**The Pointe Studio of Dance**

**Student Handbook 2017 – 2018**

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**WELCOME TO THE POINTE! STUDIO OF DANCE**

The Pointe! Studio of dance is committed to offer the finest in dance education to our students. Regardless of whether a student wishes to pursue dance as a career or participate for personal development and enjoyment, we are committed to offering each student an education in dance that is based on the traditions of classical and contemporary dance around the world.

Our students are enrolled in classes that are suitable for their individual stage of development. While gaining a strong foundation in dance, the students have taught us that they also gain a strong foundation in life skills. Our students take pride in their ever expanding abilities to manage their time well, follow instructions, stay focused, be self-disciplined, be prompt, be creative problem solvers and offer the gift of performance to audiences. While we are always pleased to see students go off to enjoy success in the dance world, we are equally delighted and committed to helping them succeed in other fields. Many of our students pursue other dreams to become doctors, lawyers, teachers, producers, actors, singers, computer programmers, scientists, mothers and fathers. They often tell us the discipline, organizational skills and thinking skills they have learned at the Pointe!, have helped them succeed in life.

We look forward to working with your child in our school. We know we have the best to offer in dance education here and we are honored that you have chosen the Pointe! Studio of Dance.

Regina Tate, Executive Director

4609-B W Market St

GREENSBORO, NC 27407

Phone 336- 292-6949

www.thepointestudioofdance.com

**Dress Code Requirement:**

Ballet:

All girls must wear skin tone tights and skin tone sprayed ballet slippers or pointe shoes. Split Sole is recommended. Leotard colors are listed below and dress code is strictly enforced. **After two violations a student will be asked to leave the classroom.**

Level Color

Creative Movement Light Pink

Pre-Ballet Light Pink

Level 1 Hunter Green

Level 2 Navy

Level 3 Burgundy

Mini Company Black

Pre-Company Black

Company Black

All Levels Skin Toned Tights and Skin Toned Ballet Shoes

Gymnastics Any Leo Colors and Shorts

• Men wear black ballet shoes, black tights or leggings and a white or black form-fitting T-shirt

• All warm-up attire must be appropriate dancewear not street wear

• Adults may wear any color leotard and tights. Skin toned ballet shoes are recommended.

• Hair must be securely pinned away from the face and neck. Long hair must be put into a bun and short hair confined with a hair band.

Jazz:

Black jazz pants or tights, a leotard (any color), and black jazz shoes.

Lyrical/Contemporary:

Students are required to wear a leotard of any color, black or pink footless tights. This class is performed in bare feet, however, foot mittens or dance paws are acceptable.

Tap:

Black jazz pants or leggings, a leotard and tights (any color) or form fitting tee shirt, and split toe tap shoes.

Hip-Hop:

Wear comfortable clothing that you can move in. Do not wear anything that is restricting or that is inappropriate. Sneakers or boots are preferable.

**STUDIO RULES**

1. Creative Movement and Pre-Ballet students must be accompanied by an adult when not in class. Do not leave your child unattended in the studio. The Pointe! Studio of Dance cannot assume responsibility for your child outside of the classroom.

2. Parents and siblings may wait for their dancer in the WAITING AREA on the first or second floor. If you arrive early to class, please wait in the waiting area until the time of your child’s class.

3. Students, parents, and siblings MUST BE QUIET in the hallways. No screaming or loud talking is permitted, and NO RUNNING in the hallways. These actions can be disruptive to classes currently taking place and to the administrative staff working behind the desk.

4. Students are expected to be quiet and to behave in a manner conducive to learning when in the classroom.

5. **WE EXPECT OUR STUDENTS TO BE ON TIME FOR CLASS**. In the event that a student is late, they should enter the classroom prepared to dance *(in dance attire ONLY)* and stand in the doorway and ask for permission to enter into the classroom.

6. If a student for reasons beyond their control is unable to be dressed or groomed appropriately, he/she needs to speak to the instructor before class or they may be asked to observe.

7. If a student asks to sit out because of injury/illness, they will not be allowed to participate for the rest of the class.

8. We require that students wear a ‘cover-up’ when not in their classroom. Cover-ups consist of a shirt, pants, or skirt and street shoes.

9. Ballet shoe drawstrings should be tied in a knot and cut off. The instructor will show the student how to do this. An elastic strap must be securely sewn onto each ballet shoe to keep the shoe on the dancer’s foot. If you are unsure about how to sew your shoes, ask your teacher for help. Ballet shoes should never be worn outdoors.

10. Climbing or hanging on the ballet bars are prohibited.

11. Food (including candy, gum, snacks) and drinks may not be brought into the classrooms. They may instead be consumed in the waiting area or outside the building. Only water in water bottles is permitted in the classroom.

