
2008-2009 POLICIES AND PROCEDURES

Please keep this policy and procedure guideline handy and read it thoroughly. It contains important information and hopefully will answer a lot of questions as the year progresses.

Welcome to Dance Expressions. This is the beginning of our 18th year and we are looking forward to working with you throughout the year. This paper is very important and will guide you through studio events for the entire year. **Please read it and keep it for reference.** From our youngest to our oldest, all of our students will receive the best dance education possible. This means your child will learn much more than choreography. Our teachers emphasize proper dance technique including body awareness, correct alignment, quality of movement and terminology. Classes will always include proper warm-ups and progression of movement. This promotes a healthy dancer and protects them from injury. All of our classes are designed on a professional level that is age and experience appropriate. We do our very best to place students in the proper class at registration. If we see that another class may be more appropriate, we will call you to discuss a change. We want to be sure that your child has a positive experience here.

MISSION: Dance education is the primary focus of this studio. Our goal is to promote a life-long love of dance along with an appreciation of the arts. Dance will not only teach your child movement and music appreciation, but also teaches responsibility and discipline, and develops poise and confidence.

STUDIO STAFF:

Executive Director:	Kate Kleiber
Artistic Director:	Pam Schrier
Office Manager:	Marisa Surdick
Office Assistants:	Caryn Glenn, Moira Curtis
Faculty:	Pam Schrier, Charlene Jackson, Jen Bailey, Sabrina Donovan, Emily Foster and Samantha Rice

CONFERENCES: If at any time you wish to talk with any of us regarding your child or something occurring in class or the studio, **please call the studio** (301-249-7430) or email us at danceexpressionsinc@verizon.net. We will be happy to talk with you. ***Our classes run back-to-back; therefore, teachers are not available for discussion during class or between classes.***

CLASS CANCELLATION: The directors and/or teachers reserve the right to cancel any class due to insufficient enrollment. We will do all we can to conveniently reschedule your child.

ATTENDANCE: **Please call the studio and let us know if your child is going to miss class.** Dance is a learning progression and regular attendance is essential to a student's progress. Missing class means missing important technique work and having to catch up. This becomes especially important when we are preparing for performances and the recitals. **When your child's class is involved in a performance it is especially important to let us know if he/she cannot participate.**

DROPPING A CLASS: **This MUST be done in writing and sent to the office (not the teachers).** Billing will continue until notification is received. Please remember that class space has been reserved for your child.

PAYMENTS: **All payments are due by the first class of each month. You will be given a payment book**

the first week of classes that will include envelopes for your payments. PLEASE USE ENVELOPES.

- Pay by check: make it payable to Dance Expressions and include your child's name on the check. **(This is especially important if your name is different than your child's)**
- Pay by cash: place it in the envelope we have provided and include your child's name. We will provide you with a receipt.
- We also accept Visa and MasterCard. We can set up auto payments for your convenience.
- Mail payments to **507 Commerce Drive, Upper Marlboro, MD 20774**, or place in our mailbox located in the studio lobby. **PLEASE DO NOT BRING PAYMENTS INTO OUR OFFICE.**
- **Please use your payment envelopes that we have provided.**
- If you have any billing questions you may email the studio at danceexpbilling@verizon.net or call our office.

We do not send out monthly bills (this keeps our costs down and we can pass the savings on to you). However, if you are late with your payment, you will receive an invoice via email. (Paper bills will only be sent if email is not available) Any invoice 30 days past due will incur a \$15 late fee. Late fees will continue to be added until bill is paid. Any bill 60 days overdue will be sent to our accountant for collection. It is essential to the operation of the studio that payments are on time. Fees are structured for a dance program - September through June, and may include performance times also.

Fees are the same September through June.

Any payment arrangements other than those outlined above, must be made by contacting the office.

Late fees will apply if alternate arrangements are not made.

There will be no refunds made. If your child misses a class, they may make up the class (the office or your child's teacher will assist in this). If we cancel a class due to teacher illness, we will arrange a make-up time. All make-up classes must be done no later than May 1st. After this date classes are concentrating on recital pieces.

RETURNED CHECKS: There will be a \$30 charge for returned checks. (This fee is based on MD State Law 3-512) Anyone having 2 or more checks returned for insufficient funds will be asked to pay in cash or by money order. **Checks cannot be redeposited.**

LATE PICK UP: It is very important that you pick up your child promptly after class, especially if it is the last class of the day. If any Dance Expressions employee must care for your child after their class, there will be a \$15.00 service fee for the first 15 minutes and a \$10 fee for every 15 minutes after that. This will be paid directly to the staff member caring for your child. You will be sent a bill for this service.

If you have an emergency and are running late for any reason please call the studio.

MISC INFORMATION: Please keep your information current – **especially phone numbers and email addresses.** We will be sending a lot of information to you via email. Also, put your child's name in all of their dance shoes and personal belongings.

DRESS CODE: It is very important to both students and teachers that the proper clothing be worn for class.

- Ballet classes: dark leotards and pink tights
- Modern classes: leotard and footless/convertible tights
- Tap and Jazz classes: any color leotards and tights.
- Hair should be pulled away from face and secured with something other than a scrunchie.
- Boys should wear t-shirts and long shorts or sweat pants.

Bike pants may be worn only with teacher's permission. Absolutely no baggy shirts or pants will be allowed to be worn in class. Students who do not comply with our dress code will be warned and if it happens a second time parents will be called. If it happens a third time the student will be asked to sit out.

