tights for ballet and tap. <b>Hair in bun.</b> Skirts are optional, and leotards may be any color and may have a skirt attached. Booty shorts or leggings may be worn over tights for tap & jazz only.

\* Students are responsible for ordering their own clogging shoes from [www.stevensclogging.com](http://www.stevensclogging.com) Youth: style #526C or #506 and Adult: style #527C or 507. You need to have the buck taps installed when ordering.

## DROP/WITHDRAWAL FROM CLASS

- All class changes or withdrawals from class must be submitted in writing to the T'Dance office. A 30-day notice is required to change your schedule and tuition charges will continue to incur, until notice is given.

## CLASSROOM CONDUCT/ETIQUETTE

- Students will be respectful of themselves, their classmates and their teachers and assistants. We expect students to be on time, dress properly and have a good attitude. If problems arise the student may be asked to sit down or leave the class. We will speak with the parents if a problem arises. We prefer to work and openly communicate with parents on any behavior issues that arise.

- No gum chewing or food in the studios or dressing rooms.** Water breaks are taken, or you may bring your own water bottle. No food or drinks in the studios or dressing rooms.

- If you are more than 10 minutes late to class or are not dressed appropriately, you may be asked to sit and observe class. The warm up period of a class is essential to preventing injuries and latecomers disrupt the productive flow of a class.

## CLASS ATTENDANCE

- Students should make every effort to attend all classes. Please notify your instructor or the studio if you will be missing a class. It is the student and parent responsibility to schedule a make-up class time with their instructor. The class a student has originally been placed in is of more value to the student's progress than a make-up class; therefore, students should attempt to attend their own scheduled class time. Sometimes, there may not be a suitable class for a student to participate in for a make up class.

- Students are allowed only one absence per class, per month, from January through May. Also, students may not miss two weeks consecutively during this time.** This is when the performance dances are being taught for our annual recital and any student having more absences than this will not be allowed to perform in that class. Any exception to this must be discussed with your instructor and Teresa in advance. Special private make-up lessons must be arranged with the instructor for any classes missed January – May, at \$50.00 an hour. Attendance should be a priority at all times.

## PICK UP/DROP OFF/PARKING

- Parents may drop off their child 10 minutes before the class begins. If your student is arriving more than 10 minutes before the start of their class, they must be under supervision of a parent. The area in front of the building is for driving through and dropping off students only. **Do not park in the drop off lane to pick up after a class. DO NOT PARK ON THE ROCK AREA IN FRONT OF THE BUILDING!** Parking is available on the east side of the building. **Please be on time to pick up your child after class, especially if it is the last class of the evening.** For the safety of our students and your children, dancers must wait inside the building for their ride. Students should not be waiting more than 5-10 minutes for their ride after class.

## CLASS OBSERVATION

- Viewing of classes is available through windows in the lobby. We will have 3 viewing weeks throughout the year. You may find these dates on the studio calendar.

## CLASS CANCELLATIONS

•If classes are canceled due to weather or instructor illness/absence, the studio will try to schedule a make-up class time. Due to the number of classes and instructors involved per evening and student's other activities, it sometimes becomes impossible to make up these classes. All families will be notified via texting and email of class cancellations. You may also check our website and Facebook page, local NBC News Channel closings.

## LOST AND FOUND

•T'Dance is not responsible for items lost or left behind. We have a Lost & Found, where all items will be placed. Unclaimed items are periodically donated to Goodwill or Crossroads.

## TEACHING ASSISTANTS

•Teacher assistants are selected each year to help instructors in some classes. These students are chosen by considering their level of dance excellence and achievement, understanding and working knowledge of the technique, their personal growth, all around character and love of working with younger children to whom they serve as important mentors or role models.

•It is an honor and privilege to be chosen for an assistantship, which includes some scholarship assistance.

## WORKSHOPS

•Instructors and students from T'Dance annually attend different training workshops throughout the year. We will notify students as the information becomes available. Workshops are a great opportunity for students to study dance with instructors from New York, Los Angeles and all over, even T'Dance Alumni and to be exposed to a new and exciting learning environment! T'Dance has also hosted in studio workshops in the past with guest instructors of the same caliber that you would have at the out of town workshops.

