

2009-2010 POLICIES AND PROCEDURES

Welcome to Dance Expressions!

*Our teachers and staff are very excited to begin our 19th year!
We are looking forward to a great dance year with all of our students.*

Please read this guideline thoroughly and keep as a reference throughout the year.

MISSION: Our mission at Dance Expressions is to inspire a life-long love of dance in a nurturing environment. Our hope is that our children grow into talented dancers, but more importantly, confident people. Our dancers will receive a well rounded dance education including technique and artistry, not just 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 protecting them from injury. We believe dance will not only teach your child movement and music appreciation, but also stresses responsibility, and discipline. Learning to dance also develops beautiful poise and confidence. All of our classes are professionally designed to be age and level appropriate. From youngest to oldest, we want to be sure each student has a positive experience here at Dance Expressions.

<u>STUDIO STAFF:</u>	Studio Director:	Pam Schrier
	Artistic Director:	Charlene Jackson
	Office Manager:	Marisa Surdick
	Faculty:	Pam Schrier, Charlene Jackson, Jen Bailey, Sabrina Donovan, Emily Foster and Samantha Rice
	Office Assistants:	Moira Curtis and Caryn Glenn

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. **When your child's class is involved in a performance it is especially important to let us know if he/she cannot participate.**

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 / hair in bun
- 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 a fitted t-shirt and long shorts or dance pants.

Tight fitted 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. If a student continually dresses inappropriately they 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, we are providing a list of area stores where shoes can be purchased.

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 their dance shoes.
Dates and times will be posted on the lobby bulletin board in advance.

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 dance@danceexpressionsinc.com. 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.

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: *Tuition 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 automatic 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 use your payment envelopes that we have provided.**
- If you have any billing questions you may email the studio at Marisa@danceexpressionsinc.com or call our office.

As a courtesy, monthly statements are emailed prior to the first of each month. Any invoice 30 days past due will incur a \$15 late fee. Late fees will continue to accrue until bill is paid or payment arrangements have been made with our office manager. 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 manager. 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.

INFORMATION: Please keep your information current – especially phone numbers and email addresses. We will be sending a lot of information to you via email.

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 once in the fall and again in the spring. 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: We begin purchasing costumes for our recital in November and therefore must begin collecting fees to cover this. Tights will be included with the costume. A costume down payment of \$60 per costume is **due by October 15**. Most classes will require more than costume. 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.

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. 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.

ALL FEES MUST BE PAID TO DATE BEFORE YOU RECEIVE YOUR COSTUME IN THE SPRING.

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. Tentative dates are June 17th, 18th & 19th 2010. To help cover the facility rental we charge a recital fee per family.

Recital fees are due by March 15

The following fees are an estimate. Exact amounts will be posted by February.

\$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 affects 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.

ALL FEES MUST BE PAID TO DATE BEFORE THE RECITAL.

TECH REHEARSAL: We have a **mandatory** Technical Rehearsal to prepare students for our performances. The rehearsal gives students and parents the opportunity become familiar with the theater. The tech rehearsal is held at Dr. Henry A. Wise High School the Thursday before our shows.

STUDIO CLOSINGS: **There may be times we need to close the studio due to inclement weather.** 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 7
	Thanksgiving	Wed, Nov 25 – Sun, Nov 29
	Winter Break	Wed, Dec 23 – Sun, Jan.3
	Spring Break	Fri, April 2 – Mon, April 5
	Memorial Day	Mon, May 31

NOTE: 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.

*Thank you for taking the time to read our policies and procedures.
If you have other questions please contact us.*

Classes begin on Tuesday, September 8th

HAVE A GREAT DANCE YEAR!

www.danceexpressionsinc.com

(301) 249-7430

dance@danceexpressionsinc.com

Company Proprietary