12. In between classes is NOT an appropriate time to talk to your child’s teacher about questions, concerns, or problems. The teachers need that time to either prepare for their next class or take a small break. If a parent wishes to talk to their child’s teacher, they should speak with desk staff and set up an appointment (by phone or in person) with the teacher for you.

13. If a parent or caregiver needs something delivered or a message passed to a student, please send it through the desk attendant so class will not be disrupted.

14. Parent ARE NOT ALLOWED TO ENTER THE CLASSROOM OR DISRUPT FOR ANY REASON UNLESS EMERGENCYS.

**GENERAL POLICIES**

STUDENT CLASS ASSIGNMENTS AND PROMOTIONS

The Pointe! Studio of Dance offers classes on a multi-level system with students progressing from one level to the next at their own individual pace. The average stay in any given level is two school years; however, some students because of physical, intellectual, or emotional development may require a longer or shorter period in any given level. Students are placed in the course of study that best suits their training needs, **with age being a secondary consideration.**

After having consulted with one another, the faculty may determine at any time during the school year that a student may require some adjustment in her/his course work. In this event the parent will be advised of the adjustment and a change of schedule will be implemented if possible.

LOST & FOUND

At the end of each day items left in the classrooms are collected and put into the Lost & Found located near the bathroom on the first floor. In June all items left in the Lost & Found are donated to charity.

PARKING

You may park around the building or behind the building. If there is no parking available then please park across the street at Porter’s House parking or behind the mattress store. You may also park at the Public Storage building ONLY after 6pm daily.

**The Pointe! Studio of Dance**

**Tuition & Fees**

**Registration Fee:**

$35 per dancer (due upon enrollment for each student)

**Tuition Fee:**

Tuition is due on the 1st of each month and late after the 5th or before you start class, payable by cash, credit card, which has a $2 charge, or check or money order made out to THE POINTE! Studio of Dance. A NON-NEGOTIABLE $20 late fee will be added after the 5th of each month. If payment is not received by the grace period your child will not be allowed to attend classes at THE POINTE until your balance is paid in full. If tuition is due during a holiday, when you have missed classes or when the studio is closed, you are still responsible to have tuition in by the due date. You may choose to mail your payment into the studio to not accrue late fees. However, it must be received by the end of the grace period. You may also choose to pay by credit card over the phone. Please note, this form of payment will access a $4 charge.

**Monthly Tuition Class Length**

$50 30 minutes per week

$55 45 minutes per week

$65 1 Hour per week

$75 1 Hour and 15 minutes per week

$80 1 Hour and 30 minutes per week

$95 1 Hour and 45 minutes per week

$105 2 Hours per week

$140 3 Hours per week

$170 4 Hours per week

$180 5 Hours per week

$185 6 Hours per week

$205 Unlimited

$230 Company

$15 Hourly Adult drop-in rate (18-up)

$15 Hourly Drop-in rate & Workshops (Children)

$50 Adult 1 Hour per week (18-up) **No registration fee required**

$75 Adult 2 Hours per week (18-up) **No registration fee required**

$85 Adult 3 Hours per week (18-up) **No registration fee required**

**Summer Only:**

$120 per week (Intensives)

\*Daily rates are available-see brochure

Must bring own lunch/snacks/dance folder. 8:30 am drop off, (no earlier) 5:30 pick up. (All dance tech. plus: Dance history, terminology, African dance, tumbling, acting, etiquette lessons, business, costuming, field trips and more.

\* You will be charged $1.00 per min. for each min. after the 1st ten minutes that you are late picking up your dancer. This is per child. Please pay upfront in cash to the instructor on duty. Discounts: Family Discount: No discounts for summer intensives. Fall only, $5.00 discount off each additional family dancer, $10 off camp only,(take out) no additionally discounts for adult classes.

**Refunds:**

ALL FEES ARE NON-REFUNDABLE - NO REFUNDS OF REGISTRATION, TUITION, COSTUMES ARE ISSUED-check with instructor for make-up classes.

**Miscellaneous Fees:**

A $35 fee charged for returned checks and must be replaced with cash. Attendance: Regular class attendance is very important to your dancer’s progress. Excessive tardiness will not be tolerated. However, if your child must miss a class or is going to be late, please notify the office. You may schedule a make-up class with your child’s teacher for the class they miss. If your child should miss more than three consecutive class times and the office is not notified, the students will automatically be withdrawn from the studio. If a student participating in recital misses 4 or more classes in the January-May before a recital, the student will be dismissed from the class dance routine if asked by their instructor. HOWEVER, YOU WILL STILL BE RESPONSIBLE FOR ALL FEES AND TUITION UNTIL WE ARE OTHERWISE NOTIFIED VERBALLY OR IN WRITING IF YOU DROP CLASSES.

