

Miss Heejin's Dance Studio Handbook 2023-2024

A Guide for Students and Parents

Welcome to Miss Heejin's Dance Studio!

Key Contact Information for Miss Heejin's Dance Studio:

Address: 28 Rutledge Road Natick, MA 01760

Phone Number: 508-651-9100

Email: mhds@missheejin.com

Website: www.missheejinsdancestudio.com

Owner/Director: Heejin Thelen

Important Dates:

First Day of Classes: September 5, 2023

Bring A Friend Week: October 16 - October 21, 2023

Halloween Dress Up Week: October 23 - October 28, 2023

Session 2 Tuition, Costume Fee, and Recital T-Shirt/Video Fee Due: November 14, 2023

Session 2 Begins: December 4, 2023

Pajama Week: December 18 - December 23, 2023

Session 3 Tuition Due: February 13, 2024

Session 3 Begins: March 4, 2024

MHDS Spirit Week: March 18 - March 23, 2024

Recital Ticket Sale Week: April 8 - April 13, 2024

Picture Week: April 29 - May 4, 2024

Recital Dress Rehearsal: May 6, 2024

Recital: May 11, 2024

Bring A Friend Week: May 20 - May 25, 2024

Auditions for 2024-2025 Competition Team: May 21, 2024

2024-2025 Class Registration: May 28 - June 1, 2024

Last Day of 2023-2024 Classes: June 1, 2024

Studio Closings

MHDS generally follows the Natick Public School Calendar and cancellations due to weather. There will be no refunds for classes canceled due to weather. If you would like to make up a snow day, you may do so by attending a different age-appropriate class for your dancer the same week as the snow day. Please check our class schedule and email mhds@missheejin.com prior to attending.

Yom Kippur - September 25, 2023

Indigenous Peoples' Weekend - October 7 - October 9, 2023

Halloween - October 31, 2023

Veteran's Day - November 11, 2023

Thanksgiving Break - November 22 - November 26, 2023

Winter Break - December 24, 2023 - January 1, 2024

Martin Luther King Jr. Day - January 15, 2024

February Break - February 19 - February 25, 2024

Good Friday - March 29, 2024

April Break - April 15 - April 21, 2024

12th Annual Recital - May 6, May 10 - May 11, 2024

We are thrilled you are a part of our MHDS Family!

At MHDS, we are committed to providing each dancer with exceptional dance education while encouraging them to be their best possible self in a positive, supportive atmosphere. Whether your dancer chooses to take one of our weekly classes or commit to being a member of the MHDS Competition team, we ensure that all dancers receive proper attention, discipline, and positive motivation to achieve their goals. MHDS strives to provide high-quality dance education in a safe, nurturing, and supportive environment for children of all ages and abilities, maintain a family-friendly atmosphere that encourages exploration of creativity through dance and fosters individual growth, and employ a staff of trained professionals who offer phenomenal dance instruction.

As a parent, you play an important role in supporting your child both financially and emotionally. Please encourage your child to be the best that they can be regardless of what others achieve. Dance is an individual art form and children need to be allowed to achieve at a pace that is comfortable and personal to them. No two students will progress at the same rate, even if they experience the exact same training. It's important to encourage children to focus on themselves, give their all, and be satisfied and proud of their own accomplishments. Our dancers must understand that they only receive back what they put in, and that practice makes progress!

Parent/Guardian Observation

We are excited to share that parents/guardians are welcome back into the studio! Parents/guardians may choose to sit in our front lobby and observe classes via the televisions. Parents/guardians are not permitted to enter the classroom at any time. Parents/guardians still may choose to just drop off their children at the front door of the studio and wait in the parking lot at the end of class time to pick up their dancer(s) if they would prefer.

Please note that our front lobby is very small, so pick up and drop off is still preferred.

Between Class Conversation

MHDS faculty members teach back to back classes and unfortunately cannot have conversations with parents or students in between classes. We want to make sure the classrooms are not left unattended. If you would like to schedule a meeting with Miss Heejin or a faculty member, please email us at mhds@missheejin.com. Meetings will be held at 15-minute intervals.

Medical Information

It is essential that parents notify Miss Heejin's Dance Studio regarding children who may require medications or medical care during their time in class. Please inform MHDS director and teachers about any existing medical conditions or learning disabilities at the time of registration.

