

# **THE POINTE! COMPANY AND TECHNIQUE CONSERVATORY**

## **Student Handbook Fall 2025-2026**



## **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/skin-toned 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:

Females: 1½ inch heel Character Shoe

Males: Black Jazz Shoe

Hip-Hop:

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

TC Level Classes now include:

- Musical Theater
- Performer's Portfolio (i.e. acting, vocals)
- Hip-Hop
- ...and more

Bring appropriate shoes and materials for these styles to your TC Level class.

## STUDIO RULES

1. Technique Fundamentals 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 your child's class time.
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 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 and/or email the office staff for assistance. [(336) 292-6949; info@thepointectc.com]

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 of receiving the bill.

15. In the event that a fee is assessed outside of monthly tuition (i.e. guest artist fee, production fee) and the payment deadline is missed, ***\$25 per month*** will be added to your bill.

16. **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 will be late, please notify the office. If your child should miss more than three consecutive classes and the office is not notified, the student will automatically be withdrawn from the conservatory. If your student is administratively withdrawn, YOU ARE STILL RESPONSIBLE FOR ALL FEES AND TUITION UNTIL WE ARE OTHERWISE NOTIFIED OF YOUR OFFICIAL WITHDRAWAL IN WRITING. If students do not withdraw from class before the 1st of the month, they will be responsible for paying tuition for that month.

**\*17. 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 (i.e. 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.

It is recommended that students who want to grow further and faster take additional classes during the season. Please note that students can always join classes at levels below their assigned classes. Training, even at lower levels, helps to reinforce and remind students of foundational skills that can improve their dancing at the higher levels. Students may NOT, however, take classes at higher levels than they have been assigned or are listed on their qualification letter.

### **DONATIONS**

We ask that the POINTE! Family help us support our dancers by donating items throughout the year. We will regularly place a list of needed items in our weekly emails. Please know that no donation is too small or too large to make an impact on our conservatory.

**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 May, 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 your Studio-Pro Parent Portal account.

If tuition is due during a holiday, you are still responsible to make the payment by the due date. Your Studio-Pro portal is available to you day and night to make credit card or ACH payments. 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.

**Monthly Tuition**

\$85  
\$95  
\$110  
\$125  
\$140  
\$160  
\$180  
\$200  
\$220

**Class Length**

45 minutes  
1 hour  
1 hour 30 minutes  
1 hour 45 minutes  
2 hours  
2 hours 30 minutes  
3 hours  
3 hours 30 minutes  
4 hours

\$230	4 hours 30 minutes
\$240	5 hours
\$250	5 hours 30 minutes
\$260	6 hours
\$270	6 hours 30 minutes
\$280	7 hours
\$290	8 hours

**Company Level(s):**

\$375	Elite, POINTE! II, Apprentice
\$205	Petite Company

**Hourly Drop-in Rate:**

\$30 Per Hour

**FEES:**

***\*(Electronic Payments) Processing Fees: ALL PAYMENTS SUBMITTED ELECTRONICALLY (outside of Studio-Pro) REQUIRES ADDING THE ADDITIONAL FEES AS FOLLOWS:***

\$1-\$145	\$7
\$145.01 - \$270	\$11
\$270.01 - \$385	\$15
\$385.01 - \$575	\$22
\$575.01 - \$715	\$27
\$715.01 - \$800	\$30

**Payment Arrangements**

We understand that life happens, and when it does, you may need to make special arrangements to ensure that your dancer's tuition/fees get paid. If you need to make such an arrangement with us, a \$40 fee will be added to your invoice.

**Klarna Payments**

You must contact the conservatory via email ([info@thepointectc.com](mailto:info@thepointectc.com)) before you make a Klarna payment. Payments made in the portal using Klarna incur additional fees for the studio. Those fees will be added to your dancer's invoice once they are charged to us.

**\*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 recurring **\$25 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**

**\$85** Guest Artist Fee  
(*applicable to all dancers level TC and Up*)  
**\$95** Production Fee

**Fee Due Date:**

December 5th  
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.

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**FUNDRAISER(S):**

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

This season there will be 2 fundraisers. 1) Sleepover (\$25 for those staying overnight, \$20 for those who will have a "lateover") and 2) Production Ticket Sales (every POINTE! dancer is required to sell 10 tickets to the show...those cast and those who are not).

If you would rather make a cash donation, the matched amount will be \$275 to be submitted by or before April 30th (or sooner if your dancer withdraws before that date).

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**Refunds**

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