



THE DANCE CENTER
BY ERICA EDWARDS

The Dance Center
Parent/Student Handbook

Address: 145 E Washington St. Sequim, WA 98382, Suites C & I

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Email: eedancecenter@gmail.com **This the BEST way to reach us*

Website: www.eedancecenter.com

Owner/Director: Erica Edwards

Teachers: Naomi Alstrup, Eden Batson, Kate Ebling, Anna Pederson, Keely Whitmore

Fall Office Hours: Monday-Thursday 3pm-7:30pm

This handbook contains information about classes and the studio, and student and parent expectations. All of the teachers at TDC are dedicated to making sure our students' experience is a positive one. We look forward to making this year at The Dance Center the best!

Studio Communication

The Dance Center will send out monthly newsletters and announcements via email. For the fastest and most thorough answer to any questions you may have, please contact us via email at eedancecenter@gmail.com. We will do our best to respond to all emails within 48 hours with the exception of weekends. We encourage you to use all available resources (i.e. our website, Facebook, Parent Handbook, etc) to find answers to your questions prior to emailing the studio.

Facebook & Instagram

Follow us on Facebook and Instagram for important information, news, and updates.

Registering for Classes

Registration for new and returning students is easy via our Parent Portal enrollment link. This can be found on our website at eedancecenter.com. For questions regarding enrolling please contact us via email.

Registration Fee

To secure your child's place in class, a registration fee of \$40 per family will be due at the time of registration. This is NON-refundable and is charged yearly.

Tuition

Tuition is based on hours per week. Payment is due by the 5th of every month. You can log into your Parent Portal to pay OR tuition will automatically debit on the 5th of the month. All accounts must have a credit/debit card or bank account on file. We do not except cash or checks. TUITION IS NOT REFUNDABLE.

Late Payments

Tuition is late after the 5th of the month. A late fee of \$25 will be charged to the account. Delinquent accounts will affect your child's enrollment status. All accounts must in good standing in order for the student to participate in classes, any special events, or recital.

Attendance

Email us as soon as possible if your student is going to miss class for any reason. Classes missed due to unforeseen circumstances can be made up within a month of the date of the absence. Student are permitted to attend a class of the same or lower level. An email requesting a make-up class must be sent no later that 48 hours before the make-up class time. Tuition will not be discounted due to missed classes.

Illness

Colds, flu, and other contagious illnesses occur frequently and spread easily among children. To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Consistent cough
- Severe sore throat
- Eyes that are pink, burning, itching, or producing discharge
- Diarrhea or vomiting
- Fever

If these symptoms or other conditions are observed in your child during a class, you will be called to pick up your child immediately.

When your child has a fever, please keep him/her at home until the temperature returns to normal. If there are any lingering signs of illness, such as glassy or watery eyes, listlessness, and drowsiness, please keep your child at home. This will help to ensure that the illness has passed and that your child will be well enough to resume class activities the following week.

Withdrawing Enrollment

If you or your student decides mid-year not to continue with a class, we must be notified BY EMAIL no later than the 20th of the month prior. Any withdraw notifications received later than this date will still be subject to the following month's tuition payment. All withdraw notifications must be sent by email. No withdraw requisitions made in person to any staff of The Dance Center are appropriate or applicable.

Class Cancellations

The Dance Center may cancel class due to inclement weather. We will follow the Sequim School District for weather closures. We will send out an email and update our studio's Instagram and Facebook pages. Check all outlets for the fastest and most accurate information. We will schedule a makeup class as soon as time/weather permits.

Parent Observation

Parents are not permitted to enter the studio at anytime during the class hours unless invited by the instructor. It can be distracting and our student's dance education is of utmost importance. We understand this may be difficult for our youngest Pre-Ballet students during the first few weeks. We will allow parents of these students to join the students for the first few classes as they warm up to their teachers, peers, and surroundings.

Lobby Expectations

Be considerate of other customers as well as our students while in the lobby/viewing areas of the studios. Our lobby is a common area for the entire Lehman Court Shops and we need to respect the other businesses. There should be no running, yelling, playing with water fountains, or climbing the building's beams. Siblings of students must be supervised at all times.

Classroom Expectations

Students are to be ready to enter the class on time, have used the restroom, with the appropriate attire for class they are preparing to enter. Hair must be pulled up at all times (in a bun for ballet). Gum is not allowed at any time. Students can only bring WATER into the classroom. NO coffee drinks, smoothies, or energy drinks. We want to promote healthy hydration for our students. Students must not touch the mirrors or sound system at any time.