Injury

In case of injury: please contact us via email immediately and update us on any injuries and/or doctor recommendations/restrictions. Dancers should plan to observe their classes when injured and take notes so that they are prepared to rejoin when they recover.

Stay Informed

At MHDS, we pride ourselves in keeping the dance experience organized and fun. Keeping parents and guardians informed is one of our primary goals. Please be sure to read each email. If you have any questions regarding the information distributed, please contact us at 508-651-9100 or email us at mhds@missheejin.com. A monthly email will be sent on the first of every month in addition to other important emails. If you are not receiving our emails, please let us know.

We aim to respond to all emails/phone calls within 24 hours Monday - Saturday. When we close for vacations, we will respond to all emails/phone calls upon return to the studio.

We are constantly updating our website and social media with photos and new information! Please visit us online at:

www.missheejinsdancestudio.com

“Like” Miss Heejin's Dance Studio on Facebook and follow us on Instagram @missheejinsdancestudio to stay up to date on exciting events and pictures. Please also invite your family and friends to “like” and follow the studio pages as well!

Dress Code & Hair Requirements

Miss Heejin's Dance Studio maintains a dress code to allow teachers to assess how well the students are implementing their technique and proper alignment. Please visit www.missheejinsdancestudio.com to find dress code and hair information for each class. All tights and shoes will be purchased through MHDS to ensure each child is properly fit and in the correct styles for each class and recital. MHDS purchases all of our shoes and tights directly from Capezio and charges the same price as the Wellesley Capezio for all products. Please email the studio at mhds@missheejin.com to schedule an appointment to get your dancer fitted for new shoes or tights.

No jewelry and fitness or Apple watches are allowed to be worn during class. All jewelry and fitness/Apple watches must be left in dancers' bags in the hallway during class time with the exception of stud earrings.

Discipline

In order to maintain the fun, happy, and healthy environment at MHDS, we expect students to have respect for other students, MHDS teachers and staff, and studio property. Students who exhibit unacceptable behavior or attitudes will be asked to stop the behavior and given a warning. If the behavior or attitude continues, the student will be asked to either sit and observe class or wait in the waiting room.

If the misbehavior continues to disrupt the class, the parent or guardian will be called to pick up the student.

Termination of Enrollment

In certain circumstances, it may be necessary for Miss Heejin to terminate a student's enrollment. Reasons for termination of enrollment may include:

- Inability to follow rules, policies or procedures by students or their parents/guardians
 - Dangerous or disruptive behavior by students or their parents/guardians
- Bullying or abuse of other children, staff, or property by students or their parents/guardians

Attendance

All students are expected to attend class regularly. Missing class could mean the dancer misses new steps or choreography. If your dancer is going to be absent, please call the front desk (508-651-9100) or email mhds@missheejin.com. Picture Week, Dress Rehearsal and Recital are *mandatory*. No credits or refunds will be given if your dancer must miss class due to injury or illness, including COVID-19.

Class Placement

MHDS classes are primarily separated by age/grade, with the exception of our Competition classes, Pointe classes, and Acro classes for dancers grade 6-12. Students will enroll in the class based on their age/grade as of the first day of classes. If students seem to excel or need to move classes, they will be made during Session 1. Please trust us to make class placement decisions. As teachers we are able to see how quickly students pick up choreography, how engaged they are in class, how mature they are, and how they interact with other members of the class.

As a condition of enrollment at Miss Heejin's Dance Studio, students and their parents/guardians agree to abide by all rules and regulations set forth by Miss Heejin's Dance Studio, its director, faculty, and staff. Miss Heejin's Dance Studio reserves the right to terminate enrollment at any time for inappropriate actions or misconduct by either the student or their parent(s).

Tuition and Fees

In the event that Miss Heejin's Dance Studio must close in-studio classes due to a pandemic or other state of emergency, classes will temporarily be converted to virtual classes until dancers are able to safely return to the studio. No credits, discounts or refunds will be given. Snow days will not be considered a state of emergency. Details regarding make-up classes can be found in the "Studio Closings" section of the MHDS Handbook.

Annual Registration Fee = \$45 (Individual Student) / \$60 (Sibling Registration); *non-refundable*

Class Tuition/per Session:

1 Hour Class = \$270

1.25 Hour Class = \$335

Private Lesson Fees:

1 Hour Private = \$90

1 Hour Semi-Private (1-3 Students) = \$75/student

Tuition fees are non-refundable and non-transferable.

