

Student Handbook 2024 - 2025



**Heart and Sole Dance Studio
130 Scott Road
Waterbury, CT 06705
(203)573-0370**

Website: heartandsoledancestudio.net

Email: heartandsoledance@hotmail.com

Office Hours:
Monday- Thursday: 5:00pm to 9:00pm
Saturday: TBD

Mission Statement

It is the purpose of Heart and Sole Dance Studio to provide quality dance education to children and adults in a manner which will not only develop technical dance ability, but also personal self esteem. In order to accomplish this end result, it is necessary that all students, regardless of their age or level of proficiency, be treated with equal care and consideration. The success of each student is ensured within a fun, focused, and encouraging dance environment. Our friendly, artistic teachers help students realize their goals by building self confidence through careful and understandable instruction. The staff is dedicated to providing motivated and talented students with opportunities to train in dance technique, perform in competitions, choreograph, learn dance production, and grow as an artist.

Studio Rules

- Use the restrooms **BEFORE** class.
- No candy or gum in class.
- No excessive jewelry allowed in class.
- **Cell phones are not allowed in class.** Cell phones are to be **SHUT OFF** and tucked away in a dance bag.
- Practice good personal hygiene habits and wear freshly laundered dance clothing to class.
- Do not leave the class without permission from the instructor.
- Keep language, clothing, and behavior clean.
- Be respectful of others, their space and their dignity. We are **ALL** here to learn.
- Keep conversations to a minimum during class. Do NOT talk while the instructor is talking or demonstrating.
- **ARRIVE ON TIME**... And be ready to work hard!

More to know...

- Please note that we are not responsible for any lost or stolen items. We kindly ask all dancers to leave valuables at home to ensure their safety and peace of mind.
- Open cubbies are provided for students to store their personal items during class. It is expected that students clean their cubbies at the end of the night. **Please remove any water bottles, wrappers, or trash to maintain a tidy environment for everyone.**
- We are committed to environmental sustainability. Please utilize the proper receptacles for recycling to help us in our recycling efforts. Thank you for your cooperation!

Attendance

Regular attendance is required of all students. The majority of our classes develop choreography as the season progresses, and each dancer is considered a vital participant. Repeated absences will cause a student to fall behind, which will result in the student being asked to set up a private lesson to catch up. There will be NO refunds made for students who miss a class. **Please let the studio know if you will be late or absent from a class via parent portal, email, or phone.**

Discipline

Quality instruction stems from respect for yourself, your peers, and for the instructor. We offer a positive learning experience for all students and therefore must maintain order at all times. Disrespectful and disruptive students will be asked to leave the class immediately. Recurring discipline problems will be discussed with parents and if necessary, the student may be asked to withdraw from classes if the behavior persists. Absolutely NO refunds will be made! **There is a ZERO tolerance for disrespectful students.** This includes gossip, rumors, and unhealthy competition. We work as a team and treat each other accordingly. Students are expected to be on their best behavior while in the studio or while representing the studio (at competitions, fundraising events, recital, etc) Parents, siblings and guests are also expected to behave appropriately.

Inclement Weather, Vacation & Holiday Closings and Makeup Classes

Students will be notified of weather, vacation and holiday studio closings via emails, our website, Facebook, Instagram and/or posted notices. In addition, if there is inclement weather, please be sure to check news channel 8 (WTNH) or online by visiting wtnh.com for closing of delays. Makeup classes will be scheduled if a class is cancelled due to inclement weather. Times chosen for these are non-negotiable due to our tight schedule. Refunds will not be given to those who cannot attend the makeup class.

Holidays we are closed

Columbus Day

October 14th

Halloween

October 31st

Veterans Day

November 11th

Thanksgiving Break

November 27th - 30th

Christmas Break December

23rd - January 1st

Martin Luther King Jr. Day

January 20th

Presidents Day

February 17th & 18th

Easter Weekend

April 19th

April Vacation

April 15th - 20th

Memorial Day

May 26th

Tuition

Our dance program commences in September and concludes in June. To streamline our payment process, we have **implemented a mandatory automatic withdrawal system for all participants.** Upon registration, you will need to provide either a debit/credit card or set up ACH debit through your bank account.

The total cost of the program is divided into nine equal payments, automatically deducted from your chosen payment method on the first of each month from September to May. **Any failed payments that remain unresolved by the 10th of the month will incur a \$20 late fee. Students with outstanding balances exceeding two months of payments will not be permitted to participate in classes until the balance is settled in full.**

Tuition is due every month, irrespective of vacation days, snow days, or holidays.

To simplify matters for our families, the price of students' recital costumes is included in the tuition for the months of September through December. Subsequently, tuition between January and May will be reduced, reflecting charges solely for upcoming lessons.

Please note that any changes to your automatic withdrawal details, such as expired cards or new bank accounts, must be made in the office prior to the withdrawal date to avoid disruptions in payment processing.

Costume Fees

Creative movement \$75.00

Intro \$75.00 per class

Junior & Up \$95.00 per class

****Costume prices are worked into monthly tuition payments
between September - December****

*Hip Hop classes only: If sneaker prices happen to exceed our allotted \$95 costume fee, you *may* be charged more. A notice with an additional invoice will be sent.

Costume fees are NON REFUNDABLE.

All student **MUST** pay costume balances regardless of a student's status at the studio.

We measure students and determine their size according to the sizing chart provided by the costume company. Should you have any concerns about sizing or special requests, please don't hesitate to discuss them with our front office staff.

To ensure comfort and privacy, all measurements are taken over students' clothing in a private area outside of class. If you have any objections to this process, please inform us.

Private Lessons

30 -minute private lessons will be offered to students who have fallen behind in class and need or request extra help with the dance or their technique.

\$25 per lesson due at the time of lesson

Solos/Duos/Trios

To compete or perform a solo, duo, or trio is a major privilege at Heart and Sole Dance Studio! It takes hard work, dedication, and the responsibility to push yourself, to practice on your own consistently, and do whatever it takes to reach 150%.

Please contact the studio during the summer to finalize arrangements regarding choreographer selection, genre preference, and song choice.

While dancers are welcome to suggest songs they have in mind, our instructors may advise selecting a different song based on their professional judgment and experience.

All fees are one-time payments. Payment should be made directly to the instructor, using their preferred method, either at or before the first lesson. After the choreography is complete, dancers are expected to practice independently. However, if additional guidance from the choreographer is required, a private lesson fee of \$25 per 30 minutes will apply. This fee excludes any costs associated with props, if necessary, or costumes. Additionally, it does not cover competition expenses for the routine.

Solos: \$225 Duos: \$175 per person Trios: \$125 per person

Competition Team

If you're considering elevating your dance journey, we have competition team tryouts, typically held in late spring and summer for the following dance season. If you're intrigued by the idea of competition dance, don't hesitate to reach out! It's a distinct experience from our regular recital performances, and does involve extra expenses, time and commitment!

Withdrawal Policy

Refunds may be available to students, including those who pay in full, according to the terms below.

Written Withdrawal before 9/5 : 100% refund
Written withdrawal before 9/12: 50% refund
Written Withdrawal before 9/19: 30% refund
Written Withdrawal before 9/26: 10% refund
Medical reason with doctor's note: pro rated refund

ALL withdrawals must be received in writing. If a student is merely absent from class, we will assume that they are still enrolled and therefore responsible for all monthly payments. No refunds are given after October 1st. If a student must withdrawal due to a scheduling conflict, please notify us as soon as possible. There may be another class we can put them in to accommodate your schedule.

*Once registration is complete, classes not meeting the minimum enrollment may be cancelled or combined. The minimum enrollement for a class is 5 students.