

Western Maine Dance Center Parent/Student Handbook 2025/2026

Welcome to WMDC! Please take the time to read this handbook and save it for future questions!

Location: 256 Main St. Kingfield (The door with the porch!)
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While we do our best to outline as much as possible upfront, policies, procedures, dates, and times may change at anytime without prior notice. We ask that you stay tuned to the website, FB and IG pages, and email to stay informed with the most recent studio news.

Our Mission

We provide quality dance training to students of all ages, levels, and abilities but like to think that we teach more than dance. We strive to help students learn proper techniques, gain confidence, and form lasting friendships in a nurturing, noncompetitive environment. We create a positive and supportive atmosphere where everyone feels free to create and express themselves. Kindness and respect are expected and appreciated as we build an amazing “dance tribe” in our community.

Drop off and pick up:

Students under the age of 8 are required to have an adult stay in the building during class time unless arrangements are made with the director beforehand. Parents are encouraged to take turns staying with several children to allow more space in the waiting area (and free time to run an errand)! Students 8 and over can be dropped off for their classes, but no more than 10 minutes before class. We also request that students are picked up no later than 10 minutes after their classes have ended. Early drop offs and late pick ups are not allowed without the directors permission. Keep in mind that these rules are for your child's safety, as no supervision is provided by the studio for children who are not in class. There is a waiting room for students and parents. We ask that you please be respectful and quiet while waiting as not to interrupt classes that are taking place. Creating a calm vibe in the waiting room is very important for all students to be successful and ready to learn. It is also part of the dance etiquette that we teach each student. Parents setting the example is extremely helpful!

Payment:

Tuition is due the last day of the month and will be automatically charged to a credit card of your choosing. A full months tuition is due September-April and May will be prorated accordingly once the show is scheduled. If you would like to pay for the season in full you may do so and will receive 5% off your balance. Requiring a credit card and processing payments automatically is mandatory and helps us to limit office hours and keep tuition costs reasonable.

Upon paying your registration invoice please click the button that allows automatic payments to be taken. This is located below where the payment info is entered. If “Square” is not allowing you to opt in to this option, simply contact the director (Michelle) and your payments can be put through manually. Please note, only monthly tuition invoices will be charge automatically. Invoices for attire, workshops, tickets, etc will need to be put though as they are not on auto pay.

If you have circumstances that do not allow you to pay with a credit card please make arrangements with the director.

Insufficient funds/late fees:

If a card is declined for insufficient funds the family will be granted a 7-day grace period to process their balance. After 7 days all late invoices will receive a \$20 late fee. This applies to invoices for tuition, attire, costumes, tickets, etc. If a family falls more than one month behind on tuition the student will not be allowed to dance until the account is made current. That being said, if you are having difficulties and need more time, let's talk about it before you get behind! We are happy to make arrangements to keep everybody dancing.

Tuition:

Creative Movement Level (Ages 3-5): 30 Minute class weekly-\$35/per month

45 Minute class weekly -\$50/per month

Combo Level (6-7), Level 1 (8 plus), and Level 2 (by ability): 30 Minute class weekly-\$30/per month

45 Minute class weekly- \$45/per month

60 Minute class weekly-\$60/per month

Refunds/Dropped classes:

Registration fees are non refundable. No prorates or refunds will be available for missed classes, illness, holidays, inclement weather, or class withdrawals. If withdrawing from a class please notify the studio in writing ASAP to avoid tuition being charged the following month. Please note that any student dropping a class after December 1st will be responsible for 50% of the tuition for the remainder of the season. The remaining tuition balance will be charged to the card on file upon withdrawing from the program.

Costume deposits and balances are non-refundable as soon as the costumes are ordered. Costumes, tights, attire, and recital tickets are non-refundable.

Costumes:

The cost of costumes will cap at \$85 this season. All costumes will be distributed steamed, on a hanger, and in a garment bag. The Creative Movement classes as well as Combo Ballet/Jazz will have a 2 in 1 costume. Tights are \$8 for child size and \$9 for adult sizes and will be needed for picture day, dress rehearsal, and the performance. I will do a large order for tights in the spring to prepare for these events or tights can be purchased anytime on the attire website www.shopnimbly.com/wmdcshop

A costume deposit of \$25 is due for each class on October 15th and November 15th. The costume balances will be calculated and due on December 15th. Please note that a 2 in 1 costume will be used for CM2, Pre ballet/Tap, and Combo Ballet/Jazz. This means only 1 deposit and balance are needed for these classes.