Session Dates and Tuition Due Dates:

Session 1: September 5 - December 3, 2023

Session 2: December 4, 2023 - March 3, 2024

Session 3: March 4 - June 1

Session 1: Due at Time of Registration

Session 2: Due on November 14, 2023

Session 3: Due on February 13, 2024

Late Fee = \$30 fee/per week if Tuition is not received by the due date listed above. If tuition is not received by the first day of each session, the dancer will not be able to participate in class. Invoices are sent via email approximately 2 weeks before tuition is due. If you do not receive this email, please let us know.

Costume Fees:

Due with Session 2 Tuition Payment

Finale T-Shirt & Recital Video

\$25/dancer (T-Shirt) \$40/family
(Recital Video)

Child X-Small - Child Large

\$85/class

Child X-Large - Adult X-Large

\$95/class

Additional Costume Rush Fee: If a dancer registers after costumes have already been ordered, a \$20 rush fee will be charged for costume shipment.

MHDS is not responsible for any costume alterations. All costume alterations must be completed by Picture Week.

Returned Check Fee: If your check bounces, a \$25 fee will be added to your account.

Tuition Discounts

Sibling Discount

Receive \$10 off per class per Session on the sibling(s) enrolled in less classes.

Refer a Friend Discount

When you refer a friend to MHDS and they register for Session 1, you will receive 10% off your Session 1 Class Tuition. If you have already registered and paid for classes, your discount will be applied towards the next applicable Session. You can only receive your discount on class tuition and not on other fees such as the annual Registration Fee, Costume Fee, Competition Tuition, etc. If you have siblings enrolled at MHDS, the 10% discount will only apply to the dancer enrolled in the most classes. Refer a Friend Discounts may only be used once a year.

Coming to MHDS

Studio Hours

Monday 3:00 - 8:45PM

Tuesday 4:00 - 8:30PM

Wednesday 3:00 - 9:15PM

Thursday 3:00 - 8:45PM

Friday 4:00 - 7:00PM

Saturday 9:30AM - 2:30PM

If your dancer needs to arrive early or stay after class they must enroll in Extended Day:

Extended Day

We are happy to offer an Extended Day Program to those dancers needing to arrive early before their class or remain at the studio after their class ends. The cost to participate in the Extended Day Program is \$5 per 30-minutes at the studio. Please mark this on your registration form or email us at mhds@missheejin.com and include the day and hours in which they will be signing up for the Extended Day Program.

Arrival/Departure

Students are expected to be dropped off no more than 10 minutes before the start of their class time and picked up immediately after class. If a student is dropped off more than 15 minutes before their class start time or is picked up later than 15 minutes after class ends, a fee of \$5 will be applied to your account for every 15 minutes the student is at the studio. Please see the section above for more information on our Extended Day Program.

Parking Lot Safety

Please enter and exit the parking lot in the correct direction and drive with extreme caution for the safety of our dancers. When coming to pick up or drop off your child, please park in a designated parking spot and not in front of the entrance, or in front of the building on the red bricks. This will allow other traffic to enter and exit the parking lot.

General Policies

- All meetings with Miss Heejin or a staff member will be by appointment only at 15-minute intervals.
- No one may enter the area behind the front desk except for MHDS Staff.
- No food, drink or gum is allowed in the dance studios, with the exception of water. Dancers should bring their water bottles into the dance room, so they do not have to disrupt class to leave.
- No street shoes are allowed on the dance floor. This includes siblings and parents as well. On snowy or rainy days, please take your shoes off in the waiting area before entering the back hallway, if using the restroom. We don't want the floor to be slippery for our dancers who are walking around barefoot and dance shoes.
- If a class does not meet the minimum requirement of students enrolled, the class will be canceled. Students will be able to choose another class to take. If classes are filled, you will be added to a waiting list.
- MHDS is a nut-free studio.
- Dancers can purchase water, drinks, snacks, and hair elastics at the front desk with cash only.
- We love babies and children of all ages and enjoy meeting our students' siblings. However, our priority is the safety of every child on the premises. Children must be supervised at all times and are not allowed to run free in the waiting area or classrooms.
- We encourage students to leave their cellphones, laptops, etc. at home. If a dancer needs to bring their cell phone, laptops, etc. to the studio it must remain in their small dance bag. Cell phones, laptops, etc. are not to be used during class time. If any students or classes have issues with staying off of their phone during class time, cell phones will be collected prior to class and returned after class concludes.
- Treat the studio like your own house.
- Lost and Found: Please mark all dancewear, shoes and personal items with your child's name. We will make every effort to locate and return items; however, we cannot be responsible for any items that your child brings to class.
- Parents and students are prohibited from contacting Miss Heejin and MHDS staff by personal phone, email, text, etc. If you need to get in contact with Miss Heejin or any of the teachers, please email us at: mhds@missheejin.com or call us at: 508-651-9100.
- MHDS is not responsible for personal injury, loss or damage of any personal property. All dancers and their parent/guardians have signed and agreed to the following on the MHDS Registration Form:

