



*Student & Family
Handbook*

Dazzle Dance Center

Welcome to Dazzle Dance Center! We are so excited to have you as part of our family. At Dazzle we have dual missions. Our first mission is to provide the highest quality dance instruction to allow students the opportunity to grow and develop into well rounded, technically strong, and appreciative dancers. Our second mission is to build confidence and self-esteem, enforce a strong value system, and provide an environment that will nurture growth and development for every dancer.

Throughout the year please stay informed about policies and events. We communicate primarily through email, so please make sure that we have a working email on file. Follow us on Facebook and join our Dazzle Dance Families Facebook Group, and make sure that you read any notes sent home with your students.

We welcome your comments and suggestions. If any parent or student wishes to schedule a private conference concerning your individual goals, financial concerns, or any other questions or concerns, please don't hesitate to ask. We are happy to work with you to ensure that your year will be one of learning and growth. The entire faculty and staff wish you a fantastic experience at Dazzle Dance Center!

CONTACT INFORMATION

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Studio Policies

NOTE - Dazzle Dance Center reserves the right to permanently dismiss students or families that fail to observe the etiquette guidelines listed below **with no refund. Please read carefully.**

Students

We require that students carefully observe our dress code outlined in this handbook.

Any student arriving more than 15 minutes late may not be admitted to class.

All students are encouraged not to leave the room once class has begun. **Please allow time for restroom use prior to class.** Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the waiting room when very young children are in class without informing the office or having another parent responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.

Students are not to be socializing in a disruptive manner during class. Please honor your teacher and fellow students by giving full attention and cooperation. You will be advised if we feel any student is not adjusting well to the classroom environment.

Students are encouraged to bring a water bottle for every class. Water ONLY is permitted in studio. Soda, juice, sugary drinks, and food will be left in the lobby. Students are expected to clean up after themselves.

Students are asked to maintain a reasonable level of quiet in lobby and lounge areas as to not disturb classes. Use the cubbies provided to store belongings during class. Keep walkways clear and clutter free. All students are expected to be kind, courteous and respectful at all times while on the premises.

Dance class is educational and fun; however, an important part of class work is developing an attitude of discipline and respect for one's self, teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at Dazzle Dance Center will be a pleasure for all concerned.

Illness/ Injury

During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will notify a parent.

Only students with a pre-existing injury are allowed to observe class. The parents must notify the office if a student is to observe class.

If a student is ill they will not be allowed to participate in class. General rule is if they can't attend school they can't attend dance.

Absences

Tuition for absences and inclement weather cancellations will not be refunded or credited. It is important that students attend class so they may get the most out of dance. It is very important students do not miss prior to performances.

Parents

Parents and siblings are asked to maintain a reasonable level of quiet in halls and lounge areas as to not disturb classes. Clean up after your children. Children not in class must be supervised at all times. Do not allow them to run, climb, or otherwise disrupt classes or damage the facility. Keep walkways clear and clutter free. All students and accompanying family members are expected to be kind, courteous and respectful while on the premises.

It's a great idea to arrive 10-15 minutes before your dance class begins. This allows time to stretch quietly and prepare to focus on the dance class(es) ahead. **However, children under 8 should not be dropped off any more than 15 minutes early.**

Please pick up children on time. A charge of \$10.00 p/child will be assessed for childcare after the first 15 minutes that you are late picking up your child/children. Be available in the parking lot to receive students when dismissed from class.

Observation

No one is allowed to sit in the class and watch during regular class time except on designated observation days. Randomly throughout the year the instructor may invite parents to come watch the last few minutes of class.

Class Schedules/ Cancellations

Class schedules are subject to change at any time. Classes with fewer than 5 participants may be canceled. If a class has to be canceled, Dazzle Dance Center will do it's best to transfer students to a suitable class.

Inclement Weather Cancellations

Email notifications will be sent in the case of cancellations due to inclement weather.

Cancellations will also be posted on the Dazzle Dance Center Facebook page.

We will hold classes except under exceptionally dangerous driving conditions. Use your own discretion regarding attendance if the driving is difficult from your area.

Lost and Found

Lost items will be placed in the lost and found. Please check for missing items. All remaining items will be donated to the Goodwill at the end of each semester.

Referral Program

When a friend that you have referred to Dazzle Dance Center signs up for classes you will receive a credit of \$10 to your account. Be sure to tell your friends to let the office know that you sent them.

