

# The Pointe Studio of Dance

## Student Handbook 2019 – 2020



### 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, be 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 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](http://www.thepointestudioofdance.com)

## Dress Code Requirement:

### Ballet:

All girls must wear skin toned tights and skin toned sprayed or colored ballet slippers or pointe shoes. Leotard colors are listed below. Dress code is strictly enforced. **After two violations a student will be asked to sit and take notes.**

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/nude 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. **NO EXCEPTIONS!**
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. Parents should call office beforehand.
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 or tucked. 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. Eating is ONLY permitted in the breakroom! Fines will be give to **ANYONE** caught eating in any other area of the building. The fine is **\$5.00** per occurrence.

## 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 2/3 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 in the storage room (please see the front office manager for assistance). 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.

\*DO NOT Park in the Public Storage parking lot.\*

## The Pointe! Studio of Dance Tuition & Fees

### Registration Fee:

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

### Tuition Fee:

Fall 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 and new this year **PayPal! PayPal Account Info:** Go to <https://paypal.me/thepointe>, type in the amount of your tuition payment (& late fee if it applies), please put your dancer's name and what's being paid in the special instructions/notes space, add the \$4 fee to your payment amount, and send your payment. Since it's PayPal, you know it's easier and more secure than cash or checks. Don't have a PayPal account? No worries. Getting one is fast and free.

**A NON-NEGOTIABLE \$25 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**

\$50  
 \$55  
 \$65  
 \$70  
 \$80  
 \$95  
 \$105  
 \$140  
 \$170  
 \$180  
 \$185  
 \$205  
 \$230  
 \$17  
 \$17  
 \$50  
 \$75  
 \$85

**Class Length**

30 minutes per week  
 45 minutes per week  
 1 Hour per week  
 1 Hour and 15 minutes per week  
 1 Hour and 30 minutes per week  
 1 Hour and 45 minutes per week  
 2 Hours per week  
 3 Hours per week  
 4 Hours per week  
 5 Hours per week  
 6 Hours per week  
 Unlimited  
 Company  
 Hourly Adult drop-in rate (18-up)  
 Hourly Drop-in rate & Workshops (Children)  
 Adult 1 Hour per week (18-up) **No registration fee required**  
 Adult 2 Hours per week (18-up) **No registration fee required**  
 Adult 3 Hours per week (18-up) **No registration fee required**

**Company Fees:**

\$250 per month for Company Students  
 \$185 per month for Mini Company Students  
 This fee includes all classes and recital fees

**Summer Only: (Pre-Level & Camp)**

Summer of 2020 Fees

\$135 per week  
 \$30 per day

Must bring own lunch/snacks/dance folder. Camp Hours are 9am to 5pm. (All dance tech. plus: Dance history, terminology, African dance, tumbling, acting, etiquette lessons, business, costuming, and more.

\* All students must be picked up by 5:30pm and no later or you will be charged \$1.00 per minute for each minute you are late picking up your dancer. This is per child. Please pay upfront in cash to the instructor on duty.

**Refunds:**

ALL FEES ARE NON-REFUNDABLE/NON-TRANSFERABLE - NO REFUNDS OF REGISTRATION, TUITION, COSTUMES WILL BE ISSUED-check 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. **HOWEVER, YOU WILL STILL BE RESPONSIBLE FOR ALL FEES AND TUITION UNTIL WE ARE OTHERWISE NOTIFIED VERBALLY OR IN WRITING.**

## 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 (\$55)** will be due upon registration on or before **Friday, December 6, 2019**.
- 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 6, 2020**.

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, if applicable.

### Estimated costume fees:

- 1-2 costumes \$65-\$150
- 2-4 costumes \$150-\$270
- 5-7 costumes \$270-\$650
- 8-10+ costumes \$650+

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

Recital is tentatively Saturday, May 30, 2020 at A&T Harrison Auditorium.

Recital rehearsals will be Wednesday, May 27 (Act I) and Thursday, May 28 (Act II) at the studio. Friday, May 29 we will do a full rehearsal at A&T Harrison Auditorium. 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. *Beginning in January*, as we prepare for recital, your child cannot miss more than 4 classes or they may not be allowed to participate in recital.

