

THE POINTE! COMPANY AND TECHNIQUE CONSERVATORY

Student Handbook Fall 2024-2025



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.

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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. ****

| <u>Level</u> | <u>Color</u> |
|---------------------------|--|
| Technique Fundamentals | Light Pink |
| Technique Conservatory | Hunter Green |
| Technique Conservatory I | Burgundy |
| Technique Conservatory II | Navy |
| POINTE! Petite | Black |
| POINTE! Apprentice | Black |
| POINTE! II | Black |
| POINTE! Elite | 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 in the class.
- Technique Conservatory through Companies (Apprentice-Elite) classes require the following shoes that MUST accompany the student to each class: Ballet, Tap, Character, Jazz, Sneaker
- Technique Fundamental students (beginner and advanced) are required to have the following shoes at EVERY class: Ballet, Tap & Jazz

Recommended Shoe Style

Jazz:

Black split sole jazz shoes

Tap:

Black split sole tap shoes

Musical Theater:

1½ inch heel Character Shoe

Hip-Hop:

Sneakers (the shoes for this class must be for class only and not worn outside of the conservatory.)

Recommended Class Attire

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.

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 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/email**. Students should enter the classroom prepared to dance (*in dance attire ONLY*) and wait until cleared to join at the instructor's discretion. Also, students should not arrive excessively early nor stay late after classes (no more than 10 minutes before or after class). **If a dancer is picked up more than 10 minutes late, there will be a \$1 per minute until picked up (due at pickup) to the office staff on duty or instructor who is doing the supervision.** 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 required to remain out 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. Dance 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 conservatory unless sponsored by or pre-authorized by the conservatory. 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 or owner 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).

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 training level. 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...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, the adjacent gravel lot near the tracks or in the fenced lot to the right of our building (at the corner).

Registration, Tuition, Fees & Fundraisers

***REGISTRATION:**

\$50 fee *per dancer* (due upon enrollment for **each student**- this does include any/all processing fees)

TUITION (for monthly classes):

Tuition is due on the 1st of each month and late after the 5th; a \$35 late fee will be assessed on the 6th. Tuition is due upon enrollment & must be paid before they start their first class. Tuition is payable by cash/check (made out to THE POINTE! Company & Technique Conservatory) or electronically via: credit card or paypal (electronic payments require processing fees).

If tuition is due during a holiday, when you have missed classes or when the studio is closed, you are still responsible for meeting the due date, unless the 5th falls on a Sunday & in that case, you have until that Monday. You may also choose to pay by credit card in person or over the phone. Please note, this form of payment will have additional fees.

PayPal Account Info: <https://paypal.me/thepointe>. It is required (for account accuracy) to include in the memo line your Students: 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!!!***

| <u>Monthly Tuition</u> | <u>Class Length</u> |
|-------------------------------|----------------------------|
| \$75 | 45 minutes |
| \$85 | 1 hour |
| \$100 | 1 hour 30 minutes |
| \$115 | 1 hour 45 minutes |
| \$130 | 2 hours |
| \$150 | 2 hours 30 minutes |
| \$170 | 3 hours |
| \$190 | 3 hours 30 minutes |
| \$210 | 4 hours |
| \$220 | 4 hours 30 minutes |
| \$230 | 5 hours |
| \$240 | 5 hours 30 minutes |
| \$250 | 6 hours |
| \$260 | 6 hours 30 minutes |
| \$270 | 7 hours |
| \$280 | 8 hours |

Company Level(s):

| | |
|-------|-------------------------------|
| \$320 | Elite, POINTE! II, Apprentice |
| \$195 | Petite Company |

Hourly Drop-in Rate:

\$30 Per Hour

FEES:

***(Electronic Payments) Processing Fees: ALL PAYMENTS SUBMITTED ELECTRONICALLY REQUIRES ADDING THE ADDITIONAL FEES AS FOLLOWS:**

| | |
|------------------|------|
| \$1-\$145 | \$6 |
| \$145.01 - \$270 | \$10 |
| \$270.01 - \$385 | \$14 |
| \$385.01 - \$575 | \$21 |
| \$575.01 - \$715 | \$26 |
| \$715.01 - \$800 | \$29 |

***Late Fee:**

A NON-NEGOTIABLE \$35 late fee will be added effective the 6th of each month. If payment is not received by the close of business on the 5th, your student will be required to sit (in street clothes) starting the 6th & if unresolved by the 30th your student will not be allowed to participate in classes until your balance is paid in full.

***Outstanding Balance Fee:**

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.

***TPCTC Annual Fees**

Fee Due Date:

\$75 Guest Artist Fee

December 5th

(applicable to all dancers level TC and Up)

\$90 Production Fee

Upon Casting

***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.

FUNDRAISER(S):

****New** Update Effective September 2023**

100% participation is **REQUIRED** for each student of the conservatory

Refunds

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