We understand that this may be a hard time of year for added expenses so please plan accordingly. Costumes need to be ordered early to ensure that they arrive in time for our picture day and recital. Ordering early also allows time for exchanges if needed. Costumes are ordered when they are paid in full. If you have an outstanding balance your child's costumes will not be ordered until the balance is paid. This will result in an added shipping cost of \$20+ per costume, and could risk the costumes not arriving in time for pictures or performance.

Occasionally a costume arrives and doesn't fit. Miss Michelle will make a professional decision on which costumes need to be exchanged at the studios expense. In the event that a student or parent wants to size up or disagrees with this decision the costume may still be exchanged at the expense of the parent.

Attendance:

All students should be on time for their classes and maintain good attendance. If a dancer is tardy and misses the warmup section of the class they may be asked to observe, to warm up on their own, before joining the class to prevent injury. Choreography will be started for our yearly recital in January. From

January until the performance, students with 2 unexcused absences in a 4 week time frame may be at risk of not performing that section of the choreography. Continued absences may result in not being able to perform the number. . We can not slow the rest of the class down to catch one student up. Please let us know if you will not be in class ahead of time when possible.

Illness Policy:

If your child isn't feeling well or has any communicable symptoms such as a) persistent cough or runny nose; b) fever, vomiting, or diarrhea within the past 24 hours; c) skin rash; d) eye discharge; e) head lice; f) sore throat, Please keep your dancer out of class. We are a melting pot of many different schools and daycare providers. If in doubt please be cautious! In the event that any student shows signs of illness or becomes ill while at class they will be dismissed.

Cancellations and Closures:

In the event of inclement weather a decision will be made by 2pm. We will not automatically cancel class in the event of a school cancellation. Closings will be posted on the studio FB and IG pages, as well as sent out via a studio wide email! Each class is allotted 2 snow days per season. If we go over that, or if a class needs extra practice before the performance, a make up class may be scheduled.

Dress Code:

Adherence to our dress code is mandatory and helps students prevent injury. Fitted clothing allows instructors to ensure proper placement of the body. Along with proper classroom etiquette, following the dress code shows pride, good work ethics, and respect for themselves, fellow students, staff and the art of dance. It is all part of the discipline of dance.

Creative Movement Level:

Girls: Pink leotard, pink "no-tie" shoes are required. A pink basket skirt, leg warmers, or ballet sweater are also allowed. For Tap we "easy on" tan tap shoes are required.

Boys: Black athletic pants, a white or black fitted shirt, and black ballet shoes. Tap shoes will be black lace up style.

Ballet:

Girls: Black leotard, pink tights, pink "stretch Canvas" shoes for level 1/2 and pink "no tie" shoes for CM, Pre and Combo levels are required. . Pink leg warmers and black ballet sweater are also allowed. Combo Level is allowed to wear a black skirt.

Boys: Black athletic pants, a fitted white T-shirt, and black ballet shoes.

Jazz, Tap, Lyrical, , Hip Hop, Modern:

All black attire including: Girls: leotard, leggings, yoga pants, joggers ,tights and fitted dance shorts or skirt.

Boys: black athletic pants, shorts, fitted shirts.

Shoes:

Jazz: "stretch Jazz boot" in Tan for girls and black for boys

Jazz 2 will be wearing the "Stretch Jazz Boot" for class and adding a heeled character shoe for choreography (I will place a group,order for these)

Tap: Black "Jazz tap" shoe

Lyrical: "Neoprene Sole Shield"

Hip Hop: Revolution brand classic High top Hip Hop sneaker for level 1 and 2. Combo kids will do the black and white, low top, converse look alike off of amazon. Contact Miss Michelle for the link!

Modern: bare feet

For all classes:

Hair must be worn up and off the face and neck for all classes. A bun is required for ballet.

Please do not wear dance shoes outside.

No Necklaces, bracelets, or dangling earrings.

A water bottle is part of your dress code. Dancers should always have water!

Dance Etiquette and general rules

No gum is allowed in the studio.

Only students are allowed in the studio space unless caregivers are invited in to view the class by the instructor.

Please be on time and ready to dance.

Do not run, hang on the barres, or touch the mirrors in the studio.

Please do not enter the studio until your class time and be quiet while waiting. Parents please keep the noise level down while classes are in session.

No food or drink (other than water) allowed in the studio.

Come with a positive attitude, ready to learn, and have fun!

If you arrive late please wait at the door and stretch while the class finishes the exercise that they are doing.

Recital:

All students who maintain good attendance will participate in a spring recital to showcase their hard work.

Please note that a separate "recital handbook" will be available as we get closer to the performance.

Recital location: TBD- I am waiting on confirmation for the venue

Recital Dates: TBD- I am waiting on confirmation from the venue. (it will be a Saturday in May and not Memorial weekend.

Both rehearsals are mandatory for participation in the show.