## Upcoming Events & Studio Dates

### July '19:

14th - Memphis Audition (3 - 6 pm) @ Cultural Arts Center  
15th - Memphis Audition (7 - 9 pm) @ Cultural Arts Center  
16th - Memphis Callbacks (7 - 9 pm) @ Cultural Arts Center  
30th - National Black Theatre Festival Performance @ 3 & 8 pm (Red Carpet Event to meet the cast @ 7 pm)  
31st - National Black Theatre Festival Performance @ 3 & 8 pm

### August '19:

19th - 21st - Pointe! Placements (6-8:30 pm)  
Company Placements will be held Aug. 21st  
24th - Pointe! Open House @ 10 am - 4 pm (Free Dance Classes)  
31st - African American Cultural Festival @ 2 pm

### September '19:

3rd - Pointe! Studio open for Fall  
3rd - Otis Spunkmeyer Cookie Dough Sale (Mandatory Studio Event - 10 Bucket Minimum) - Runs until October 14, 2019

### October '19:

5th-6th - Pointe! Production Auditions (Date Tentative)  
Ages 7-10 from 10 am - Noon  
Ages 11 & Up from 1 pm - 4 pm  
7th - Special audition by appointment

### November '19:

TBA – Company performances

### December '19:

6th - Recital Fees Due (\$55)  
7th - Fashion Show/Auction (Time TBA)  
14th - Pointe! Production Photo Shoot (Time TBA)  
20th – Pointe Sleepover

(Mandatory for Company Members) 1st Studio Clean Up will take place after the sleepover. (Ages 6 & up, cost \$25 per person, Drop Off @ 7:30 pm and Pick Up @ 9:00 am on the 21st)

### January '20:

6th - Costume Fee Due (No Exceptions)  
14th - 19th - International Association of Blacks in Dance (Company Only)

### March '20:

6th – Production School Show @ 9 am  
7th – Production Performance @ 2 pm  
7th – Production Performance @ 7 pm  
8th – Production Performance @ 3 pm (Tentatively)  
28th - 2nd Company Studio Cleaning @ 10 am - 1 pm

### April '20:

4th - Center Stage Performing Arts Showcase (Special Guest Performance) Time TBA  
5th - The Art of Etiquette and High Tea (Time TBA)  
(Cost: \$25 per person or \$40 for a Mother Daughter Pairing)

### May '20:

27th - Recital Studio Rehearsal @ 6-8 pm  
28th - Recital Studio Rehearsal @ 6-8 pm  
29th - Recital Rehearsal @ 5:30 - UNTIL  
30th - Recital @ 2 pm

### June '20:

15th – Pointe! Summer Intensives begin

### August '20:

15th – Pointe! Summer Intensives end

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## Studio Closings

November '19/December '19:  
27th – 1st – Thanksgiving Holiday  
(Studio reopens on the 2nd)

December '19/January '20:  
December 23rd – January 1st – Christmas Break  
(Studio reopens on the 2nd)

### January '20:

20th – Martin Luther King Day  
(Studio reopens on the 21st)

### April '20:

6th – 11th – Spring Vacation  
(Studio reopens on the 13th)

### May '20:

25th – Memorial Holiday  
(Studio reopens on the 26th)

## 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 FEE:

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

## HOW TO MAKE TUITION & OTHER PAYMENTS:

Pay by cash, check, Money Orders or credit card (Visa, MasterCard, American Express, or Discover). **PayPal Account Info:** Go to <https://paypal.me/the pointe>, type in the amount of your tuition payment [add \$4 PayPal Fee (and late fee if it applies)], type dancer's name and what you are paying for in the special instructions/notes section, and send you payment. Since it's PayPal, you know it's easier and more secure than cash or checks. Don't have a PayPal account? No worries. Getting one is fast and free. Payments can be given to the Registrar, mailed in, or credit card information can be taken over the phone.

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 \$25 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 at 336-292-6949.

RECITAL FEE: (\$55 per student) Fees will be due on Dec. 6, 2019 and are non-refundable.

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

QUESTIONS? CALL US AT 336-292-6949



## PARENT & 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 STUDIO IS NON-REFUNDABLE/NON-TRANSFERABLE!** Tuition credits will be considered only in the cases of prolonged absences due to serious injury or illness substantiated by medical documentation.

\_\_\_\_\_ 2. **FALL/SPRING ENROLLMENT IS UNDERSTOOD TO BE FOR THE ENTIRE SCHOOL YEAR (9 MONTHS)**

\_\_\_\_\_ 3. **TUITION MUST BE PAID IN ADVANCE AND MUST BE KEPT CURRENT.** Tuition is paid monthly, or it can be paid in its entirety by student's start date. Payment for each month must be paid by the first day of the month (If tuition is paid after the 5th, a \$25 late fee will be added to the tuition owed. **After 30 days if tuition is not paid, the student will not be allowed to take class!** There is a \$35 fee for all returned checks. If other payment arrangements need to be made, **please communicate with the office manager before due date! (ex. If December's tuitions is not paid in full by Jan. 1<sup>st</sup>, the student will have to sit out of class).**

\_\_\_\_\_ 4. **DROP IN** all students are required to pay the registration fee, (the Drop-In rate is \$17.00 per class).

\_\_\_\_\_ 5. **Discount On Tuition:** The 15% discount only applies to those paying the full 9 months of tuition in advance!

