

The Dance Centre of Elizabethtown Student/Parent Handbook
2022-2023

MISSION STATEMENT

Curriculum taught at *The Dance Centre of Elizabethtown* supports both the serious student who aspires to achieve professional goals and students who wish to dance for enjoyment, recreation and exercise. The expertise and encouragement of our trained professionals provide each dancer with a nurturing and positive environment. *The Dance Centre of Elizabethtown* offers dance training that is comprehensive, fosters enjoyment of the arts and is inspirational.

OFFICE HOURS

All business concerns should be handled through the office. Office hours are 4pm –7pm Monday through Thursday.

REGISTRATION

ALL students, both current and new MUST pre-register before the semester begins to prevent overcrowding classes – which can now be handled online! An annual registration fee for returning students is \$15, new student registration is \$25 - this fee guarantees your place in the class. Classes will be closed once the class limit is reached. If your student cannot secure a place in the class, he/she will be placed on a waiting list and will be notified as soon as an open spot is available. Returning students should also pre-register and not assume there will be room in your previous classes simply because you were here last year.

TUITION

Tuition can be paid all at once or divided into two or three equal monthly payments.

IMPORTANT: Each payment is due on the first class of the month. If payment is more than seven days late, a **late fee of \$5** will be charged to your student's account each week until it is paid. Tuition fees for the first semester must be paid in full by the first week in October. Tuition fees for the second semester must be paid by the first week in March. You will **not** receive a printed bill for class payment unless your account is behind so it is important for you to note when payments are due. If payment has not been received by the end of the month, your student will not be permitted to take class until all fees have been paid in full. Students with outstanding charges will be unable to participate in The Nutcracker (if eligible) in December or the spring recital in May and will forfeit any fees that have already been paid – **NO** refunds.

Please note that you are responsible for paying ALL of your student's tuition whether or not your child is present. The business office accepts cash, check, money order and major credit cards (\$4.00 processing fee applies). A fee of \$35.00 is charged for returned checks.

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STUDENT DIVISIONS

ALL students are evaluated and placed individually according to their ability. Each student progresses at different rates and we will always assign students to the class level where they will benefit the most. Promotions to a higher class level are **NOT** automatic and not necessarily related to age or years of study. **The Dance Centre** faculty is committed to placing a student in the class that will best help him/her succeed. Participation in the Arts and Humanities Touring Ensemble is by invitation only.

ATTENDANCE

Tuition and registration are NON-REFUNDABLE except in the case of serious illness in which case we require a note from your student's medical provider. If an absence is unavoidable, it is very important to call **The Dance Centre** at 270-765-5464 to inform the staff and schedule a make up class time. Make up classes for the first semester must be completed by Nov. 1st. For second semester, all classes must be made up by the end of **February** due to class recital preparations/performances.

DRESS CODE

Creative Movement: Plain pink leotard (no skirts whether attached or not, no tutus), pink full footed tights, and pink leather ballet shoes.

Jr. Ballet/Tap 1 and 2: Plain pink leotard (no skirts whether attached or not, no tutus), pink full footed tights, pink ballet shoes and black patent leather tap shoes.

Ballet 3 and Above: Black leotard (no skirts whether attached or not, no tutus), pink full footed tights and pink ballet shoes.

Boys: plain white tee shirt, black biker shorts, white or black ballet shoes and black tap shoes

All Other Classes:

Tap: Black tap shoes (Jr. Tap 1 & 2, Tap 3, 4, 6)

Tap 9, Intermed. Tap & Adv. Tap (check with instructor)

Modern: Black leotard with black or tan transitional tights

Jazz: Black leotard, black or tan tights, tan jazz shoes (Advanced), black (Jazz 1-4)

TRIAL CLASSES FOR NEW STUDENTS

A student new to **The Dance Centre** may be invited to participate in trial classes so the instructor can evaluate which class is best for their dance level. These trials are 2-3 classes. The instructor will then work with Ms. Sherry to determine if the dance level is appropriate.

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PERFORMANCE OPPORTUNITIES

The Nutcracker: *The Dance Centre* annually produces **The Nutcracker** as part of the season subscription series at The PAC. This is considered a PRO/AM production featuring students from ***The Dance Centre*** and professional guest artists from other ballet companies. Students in Ballet 4 and up with at **LEAST ONE** year of ballet training are invited to participate in the production. A separate handbook will go home to dancers involved in the production.

Spring Recital: Students in Ballet/Tap 1 through Advanced are encouraged to participate in our annual spring recital held at the Hardin Co. Performing Arts Center (**PAC**) at John Hardin High School. Students in the **Creative Movement** class have their recital at ***The Dance Centre*** the second weekend in May. These are NOT mandatory but a solid commitment is expected if your student wishes to perform. Attendance at a dress rehearsal (second year and up) is **MANDATORY – no exceptions.**

Ticket information: All seats for recital are **reserved** and **ticketed** and cost **\$3.00** with a **\$2.00** processing fee by **The PAC**. **The PAC** box office manager will notify ***The Dance Centre*** when they are ready for us to call in for reservations. The number for the box office manager, **Paige Johnson**, is **270-769-8837**.

COMMUNICATION & CANCELLATIONS

The studio will be using **Remind** and our Facebook page, ***The Dance Centre Families*** for general communication regarding special events and class cancellations. It is **imperative** that families sign up for the Remind app. Dance classes are often held on days when public and private schools are not in session. We do **NOT** close for teachers' professional days. Some schools may close due to weather conditions but oftentimes the roads may be clear by the afternoon. If this is the case, classes will be held as usual..

I have read my Student/Parent Handbook and understand all information as presented and agree to follow all rules/regulations herein.

Please sign below and return ONLY this portion

(parent/guardian)

(date)

(student)

(date)

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August 1	Begin fall semester
September 5	Labor Day - NO CLASSES
October 3 -7	FALL break - NO CLASSES
OCTOBER 31	Dancers may wear costumes to class (provided they can dance in them)
November 25	Make up for Labor Day classes
November 22 - 25	Thanksgiving break - NO CLASSES
December 9	Last day of fall semester
December 16 - 18	<u>The Nutcracker</u>
January 9, 2023	Begin second semester
April 3 - 7	Spring break - NO CLASSES
May 13	Creative Movement Recital
May 19	Recital Dress Rehearsal (all classes EXCEPT Creative Movement)
May 20	Recital performance
June & July	Dance Camps & Intensives