

# Student Handbook

## 2025 - 2026



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

**Website:** [heartandsoledancestudio.net](http://heartandsoledancestudio.net)  
**Email:** [danceheartandsole@gmail.com](mailto:danceheartandsole@gmail.com)

**Studio Hours Monday- Thursday: 5-9pm**  
**\*Office Hours Tues & Wed 5-9pm**

*Please email us if you have any questions about registration, tuition, auto pay, etc*



# 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](http://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 13th

**Halloween**

October 31st

**Veterans Day**

November 11th

**Thanksgiving Break**

November 26th - 30th

**Christmas Break**

December 22nd - January 4th

**Martin Luther King Jr. Day**

January 19th

**Presidents Day**

February 16th & 17th

**April Vacation**

April 3rd - 12th

**Memorial Day**

May 25th

**Last Day of Classes**

June 11th

# 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. **There is a 2.9% processing fee added to every transaction.**

The total cost of the program is divided into 10 payments, automatically deducted from your chosen payment method on the first of each month from September to June. Please refer to the last page of this handbook for payment schedules. **Any failed payments that remain unresolved by the 10th of the month will incur a \$25 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 October through January. Subsequently, tuition between February 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, Mini & Petite** \$80 per class  
**Junior & Up** \$100 per class

*All Classes (Ballet, Tap, Jazz, Hip Hop): Parents are responsible for providing all required dance shoes for recital. Your dancer's teacher will share specific details about what is needed for each style when the time comes.*

**Costume fees are NON REFUNDABLE.**

All students **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.

# Recital Fee

A recital fee of \$50 per dancer is part of tuition and will be due in June. This fee helps with the costs of our recital venue rental for rehearsal and shows, hired personnel (fire marshal, police officer, custodians, sound/lighting technicians, etc.) and other associated costs.

# Withdrawal Policy

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

Written Withdrawal before 9/9: 100% refund

Written withdrawal before 9/16: 50% refund

Written Withdrawal before 9/23: 30% refund

Written Withdrawal before 9/30: 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, this includes costume payments and

tuition. 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.

# Fundraising Policy

We offer a variety of fundraising opportunities to help offset the cost of dance. Most fundraisers are designated to benefit individual student accounts, while others support the studio as a whole. Each fundraiser will clearly state where the proceeds are directed.

Funds raised for individual accounts must be used by the end of the season. Any unused fundraising balances will be forfeited and donated to the studio, as they cannot roll over to the next season.

Thank you for your continued support of our studio and its dancers