Dress Code

It is incredibly important that your dancer follow our guidelines for dance attire and footwear within the walls of our studios. The Dance Center dress code was created to keep your dancer safe, prevent injuries, and ensure that he/she receives the best dance instruction possible. Our dress code is as follows:

Pre-Ballet: Pink leotard, pink tights, pink ballet slippers, hair in bun

Boys Ballet: White t-shirt, Black tights or pants, black ballet slippers

Ballet/Tap: Pink tights, black leotard, pink ballet slippers, black tap shoes, hair in bun

Ballet Levels 1-4: Pink tights, black leotard, pink ballet slippers, hair in bun

Tap, Jazz, Lyrical, Musical Theatre, Leaps & Turns, Modern: Black leggings OVER a black leotard. Hair must be secure in a ponytail or bun, out of face. Modern is barefoot. Jazz, Musical Theatre, Leaps & Turns, and Lyrical will wear jazz shoes. Tap requires black tap shoes.

Boys: Black t-shirt, black pants, black shoes (jazz, tap, etc)

Hip Hop: Black or grey leggings/joggers, a solid black t-shirt/leotard, or a studio t-shirt. Sneakers are worn in HipHop and must not be worn outside the classroom. They are for HipHop class only.

* No dance shoes are allowed to be worn outside the studio. We need to protect our studio floors and your shoes!

* * Undergarments must be black or nude if they are needed under your leotard

Student Level Information

The teachers at The Dance Center reserve the right to place students in the appropriate level. Students ages 5 and up will be placed in levels based on both age AND/OR ability. Maturity, coordination, development, and musicality are all taken into account when we place students. Teachers are more than happy to provide individual feedback on students via email to help students develop and succeed in their dance goals. On average students will spend a minimum of 2 years in each level.

Recital

The recital offers our students a professionally directed performance that allows them to present to their families and friends the results of a year's hard work, dedication, and progress. All students perform one dance in each of the styles of dance they are registered for.

A big part of dance training includes learning through performance. Although performance opportunities can help prepare some students for a possible career in dance, they also contribute to children's success in non-dance activities. The experience helps build self-esteem and confidence, which can result in better in-school presentations, improved social skills, and strong college and job interview skills. The rehearsal process is a tremendous learning experience as well. It helps the children develop retention skills, and by working with their classmates on a group performance, they learn the positive aspects of working as a team to create the best end result.

Participation

The end of year recital is NOT mandatory. Students/parents may wish to opt out and not participate. If you do NOT wish to participate, please email Erica at eedancecenter@gmail.com with the subject "Recital Opt Out". You must notify us in writing before November 30th.

Recital Handbook

We will distribute a recital handbook via email with all the information parents and students need to know to make the recital experience enjoyable for all. We will also send email newsletters and reminders along the way! There is also recital information on the website.

Closed Dates:

September 5- Labor Day
October 31- Halloween
November 11- Veterans Day
November 24-25 Thanksgiving Holiday
December 19-30 Winter Break
January 2 New Year's Day
February 10 Dupree Dance Convention
February 20 President's Day
April 3-7 Spring Break
May 29 Memorial Day

Costumes

*We spend many hours determining the correct costumes for each class.
Costumes are always age appropriate and of the highest quality possible.*

All students will need one costume for each dance form they train in except for non performing classes. Costumes include all accessories (hats, gloves, etc.), but do not include required shoes.

In an effort to ensure that costumes are delivered in time for recital photographs and an organized distribution to our students, costume orders are placed in December. **Costume manufacturers do not accept cancellations or offer refunds; therefore the studio does not refund costume deposits.**

Costumes

Dancers will be measured for their recital costumes for the 2023 Recital Showcase in November. This is the first step of the costume ordering process! Once all of the dancers have been measured, we enter the information into the data base and a costume size will be chosen for them based on their “girth” measurement” (the length of the dancer’s “trunk” portion of their body.) (NOTE: We have added 2 inches to their measurement to allow for 6 months of growth.) Once everything is double checked, the costumes will be ordered and, on their way, to The Dance Center. Since costumes are “made to order” they will begin arriving in about 12 weeks.

Please keep in mind – Dancers are custom made, and costumes, though they are special order, are not! Alterations and simple sewing might be necessary on most recital costumes to be a perfect fit for your one of a kind dancer! (Alterations are not included in your costume fee.)

All costume orders are final. Once the final order is placed, it cannot be changed, cancelled, or refunded.

Billing & Payments:

A costume deposit of **\$50.00 PER COSTUME** is due by November 30th.

Remaining balance for each costume is due in full December 30th.

Costume deposits not paid by November 30th and balances not paid in full by December 30th will be charged to the account on file. If you wish to make these deposits in cash, please make payments before the aforementioned dates. Contact Erica via email at eedancecenter@gmail.com.

Important Dates:

November: Costumes measurements taken in class

Nov 30th: Costume deposits due

Dec 30th: Final Costume Payments due

April: Costume Distribution in class

May 20th: Recital Photo Day at studio

June 9th: Recital Dress Rehearsal

June 10th: Recital Day 5pm

June 11th: Recital Day 1pm