

THE POINTE! COMPANY AND TECHNIQUE CONSERVATORY

Student Handbook 2020 – 2021



WELCOME TO THE POINTE! COMPANY AND TECHNIQUE CONSERVATORY

The Pointe! Company & Technique Conservatory is committed to offer the finest in arts education to our students. Regardless of whether a student wishes to pursue the arts as a career or participate for personal development and enjoyment, we are committed to offering each student technique training that is based on the traditions of the respected genres that represent the arts.

Our students are enrolled in classes that are suitable for their individual stage of development. While gaining a strong foundation in arts education, the students will also gain a strong foundation in life skills. Our instructional foundation will prepare students to take pride in self-discipline, time management, creativity & problem solving skills. The training & technique offered is designed for students to take advantage of performance opportunities via invitations & annual productions.

We are eager to work with students who are serious about arts education and are committed to growing their technique and performance skills to advance their future.

Regina Tate, Owner and Artistic Director
503-D E. WASHINGTON ST
GREENSBORO, NC 27401
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.

Leotard colors are listed below. Dress code is strictly enforced. **After two violations a student will be asked to leave the classroom.**

<i>Level</i>	<i>Color</i>
Technique Fundamentals	Light Pink
Technique Conservatory	Hunter Green
Technique Conservatory I	Burgundy
Technique Conservatory II	Navy
POINTE! Apprentice	Black
POINTE! II	Black
POINTE! Company	Black
All Levels	Skin Toned Tights and Skin Toned Canvas Split Toe Ballet Shoes

- 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 streetwear.
- 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 split toe jazz shoes

Tap:

Split sole tap shoes

Musical Theater:

Any color leotard, convertible tights, ballet or dance skirt, character shoes, jazz shoes, jazz pants, fitted t-shirt, tank or Leo, split sole jazz shoes, black split sole tap shoes.

Hip-Hop:

Wear comfortable clothing that you can move in. Do not wear anything that is restricting or that is inappropriately revealing. Sneakers or boots are preferable. The shoes for this class must be for class only and not worn outside of the conservatory.

STUDIO RULES

1. Technique Fundamental students must have an adult available during their class time. Keep your phones on and accessible. The Pointe! Company & Technique Conservatory cannot assume responsibility for your child outside of the classroom.
2. Parents and siblings may wait for their performer in your vehicles. If you arrive early to class, please wait in your car until the time of your child's class.
3. While training is happening, it is imperative that students are able to hear the instructors, therefore **loud talking & idle conversations are NOT permitted**. These actions can be disruptive to classes and administrative staff working behind the desk.
4. While in class, students are expected to be attentive & behave in a manner conducive to learning. The expectation of **QUIET** will be enforced, between instruction.
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 wait in the lobby until cleared to pass through then ask the instructor for direction. Also, students should not arrive excessively early nor stay late after classes. For everyone's safety we must limit the number of people in the building to those scheduled to be on the premises at the time.
6. If a student, for reasons beyond their control, is unable to be dressed or groomed appropriately, they will be asked to observe.
7. If a student requests to sit out because of injury/illness, they will not be allowed to participate for the rest of the class, **THIS IS NOT DEBATABLE**.
8. **Cover-Ups** are **REQUIRED** when not in class. Cover-ups consist of shirts, pants, or skirts.
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 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 either email the teacher or speak with office 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 call the office staff for assistance.
14. Students who are found to have damaged or broken equipment or property will be billed for the amount of the repair and/or replacement and all additional fees associated. All fees are expected to be paid within 30 days from the receipt of the bill.
15. In the event that a fee is assessed outside of monthly tuition, & your payment deadline is missed \$10 will be added to your bill (i.e. guest artist fee, production fee).

GENERAL POLICIES

STUDENT CLASS ASSIGNMENTS AND PROMOTIONS

The Pointe! Company & Technique Conservatory 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 one school year; 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. In July, all items left in the Lost & Found are donated to charity.