DANCE SHOES: Check with your child's teacher before purchasing any dance shoes. Color and requirements will vary from class to class. Pointe shoes should only be worn with teacher recommendation.

While not endorsing any merchant, I am providing a list of area stores where shoes can be purchased. For our younger students we will periodically order shoes for them. Please check our bulletin board for that information.

Dance Supplies, Etc	Severna Park, MD	410-647-8727
Prima Dancewear	Laurel, MD	301-490-6616

Several times a year we will measure our younger students for shoes that we can order at very reasonable costs. Dates and times will be posted on the lobby bulletin board in advance.

SPECIAL REHEARSALS: There may be times when the students will be asked to come in for an extra rehearsal for a performance or recital. There will be a small fee for this to compensate the teacher for her time.

CLASS OBSERVATION: Parents are invited to observe classes at scheduled times. There will be a notice in the lobby with the specific dates. We ask parents to wait in the lobby during other times, as it is very distracting to your child and the other students to have people in the dance area.

LOST AND FOUND: Unclaimed clothing, shoes, etc. will be placed in a box in the lobby. At the end of the year anything that is not claimed will be given to charity. **Please note: Students should have their names on all of their clothing and especially their dance shoes. Students should carry their dance shoes, etc in a bag to class.**

COSTUMES: ALL FEES MUST BE PAID TO DATE BEFORE YOU RECEIVE YOUR COSTUME. We begin purchasing costumes in November and therefore must begin collecting fees to cover this. We will include tights with the costume. A costume down payment of \$60 per class per costume is **due by October 15**. Balances will be due at time of delivery (usually during April). Costume down payments for each class will be posted in the lobby before October 15. (Also, we do try to reuse costumes when we can, so please be sure to check the bulletin board for that information.)

Example: If your child is in one class, but will need separate costumes for tap and jazz, a \$120 down payment will be needed. If your child is in a ballet class and a modern class, a \$120 down payment is needed. There may be times when a costume will need some alterations. There will be a minimal fee if done by our seamstress. If you wish to do alterations yourself please notify us when you make your down payment.

Payments are non-refundable after the costume is ordered. We will begin ordering costumes by Nov. 1. If for some reason you wish not to have us order a costume for your child, **you must notify us before Nov. 1 in writing**. If you do not notify us, you will be responsible for payment. Costumes can rarely be cancelled.

RECITAL: ALL FEES MUST BE PAID TO DATE BEFORE THE RECITAL. At the end of each dance year, we have a recital. Our recital will be held at Dr Henry A Wise HS, Upper Marlboro in mid to late June. The exact date will be posted as soon as possible.

Recital fees are due by March 15:

\$60 per family with 1 student

\$75 per family with 2 or more siblings

The recital fee is non-refundable after April 15. If your child will not be participating in the recital, please

notify the office in writing as soon as possible before April 15. It is extremely important that you let us know if your child will not be participating in the recital since it effects the choreography and, ultimately, the other students in his/her class.

You will receive a number of tickets as a courtesy to be determined when we are notified of the cost of the facility. Additional tickets can be purchased at a reasonable cost.

If you have more than one child in the studio we will make every effort to have them perform in the same recital, but we cannot always guarantee this.

TECH REHEARSAL: Tech rehearsal attendance is extremely important for the recital to run smoothly and for your child to become familiar with the theater. For this reason this rehearsal is mandatory for any student who will be performing in the recital. The tech rehearsal is held at Dr. Henry A. Wise High School and is generally held during the day before the first recital.

STUDIO CLOSINGS: Call the studio (301-249-7430) if you have any doubts, there will be a message on our voice mail. **If schools close early for any reason other than the weather, call the studio for our status.**

- **Morning Classes:** If Prince George's County schools are closed due to inclement weather A.M. classes will be cancelled. In the case of delayed openings please call the studio.
- **Afternoon and Evening Classes:** If schools are closed due to inclement weather please call the studio for afternoon and evening class information. If the weather clears later in the day we may be open. If schools cancel after school activities due to weather we will also be closed.
- **Saturday Classes:** If school activities are cancelled due to weather or there is a question with the weather please call the studio for class status.
- **Please note:** Because of the number of students we have enrolled in the studio you will not be called, but we will send emails to the effected classes. We will also have information on our voicemail. We will do make-up classes after the third weather closing for your class.

<u>HOLIDAY CLOSINGS:</u>	Labor Day	Mon, Sept 1
	Thanksgiving	Wed, Nov 26 – Sun, Nov 30
	Winter Break	Mon, Dec 22 – Sun, Jan.4
	Spring Break	Fri, April 10 – Mon, April 13
	Memorial Day	Mon, May 25

NOTE WELL: We work very hard to keep you notified of all studio events that involve your child. We send notices home with students, post information in the lobby and also on our website. We will also send information via email whenever possible. Please check with your child to see if they have any information for you and visit our lobby. If your child is young, please check their dance bag. Also, please keep your information current with our office.

This is important information that you will need throughout the year.

You are urged to save it.

Thank you for taking the time to read this. If you have other questions please call the studio

Classes begin on Tuesday, September 2nd

HAVE A GREAT DANCE YEAR!

www.danceexpressionsinc.com

(301) 249-7430

danceexpressionsinc@verizon.net

Company Proprietary