Recital Information

Performing is an integral part of dance and we want all of our students to have a chance to proudly show off their hard work and progress.

All students participating in the recital are expected to have good class attendance. A great recital number is a team effort; everyone has to do their part by having good attendance and working hard in class. **NO RECITAL FEES OR COSTUME FEES WILL BE REFUNDED AFTER DECEMBER 1st.** If you know that your child will not be able to participate in recital, please let us know prior to December 1st.

Detailed recital information, including details about pictures, rehearsals, and programs will be emailed in early spring. Please read all information thoroughly.

Communication

In order to be environmentally and budget friendly, we will primarily communicate with you through email. Please read the emails that you receive from **Dazzle Dance Center**. You will receive a newsletter on the 1st of each month to keep you abreast of coming events and important dates. You will receive an account statement on the 25th of each month to inform you of the balance that will be due on the first of the coming month.

Open Door Policy

The staff, faculty, and Director of Dazzle Dance Center maintain an open-door communication policy and strongly encourage you to contact them directly with any questions or concerns. Please understand that you must make arrangements to speak with teachers outside of their teaching hours.

Tuition and Payment Information

Tuition is automatically withdrawn on the 1st of each month via ACH/EFT through our parent portal program.

Tuition for any given month will not be refunded after the month begins.

Tuition for absences will not be refunded.

A \$25 fee will be collected on returned checks or automatic monthly payments.

Written notice of withdrawal from class(s) is required by the 15th of the month prior to termination of any class(s). The account information on file will be charged for all billing months prior to the written submission of withdrawal.

Any student with an overdue balance of more than 30 days will not be allowed into class until payment in full is received.

Any student with a balance at the end of the semester will not be allowed to participate in the recital.

See Tuition and Fee Breakdown sheet.

Dance Class Dress Code

Please make sure that dancers are prepared when they arrive for class with proper attire and hair secured.

Dancers should never be outdoors in their dance shoes.

Students must abide by a dress code policy for the following reasons:

- A clean and well-groomed appearance shows respect for students, teacher, and the art of dance and creates the proper frame of mind for learning.
- For the safety and advancement of the dancer, teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.
- Hair must be properly secured and tied up off of the face and neck for all styles of dance. Hair must be secured so that hair is not a distraction and does not need to be redone throughout class time.
- Jewelry must not be loose or dangling. No watches. Stud earrings only.
- Gum chewing is not allowed due to danger of choking.
- No loose-fitting pants, blue jeans or t-shirts, or satin house shoes!
- No costumes are allowed in class unless a dress up day is announced by the individual teacher.

Preschool:

Girls wear leotards and optional ballet skirt/tutu (if skirt/tutu are distracting they will be taken off).

PreK 3 Ballet: Pink Ballet Shoes

PreK Acro/Hip Hop: Barefoot - Shoes needed for recital will be sent out as soon as a costume has been selected.

PreK 4 Ballet/Tap: Pink Ballet Shoes & Tan Mary Jane Tap Shoes (tap shoes need velcro or be slip on, no ties)

Boys wear black sweatpants (not too baggy please) or black bike shorts, snug fitting white t-shirt, full-sole black ballet shoes, white socks.

Level Combos

Girls wear leotards, sports bra and dance leggings, fitted athletic wear. Clothes must be fitted and tight to the body. No baggy clothes will be permitted.

Boys wear bike shorts and snug fitting t-shirt.

Level 1 & 2 Shoes - Pink Ballet Shoes, Tan Tap Shoes, & Tan Jazz Shoes

Level 3 Shoes - Pink Ballet Shoes, Tan Tap Shoes, Tan Jazz Shoes, & White Keds (Ms. Lynda will attach clogging taps to the shoes so bring them in August)

Level 4 Shoes - Half Soles, Tan Tap Shoes, Tan Jazz Shoes, & White Keds (Ms. Lynda will attach clogging taps to the shoes so bring them in August)

Level 5 Shoes - Half Soles & Tan Jazz Shoes

Hip Hop

Girls and boys, wear athletic clothing or dance wear. Sneakers of any kind that are only used for dance and not worn outside of the studio. Absolutely no street shoes, street/school clothes, jeans or skirts.

Acro

Girls and boys, wear fitted athletic clothing or dance wear. Absolutely no street shoes, street/school clothes, jeans or skirts.

Stretch/Technique/Conditioning

Girls and boys, wear fitted athletic clothing or dance wear. Students will need tennis shoes and a pair of dance shoes (half soles or jazz shoes).