

THE POINTE! COMPANY AND TECHNIQUE CONSERVATORY

Student Handbook Fall 2022-2023



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 or made ballet slippers or pointe shoes, (if appropriate), black character shoes, black split sole tap shoes. No holes or runs in tights at any time.

*Dress code is strictly enforced.

*All men wear black ballet shoes, black tights or leggings and a white or black form-fitting T-shirt

****After two violations a student will be asked to leave the classroom. ****

Level

Color

Technique Fundamentals

Light Pink

Technique Conservatory

Hunter Green

Technique Conservatory I

Burgundy

Technique Conservatory II

Navy

Trainees

Black

POINTE! Petite

Black

POINTE! Apprentice

Black

POINTE! II

Black

POINTE! Company

Black

All Levels

Skin Toned Tights and Skin Toned Canvas Split Toe Ballet Shoes

- 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.
- **Hair Beads are discouraged**, but if worn, must be pulled up and not swinging. Beads can be hazardous to them and the other dancers in the class.

Jazz:

Black split sole jazz shoes

Tap:

Black split sole tap shoes

Musical Theater:

Any color leotard, convertible tights, ballet or dance skirt, black 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 conservatory.
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 please call. 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, no parents or caregivers are allowed in the conservatory. 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 nor any dance shoe 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 conservatory. They may instead be consumed outside the building. Only water in water bottles is permitted in the classroom. **There will be a \$15 fee charged to your account for food in the conservatory.**
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 (even those that are considered accidental) 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, ***\$20 per month*** will be added to your bill, (i.e. guest artist fee, production fee).

***16. The Conservatory reserves the right to send its students to any professional intensives. If you are interested in pursuing any intensive outside of TPCTC, please consult Mrs. Gina for guidance and advice. If you pursue intensives against any advice from the consultation, you agree not to use the name, image or likeness of TPCTC, (ie clothing). In short you are doing this as an individual not affiliated or associated with TPCTC.**

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. There is no average stay in any given level as it is based on each individual dancer's growth and comprehension of his or her body. 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 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 (*with the exceptions of socks...any socks left at the end of the night are thrown away*). 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, (monthly classes):

Tuition is due on the 1st of each month and late after the 5th, a \$35 late fee will be assessed after. For all initial enrollees, tuition is due before the start of your first class. Tuition is payable by cash, credit card or paypal (electronic payments require processing fees), check or money order (made out to THE POINTE! Company & Technique Conservatory).

FEES:

A \$20 fee will be assessed on accounts that have outstanding balances. Outstanding balances include but are not limited to: intensives, guest artist, production, processing, fundraisers & late payments.

PayPal Account Info: <https://paypal.me/thepointe>. It is required (for account accuracy) to include in the memo line, your Dancer’s Name & EXACTLY what you are paying for. This includes the tuition month and/or fee(s) that you are paying for. **Don’t have a PayPal account? No worries. Getting one is fast and free!!!**

A NON-NEGOTIABLE \$35 late fee will be added after the 5th of each month. If payment is not received by the 5th, your student will be required to sit (in street clothes) and if unresolved by the 30th day 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 an additional charge.

Monthly Tuition

\$20
\$70
\$80
\$85
\$95
\$110
\$125
\$145
\$165
\$185
\$205
\$215
\$225
\$235
\$245
\$255
\$260

Class Length

Hourly Drop-in Rate
45 minutes
1 hour
1 hour 15 minutes
1 hour 30 minutes
1 hour 45 minutes
2 hours
2 hours 30 minutes
3 hours
3 hours 30 minutes
4 hours
4 hours 30 minutes
5 hours
5 hours 30 minutes
6 hours
6 hours 30 minutes
7 hours

Company Level(s):

\$315
\$190

Company, POINTE! II, Apprentice (Includes Trainees @ these levels)
Petite Company

TPCTC Annual Fees

\$65 Guest Artist Fee (paid by all students)

\$85 Production Fee

Fee Due Date:

December 5th

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

Refunds:

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

Miscellaneous Fees:

A \$50 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 \$20 fee will be applied to all fees that are paid after the disclosed deadline.

If tuition is not paid in full by the 5th of the month (remember tuition is due on the 1st of the month), then the student will not be able to dress out or participate in classes until the tuition and late fee is paid in full. The student needs to be informed by the parent that they are not able to dance in class but they are able to come and watch in street clothing and take notes. If payment is not made in full by the last day of the month, the student will no longer be able to come and watch class until the payment and accrued fees are paid in full.

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.

YOU WILL STILL BE RESPONSIBLE FOR ALL FEES AND TUITION UNTIL WE ARE OTHERWISE NOTIFIED IN WRITING BY LETTER OR EMAIL TO INFO@THEPOINTECTC.COM

1. Register online or put payment in the 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 and before the start of any class. (Please submit with Registration Form.) \$45 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>

Payments can be given to the office staff, 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) additional fees will apply.

If tuition is over 5 working days late, a \$35 late fee will be applied and the student will not be allowed to take class until the tuition issue has been settled. A \$50 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 or email info@thepointectc.com, (additional fees will apply).

REGISTRATION FEES: (\$45 per student)

NO REFUNDS: Registration fees, Tuition and production 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, (Sept.-May)**

_____ 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 \$35 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 \$50 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.**

_____ 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 \$45 for students. Registration Fee is due with the 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 money paid for the class not taken, 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 NON TRANSFERABLE** 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! etc.

_____ 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 dressed appropriately for class he or she may not be allowed to dance, this is at the instructor's discretion.

_____14. **FINES** Eating is not allowed in any designated areas of the studio. If students are found to be eating or drinking, (other than water) the student will be fined \$15 for each offense 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.)

_____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/s 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 before his or her 1st day of class 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 dancers! 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 conservatory.

_____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, if you refuse to sell, you are still responsible for making the specific required donation amount to the conservatory in a timely manner.

_____20. Parents are no longer permitted to enter the studio to sit in the lobby or to watch classes. You may only enter if the office manager needs to speak to you which is usually about or to pay on your account, all other questions can be handled with a phone call or email.

_____21. I acknowledge that this is a legal and binding contract and by signing today I agree to everything that is written herein.

_____22. **FOR COMPANY ONLY-** The conservatory reserves the right to cancel this agreement w/o obligation. In the event that the family cancels the binding **company contract/agreement**, then a fee of \$150 will be assessed in addition to the monthly tuition amount for a total of **\$465.00 for Apprentice, Pointe II & Company and \$340 for Petite Company.**

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 2022-2023 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.***

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!