**RECITAL COSTUME FEE & INFORMATION**

Dear Parent/Dancer,

Please keep in mind that recital is an optional event; do not get discouraged if you/your child cannot participate in our end of year recital. The technique that we offer is the most important part of you/your child’s growth here at THE POINTE! Studio of Dance.

If you do decide that you want to participate, here are a few dates to keep on the calendar:

* A recital fee of $55 will be due upon registration on or before Friday, December 1, 2017.
* We will assume you have opted not to participate in recital if payment is not received by this date. No fees will be accepted after this date, no exceptions.
* Costume fees are due on or before January 8, 2016.

Costume fees are based on the number of dances you/your child is in. The more classes and dances you choose the higher the cost. You do have the choice to choose your dances that you will be in during recital. Please let ALL of your instructors know way in advance of your decisions.

**Costume Size:**

* When sizing costumes for your child please keep in mind that they grow throughout the dance year. Recital is not until May/June. You may need to come to the front desk and change sizes before we order mid-January. We will order exactly what you tell us on your information sheet. If a costume has to be returned because it does not fit, you will have to pay additional shipping and handling fees.

**Estimated costume fees:**

* 1-2 costumes $65-$150
* 2-4 costumes $160-$250
* 5-7 costumes $300-$550
* 8-10+ costumes $600+

These are just estimates; some costumes are handmade by students and staff. Please consider the cost when making decisions.

Recital is tentatively Saturday, June 2nd, 2018at A&T Harrison Auditorium.

Recital rehearsal will be Friday, June 1st. This is mandatory for all dancers! Please keep in mind your schedule when making decisions about recital. If your dancer cannot make the rehearsal, **they will not be able to perform during recital.**

**Upcoming Events & Studio Dates:**

August ’17:

14th – 16th – Pointe! Placements

(Times & Levels TBA)

September ’17:

5th – Pointe! Studio open for Fall

5th – Mason Jar Fundraiser (All Year Event til May 31st – Bring in jar when full)

October ’17:

2nd – Otis Spunkmeyer Cookie Dough Sale (Mandatory Studio Event – 10 bucket Minimum)

6th – Lion King Auditions (Time TBA)

November ’17:

TBA – Dancers Against Cancer

December ’17:

16th – Pointe Sleepover

(Mandatory for Company Members) 1st Studio Clean Up will take place after the sleepover. (Ages 6 & up, cost $20 per person, Time TBA)

February ’18:

10th – Valentine’s Dance (Semi-Formal Event)

(cost $10 per person, please bring a covered dish for potluck style dinner)

March ’18:

9th – Lion King School Show @ 10 am

10th – Lion King Performance @ 2 pm

10th – Lion King Performance @ 7 pm

11th – Lion King Performance @ 3 pm (Tentatively)

31st – 2nd Studio Clean Up (Mandatory for Company Members)

June ’18:

1st – Recital Rehearsal @ 5:30 pm

2nd – Recital @ 2pm

18th – Pointe! Summer Intensives begin

August ’18:

17th – Pointe! Summer Intensives end

**Important Studio Closings:**

November ’17:

22nd – 25th – Thanksgiving Holiday

(Studio reopens on the 27th)

December ’17/January ‘18:

December 21st – January 2nd – Christmas Break

(Studio reopens on the 3rd)

January ’18:

15th – Martin Luther King Day

(Studio reopens on the 16th)

March/April ’18:

March 30th – April 7th – Spring Vacation

(Studio reopens on the 9th)

May ’18:

28th – Memorial Holiday

(Studio reopens on the 29th)

**HOW TO REGISTER FOR CLASSES:**

1. Register online or in person.

2. Pay registration fee(s) when you register.

3. Sign all forms and waivers before your first class.

**REGISTRATION FEES:**

Students enrolling will be required to pay the registration fee at the time of enrollment. (Please submit with Registration Form.) $35 per student

**HOW TO MAKE TUTION & OTHER PAYMENTS:**

Pay by cash, check, or credit card (Visa, MasterCard, American Express, or Discover) or *Auto Draft*

Payments can be given to the Registrar, mailed in, or credit card information can be taken over the phone. We strongly suggest that those paying Monthly set-up an Auto Draft payment schedule (see last page of packet).

On your registration form, please indicate how you would like to pay for your tuition: annually or monthly. Semester tuition will be due on the first day of each Semester (see registration form for dates).

Monthly tuition is due on the first day of each month (unless other arrangements are made).

If tuition is over 5 working days late, a $20 late fee will be applied and the student will not be allowed to take class until the tuition issue has been settled. A $35 fee will be charged for any returned checks.

If other payment arrangements need to be made at any point, please communicate with the office manager at 336-292-6949.