PARKING

You may park in the gravel lot across the street or in the double fence lot to the right of our building.

Tuition & Fees

REGISTRATION FEE:

\$45 per dancer (due upon enrollment for **each student**- this does include any/all processing fees)

TUITION FEE:

Tuition is due on the 1st of each month and late after the 5th. Tuition is due for all initial enrollees on or before the start of your first class. Tuition is payable by cash, credit card or paypal (both require processing fees), automatic draft, check or money order (made out to THE POINTE! Company & Technique Conservatory).

PayPal Account Info: <https://paypal.me/thepointe>, type in your dancer's name, the tuition month or fee that you are paying for & applicable late fees.. 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 30 day grace period your student will not be allowed to participate in classes 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

\$55
\$65
\$80
\$95
\$105
\$140
\$170
\$180
\$185
\$230
\$20

Class Length

45 minutes per week
1 Hour 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
Company
Hourly Drop-in Rate

CTC Annual Fees

\$40 Guest Artist Fee (paid by all students)

\$55 Production Fee

(Mandatory for Company Students/Due For Others Who Audition & Are Cast)

Fee Due Date:

December 5th

Upon Casting

Refunds:

ALL FEES ARE NON-REFUNDABLE/NON-TRANSFERABLE - NO REFUNDS OF REGISTRATION, TUITION, FEES, OR WORKSHOPS COSTUMES.

Miscellaneous Fees:

A **\$35** fee will be applied for returned checks & must be replaced with cash. Habitual patterns will result in a loss of personal checks as a payment option.

A **\$10** fee will be applied to all fees that are paid after the disclosed deadline.

HOW TO REGISTER FOR CLASSES:

(NO MAKE-UP)

* All students must be picked up on time from class. For safety reasons, we can only have those scheduled to be on the premises in the building.

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.

1. Register online or put payment in mailbox outside.
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 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/thepointe>, type in the amount of your tuition payment (& late fee if it applies), 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.

REGISTRATION FEES: (\$45 per student)

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

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**

_____ 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 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, 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 month 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 MUST ABIDE BY THE STUDIO RULES AS SET FORTH IN THE STUDENT HANDBOOK.** 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.

_____ 9. **CLASSES ARE NONTRANSFERABLE** and may be taken only by the previously named student.

_____ 10. **USE OF NAME OR LIKENESS:** The Pointe! Company & Technique Conservatory 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! Company & Technique Conservatory 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! Company & Technique Conservatory 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.

_____ 12. **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 exceptions 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.***

_____ 13. **DRESS CODE:** If a student is not dress appropriately for class he or she may not be allowed to dance, this is at the instructor's discretion.

_____ 14. **FINES** Eating is only allowed in designated areas of the studio. 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 added to your tuition for the coming month. (You will receive an email notification if your child is in violation of this rule.)

_____ 15. **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.

_____ 16. **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.

_____ 17. It is the parent responsibility to read the parent and student handbook (which is on our website at www.thepointestudioofdance.com) and print and sign that last page and turn it in within 30 days of registering for classes or your dancer will have to sit out of class until it is signed and turned in.

_____ 18. 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.

_____ 19. Everyone under the umbrella of the TPCTC "MUST" participate in all fundraising. We will ask for a specific minimum per dancer depending on the fundraiser.

_____20. I acknowledge that this is a legal and binding contract and by signing today I agree to everything that is written herein.

Parent or Guardian 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! Company & Technique Conservatory.

I agree to adhere to them while enrolled for the 2020-2021 session as a student. I/we understand that failure to adhere to these policies may result in dismissal from The Pointe! Company & Technique Conservatory 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! Company & Technique Conservatory 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: _____

STUDENTS MAY NOT PARTICIPATE IN FALL OR SUMMER SESSION PROGRAMS UNTIL THIS FORM HAS BEEN READ, SIGNED AND RETURNED TO FRONT DESK!