\_\_\_\_\_ 6. **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 dance year of the terms of this contract and only by actively enrolled students. Classes can be made up only if: **1.** the studio closes on a regularly scheduled day of class. **2.** if classes are canceled for any reason including inclement weather. **3.** If the student is sick and brings in a doctor's note. Each case will be evaluated on an individual basis. **Please call the office at 336-292-6949 and speak to the office manager to make arrangements for make-up classes.**

\_\_\_\_\_ 7. **WITHDRAWAL:** 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 month for which the student wishes to withdraw. *If this written notice is not received on time, you will be responsible for that month's tuition and will be billed accordingly.*

\_\_\_\_\_ 8. **Registration Fee is \$35 for students.** Registration Fee is due with Registration form and is non-refundable.

\_\_\_\_\_ 9. **IF A CLASS DOES NOT MEET THE MINIMUM ENROLLMENT REQUIREMENTS, THE CLASS WILL BE CANCELLED.** 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 fees paid for the class will be refunded. (This does not include the registration fee).

\_\_\_\_\_ 10. **STUDENTS MUST ABIDE BY THE STUDIO RULES AS SET FORTH IN THE STUDENT HANDBOOK (the handbook must be downloaded from our website.** Failure to do so may result in dismissal for cause. Dismissal for cause may occur as a result of actions other than, and in addition to, those specifically stated in the Student Handbook.

\_\_\_\_\_ 11. **CLASSES ARE NONTRANSFERABLE** and may be taken only by the previously named student.

\_\_\_\_\_ 12. **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!

\_\_\_\_\_ 13. **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.

\_\_\_\_\_ 14. **ATTENDANCE AND TARDINESS:** If your child is going to be late or absent, please call the studio to let the instructor know before your child's class begins. Arriving on time is an important part of your dancers training. Emergencies and exception will be handled on an individual basis. If your dancer is less than 10 minutes late, they will be allowed to take class as long as you have called ahead of time. If your dancer is more than 10 minutes late, they will not be allowed to take class, however they will be allowed to sit and take notes.

\_\_\_\_\_ 15 **Beginning in January** of each year as we prepare for recital ***your child cannot miss more than 4 classes*** or they will be at risk for being removed from that recital piece. Their participation will be at the discretion of the instructor.

\_\_\_\_\_ 16. **DRESS CODE:** If a student is not dressed appropriately for class he or she may not be allowed to dance, this is at the instructor's discretion.

\_\_\_\_\_ 17. **FINES: Eating is only allowed in designated areas of the studio (in the breakroom or outside).** If students are found to be eating or drinking anything in any other areas of the studio, the student will be fined \$5.00 for each offence and this amount will be added to your tuition for the coming month. (You will receive an email notification if your child is in violation of this rule.)

\_\_\_\_\_ 18. **Cell Phones:** are prohibited in class! A verbal warning will be given the first time, and the second time the dancer will be dismissed from class and the parent will be notified.

\_\_\_\_\_ 19. **Talking during class** is not allowed unless the dancer has a question for the instructor. A verbal warning will be given the first time, and the second time the dancer will be dismissed from class and the parent will be notified.

\_\_\_\_\_ 20. ***It is the parent/guardian's responsibility to READ ALL EMAILS, PARENT AND STUDENT HANDBOOK!*** Please read the parent and student handbook (which is on our website at [www.thepointestudioofdance.com](http://www.thepointestudioofdance.com)). If for any reason you are not receiving emails, please contact the studio office immediately.

\_\_\_\_\_ 21. **We will not tolerate any disrespect** to Pointe! Staff from the parents or dancer! If a parent is disrespectful to staff, they will be asked to leave the premises immediately! If a student is disrespectful to staff, they will be given a verbal warning the first time and if it happens again, they will be put on probation and if it happens a third time they will be dismissed from the studio.

\_\_\_\_\_ 22. **Recital & Costume Fees** must ***BOTH*** be paid in full by the deadlines for the dancer to participate in the Recital!

\_\_\_\_\_ 23. If you elect to make a payment over the phone you are authorizing The POINTE! Studio of Dance office staff to charge your card and to sign your card payment for you.

\_\_\_\_\_ 24. **Damages** made to the property of The Pointe! Studio of Dance, whether intentional or accidental, will become the responsibility of the designated financial party of the responsible student. Costs will be assessed at the time of the incident and billed to the responsible party.

\_\_\_\_\_ 25. I give my child permission to leave the studio to get food, this includes crossing (West Market Street) the street.

\_\_\_\_\_ 26. I acknowledge that this is a legal and binding contract and by signing today I agree to everything that is written herein.

**THIS MUST BE INTITIALED AND SIGNED BEFORE A STUDENT'S FIRST DAY OF CLASS!**

Parent or Guardian's Signature: \_\_\_\_\_ Date \_\_\_\_\_

# Signature Page

(Please sign and turn in to the office before your dancer's first day of class)

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 2019-2020 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:

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_