STUDENT CONCERT FEES: ($55 per student)

- Fees will be due on Dec. 1st and are non-refundable.

NO REFUNDS: Registration fees, Tuition and Concert fees are non-refundable. See Student Enrollment Contract for more info.

QUESTIONS? CALL US AT 336-292-6949

**STUDENT ENROLLMENT CONTRACT**

I UNDERSTAND AND AGREE TO THE FOLLOWING: (Please put your initial by each number after reading and sign below.)

\_\_\_\_\_ 1. TUITION PAID TO THE SCHOOL IS NON-REFUNDABLE. Tuition credits will be considered only in the cases of prolonged absence due to serious injury or illness substantiated by medical documentation.

\_\_\_\_\_ 2. ENROLLMENT IS UNDERSTOOD TO BE FOR THE ENTIRE SCHOOL YEAR with the goal of completing the syllabus for each level over the 9 month period.

\_\_\_\_\_ 3. TUITION MUST BE PAID IN ADVANCE AND MUST BE KEPT CURRENT. Tuition is paid on a monthly basis, or it can be paid in its entirety by September 6, 2017. Payment for each month must be paid by the first day of the month. We will also remind you of tuition due dates in our emails and on the bulletin board in our hallway. If tuition is over 5 working days late, a $20 late fee will be added to the tuition owed, and the student will not be allowed to take class until the tuition issue is settled. There is a $35 fee for all returned checks. If other payment arrangements need to be made, please communicate with the office.

\_\_\_\_\_ 4. NO REFUNDS WILL BE MADE FOR MISSED CLASSES. The School will make every effort to allow a student to make up missed classes but cannot guarantee this privilege. Missed classes may be made up only within the terms of this contract and only by actively enrolled students. Please call the office, 336-292-6949, to make arrangements for any make-up classes.

\_\_\_\_\_ 5. FOR WITHDRAWAL PURPOSES: To withdraw from class(es) for an upcoming month, written notice must be received by the School 10 WORKING DAYS BEFORE THE FIRST DAY of the semester for which the student wishes to withdraw. If this written notice is not received on time, you will be responsible for that semester tuition and will be billed accordingly.

\_\_\_\_\_ 6. Registration Fee is $35 for students. Registration Fee is due with Registration form and is non-refundable.

\_\_\_\_\_ 7. IF A CLASS DOES NOT MEET MINIMUM ENROLLMENT REQUIREMENT, THIS CONTRACT IS CONSIDERED NULL AND VOID. Every effort will be made by the School to find an alternate placement for the student named herein, but the School cannot guarantee such placement. In the event of under enrollment, all moneys paid for the class will be refunded.

\_\_\_\_\_ 8. STUDENTS/PARENTS MUST ABIDE BY THE STUDIO RULES AS SET FORTH IN THE STUDENT HANDBOOK. Failure to do so may result in immediate dismissal from the studio for cause. Immediate dismissal for cause may occur as a result of actions other than, and in addition to, those specifically stated in the Student Handbook, inappropriate behavior, disruptiveness and disrespecting facility or others.

\_\_\_\_\_ 9. CLASSES ARE NONTRANSFERABLE and may be taken only by the previously named student.

\_\_\_\_\_ 10. USE OF NAME OR LIKENESS: The Pointe! Studio of Dance shall have the right to use the name, photograph, video tape, voice, or other likeness of the Dancer and to exhibit the same through any medium whatsoever during the term of this agreement or at any time in the future for advertising, promotional or commercial purposes. All such reproductions shall be exclusive property of The Pointe!

\_\_\_\_\_11. RELEASE: As additional consideration for the student’s instruction, the undersigned hereby releases The Pointe! Studio of Dance from liability for injuries to the person or property of the student which may occur while participating in the activities of the School or affiliated Company. The undersigned further agrees to indemnify The Pointe! Studio of Dance in the event any claims are asserted against it arising from the student’s participation in the activities of the School or affiliated Company.

I, the undersigned, consider this contract legal and binding.

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Date Signature of Parent or Guardian

I/we have read the policies in the student handbook of The Pointe! Studio of Dance.

I agree to adhere to them while enrolled for the 2017-2018 fall session as a student. I/we understand that failure to adhere to these policies may result in dismissal from The Pointe! Studio of Dance at any time.

I am aware that students will not be allowed to attend classes until they and their parent/guardian have signed this statement indicating that they have read The Pointe! Studio of Dance student handbook policies and that the student agrees to abide by them. ***Before being admitted to start classes, The Pointe! must receive Registration Form and Contract Agreement, Student Enrollment Contract, Automatic Card Payment Authorization and this signed page.***

Sign and date below:

Parents signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

Students signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