I, the undersigned, allow my child to participate in the exercise and recreational, instructional program(s), dance lesson(s), recital(s) and other activity(ies) offered by Miss Heejin's Dance Studio. In consideration of my child's participation in the programs offered by Miss Heejin's Dance Studio, I hereby fully and forever release, acquit, hold harmless, and indemnify Miss Heejin's Dance Studio, its owner, Heejin Thelen, her employees, agents, instructors, officers, successors and assigns from any and all claims, actions, cause of action, liability(ies), damages, injuries, losses and attorney's fees, arising from my child's participation in any program(s) or activity(ies) offered by Miss Heejin's Dance Studio. I give "Miss Heejin's Dance Studio" permission to allow pictures of my child to appear on "Miss Heejin's Dance Studio" website and other promotional material. In the event that Miss Heejin's Dance Studio must close in-studio classes due to a pandemic or other state of emergency, classes will be converted to virtual classes until dancers are able to safely return to the studio. No credits, discounts or refunds will be given. Snow days will not be considered a state of emergency and details regarding makeup classes can be found in the Miss Heejin's Dance Studio handbook and website. I agree to read and abide by the MHDS handbook and will check www.MissHeejinsDanceStudio.com for school rules and policies. I execute it voluntarily and with the full knowledge of its significance. I have read this agreement/release and I understand all of its terms.

I understand that by registering for multiple classes and/or registering multiple students, my dancer(s) may be assigned to varying recital shows during the MHDS Annual Spring Recital. I understand that MHDS will make every effort to place my dancer(s) in the same recital show but cannot guarantee that they will be placed in the same show.

Costumes

Each dancer enrolled in Miss Heejin's Dance studio will perform in the Annual Recital. Each dancer will be appropriately measured for their costume. Each costume is age appropriate and chosen by MHDS Faculty with care. Each class will have a different costume with a fee of \$85/per Child X-Small – Child Large costume and \$95/per Child X-Large – Adult X-Large size costume. This costume fee is due with your Second Session Tuition. Please take care of this costume! Your dancer will wear this costume three times during the year: during Picture Week, Dress Rehearsal, and the Recital. The costume is yours to keep at the end of the year.

Ticket Sales

Advanced Recital Ticket Sales will take place during the week of April 8-13th, 2024 at a discounted price. Please check our website for updates on specific sale times. Full price tickets will also be available at the door if the show does not sell out during "Ticket Sale Week". We strongly encourage families to purchase their tickets during the April 8-13th sale as we do typically sell out. MHDS enrolled students performing in the Recital, do not need to purchase tickets for the show they are performing in. No refunds or exchanges once tickets have been purchased. More information regarding Ticket Sales will be emailed in the spring.

Picture Week

Picture week will take place the week of April 29 - May 4th, 2024. During this week, a photographer will come in and take pictures of the entire class. Some class pictures will be taken during regular class time, while others are taken outside of their regular class time. If you would like an individual picture of your dancer, it will be by appointment only. Group and individual photos must be purchased beforehand.

Attending this week is mandatory for all MHDS dancers. It is not required for families to purchase pictures. More information regarding Picture Week will be emailed in the spring.

Annual Recital

Miss Heejin's Dance Studio's 12th Annual Recital will take place on Saturday May 11, 2024 at Regis College. Dress Rehearsal will take place on Monday May 6, 2024 at Regis College. Dress Rehearsal is **mandatory** and is a "closed" rehearsal, meaning only teachers, MHDS Faculty, and approved volunteers will be allowed backstage and in the audience during this time. More information regarding Dress Rehearsal and Recital will be emailed in the spring.

Thank you for taking the time to read our 2023-2024 MHDS Handbook and for being a part of Miss Heejin's Dance Studio; we can't wait to celebrate our 12th year with our dance family!