## NEW YORK TRIP

•T'Dance sponsors a trip to New York City every other summer. The trip is open to Juniors and Seniors in high school. The trip consists of taking dance classes, seeing Broadway shows, other dance performances, sightseeing and shopping. Space is limited on our NYC trips and we will have an informational meeting this fall (2019) to determine if the next trip will be summer of 2020 or 2021.

## PARENT RESPONSIBILITIES

•We encourage parents to be active in their child's dance education. We strive to have great communication between parents, instructors and students about all activities at the studio. Please feel free to speak with your child's instructor if you have any questions about their progress or participation in class. But, also note that depending on teaching schedule they may not have time to talk in between classes. You may also email or call.

•**Parents must provide T'Dance with an email address that is checked regularly!** All studio news, activities and updates will be sent via email. This information will also be posted on the bulletin board in the front hallway, our Facebook page, and studio website: [www.tdance4me.com](http://www.tdance4me.com)

•It is the parents/student's responsibility to stay informed of the latest studio news.

•**Please notify the office in writing or email of any address, phone or email changes. Also, if a credit card that is being used for auto withdrawal is replaced or expires or is replaced, the office needs to be notified.**

## SHOWTIME – ANNUAL PERFORMANCE

Showtime is our annual performance or recital and is held at the Hastings City Auditorium for 2 evenings the first weekend in June. All students may participate in Showtime, but it is not required. We do not separate into age groups for performances. Our younger students aspire to dance like the older dancers, and many of our older students are assisting with the younger students and love to watch them from the wings! Everyone is part of the production together and the performance is the highlight of the year for our students! It is their chance to show what they have accomplished throughout the year of dance training. Performing is part of dance training and helps the dancers to grow in self-confidence, stage direction, awareness in space and working within their class as a group. It is a very exciting event for our dancers that they look forward to all year long! Showtime only happens once a year, please mark these dates on your calendar!

- A detailed handout of information regarding “SHOWTIME” will be emailed out during the 2<sup>nd</sup> semester of classes.
- Costumes are purchased in December and a detailed sheet including cost for each class, and all items needed for each costume will be emailed out in November. Due date for costume payments is December 2<sup>nd</sup>, 2019.
- Dates for all rehearsals are Tuesday, May 26<sup>th</sup> – Thursday, May 28<sup>h</sup>, 2019. Performances are Friday-May 29<sup>th</sup>, and Saturday May 30<sup>th</sup>, 2020.
- All rehearsals are required, please mark these dates on your calendar.**
- Recital fee of \$40 per student is due March 1, 2020**
- Students that are in combination classes perform on **only one night** of Showtime.
- Students in all single classes perform on **both nights** of Showtime.
- The assignment of which night each combination class performs (Friday or Saturday) will be sent out with the costume information in November.
- Please note dates on Studio Calendar for costume pictures in April.
- Tickets for Showtime will be available for purchase in May.
- Videos of the performance will be available for ordering online.
- T’Dance Showtime T-shirt orders will be during 2<sup>nd</sup> semester of classes.

“Take more chances, dance more dances!”

# T'Dance Calendar 2019-20

August 1, 2019	Returning Student Registration
August 5, 2019	New & Returning Student Registration
August 7, 2019	New & Returning Student Registration
September 3, 2019	Classes Begin
October 21-24, 2019	Class Observation Week
October 31, 2019	No Classes - Halloween
November 2019	Dance Workshop – Omaha/Lincoln
November 27-28, 2019	No Classes – Thanksgiving Break
December 2, 2019	Costume Payments Due
December 20, 2019 – January 5, 2020	No Classes – Christmas Break
January 6, 2020	Classes Resume
February 24-27, 2020	Class Observation Week
March 1, 2020	Recital Fee Due
March 16-22, 2020	No Classes – Spring Break
April 20-23, 2020	Class Observation Week
April 24-25, 2020	Costume Photos
May 18-21, 2020	Final Week of Classes
May 25, 2020	No classes – Memorial Day
May 26, 27, 28, 2020	Staging Rehearsals
May 27 & 28, 2020	Dress Rehearsals
May 29 & 30, 2020	SHOWTIME 2020
June 2020 or 2021	T'Dance New York Trip
June 15, 2020	Summer Dance Session Begins
June & July 2020	OCU Broadway Bound Dance Camp- Oklahoma
July 2020	Snowy Range Summer Dance Festival- Wyoming