

Today's Dance Center Student Handbook

Welcome to Today's Dance Center! Please read this student handbook carefully. We at TDC strive for a high quality, disciplined, yet nurturing dance atmosphere while having a good time. It is pertinent to your child's dance training that we all follow the school policies, recital policies, dress code, & calendar. Thank you! And we hope you enjoy the show.

Registration: In order to secure a place in our program, one must pay the annual registration fee and first and last month. Many classes fill up quickly and this is the only way we can guarantee your first request.

Tuition: Tuition is due the 1st of each month of the quarter. (No bill will be sent.) After the 10th of the month a \$15 late fee will occur. Please contact the front desk with any problems before the 10th of the month.

Refunds: TDC does not grant refunds. Registration fees can not be used as credit. Class fees can be used for Studio Credit only up till October. Credit is interchangeable with immediate family members only. In lieu of holding studio credit, a customer may donate to our "Annual Scholarship Fund" for a committed dancer in need. A letter of donation will be presented for tax purposes. In addition, studio credit may be used toward: Birthday parties, Non-recital courses, adult programs, & in-stock apparel. Credits will be given for Mommy & Me, KFK, & Showcasers but must be used by the end of the school year.

No make-ups or Credits are given for summer classes or programs.

Returned checks: A \$30 fee will occur.

Communication: It is extremely important to have good, positive communication between TDC and our students and their families. Please read your newsletters published 2 times per year, check the studio bulletin boards, or call the front desk with any questions. Any problems, concerns, or suggestions please submit in writing to the director.

Lateness: We ask that you have your child prepared for class 10 minutes before so that classes can start promptly at their scheduled time. Continued lateness disrupts the class and does not allow your child to get warmed-up and prepared for class.

Absences: TDC does not give refunds for absences or extended absences. All absences (including snow days/or weather related absences) must be made up in the same month that they occur. Please call if your child is going to be late or absent.

School Closings: TDC may have to close in the event of weather or other emergencies. Please call the studio voice mail system at 953-0253 in the morning for morning classes and after 3:00 pm for the afternoon and evening classes. The message will confirm any closings. TDC follows the Medford District closings. The lesson may be made up at a later date. Please ask front desk for the appropriate make-up class options.

Before and after class: We at TDC are responsible for your child during their class time with us. Parents/guardians are responsible for their behavior and safety before and after class. Siblings must stay with parents & we ask that you pick up after your children. Young children may not be left in the office or halls unattended. Please drop off your child within 15 minutes of their scheduled time & pick up no later than 5-10 minutes of their scheduled time unless other arrangements have been made.

Dismissals

Behavior: TDC staff reserves the right to dismiss any student or parent for inappropriate behavior toward a teacher, staff member, or another student without a refund or credit.

Delinquent Accounts: TDC will have to dismiss families with delinquent accounts over 2 months. We will be happy to discuss payment plan options if you are experiencing financial difficulties.

Evaluation: The Staff will monitor the progress of each student. Students do not automatically advance to the next level at the end of the year. All students must be recommended by staff for advancement. KFK will have a 4 week evaluation period and then parent/student will be advised by the teacher.

Company/Training Company/Dance Team: These three intensive programs are for the committed student and families. Students are evaluated by staff throughout the year to determine their readiness to participate. If interested please inform your students teacher, the director, or front desk so that your child may be monitored.

"Excellence is not a singular act; it is a habit." Aristotle

"If you can dream it, you can do it." Walt Disney

TDC Recital Policies

Recital Performance: Participating in the recital is a pertinent part of your child's dance education. This is a great time for your child to show family and friends what they have worked so hard for the past year, while having fun. It is also an invaluable stage experience that will be remembered for a lifetime.

Our show usually runs about 2-2 1/2 hours long and is held in late May or early June. All classes except for Mommy & Me and Kick for Kids and Showcasers will participate in the recital. Petite Performers will only perform in one of the shows while the Petite Performer II's & all other levels will perform in both of our shows. Please look for TDC's recital packet given out this winter for all further details.

Backstage Etiquette: Students are expected to arrive backstage with their hair and make-up completed as instructed with street clothes on (except for the PP who come fully dressed with daddy's button down shirt to cover their costume) 45 minutes prior to show time. It is expected that each student will stay in their assigned dressing room with the assigned room mothers for the entirety of the show (except for PP's who have the option to leave after intermission with a pass). **NO ONE IS PERMITTED BACKSTAGE DURING INTERMISSION!! NO STUDENT IS PERMITTED IN THE THEATER DURING THE SHOW!!! THERE ARE NO EXCEPTIONS!** Anyone caught trying to leave the building or sneaking into the theater will not be welcomed back to TDC. Parents are welcomed to drop off their child to their assigned dressing room and pick them up after the show has ended. This is a wonderful and exciting bonding time for the dancers and if you would like to be part of our backstage experience as a room mother please fill out the form in your recital packet and hand it in ASAP. These positions tend to fill up quickly. Otherwise, PLEASE stay out of the backstage area and enjoy the show. **ANY PARENT/S CAUGHT GIVING STAFF A PROBLEM OR TRYING TO SNEAK THEIR CHILD OUT WILL BE ASKED TO LEAVE TDC.** This is for safety reasons and the security of your child. SORRY, No men are permitted backstage.

Dress Rehearsal: All students performing in the annual recital are required to participate in the dress rehearsal. This is mandatory! We run our rehearsal on schedule. If you have a problem with your child's scheduled rehearsal time, please let the front desk know ASAP so that we can try and arrange a time change. Please do not wait until last minute. This affects every dancer in the show, not just your child.

Recital Costumes: All students performing in the recital are required to purchase a professionally made costume for each class that they are enrolled in. Costume fees are due by the last week of November and every family has the option to pay in three monthly installments between September and November. Costume slips will be handed out in the first few weeks of classes or on the date of enrollment there after.

No costumes will be ordered without costume payment in full. No costume will be handed out unless all tuition payments are paid in full. There are NO refunds for costumes.

Recital Tickets: TDC Students families are not required to purchase a minimum or maximum number of tickets for our annual recital. Tickets go on sale in early May and are chosen in the order in which you have registered. All outstanding balances need to be cleared up before any sale of tickets can be made. After ticket day they are sold on a 1st come 1st serve basis and have been known to sell out quickly. There are NO refunds or exchanges on tickets.

Recital Videos: Professional copyrighted videos are available for purchase of our annual recital in VHS or DVD through an outside company. Audience members are not permitted to bring video cameras into the theater or to videotape the recital. Cameras of any type are strictly prohibited in any theater. This is a technical and safety issue. (Please note: Our recitals have professional lighting set for a live audience. The videographers do the best they can do for clarity under these lighting circumstances.) You may videotape during dress rehearsal in designated area only!

Recital Photos: TDC offers an independent, professional photographer at the studio prior to the recital. This is an optional service and a scheduled appointment is necessary. The sign up book will be available in early spring at the front desk.

"To dance is to live life in it's finer and higher vibrations."

Ruth St. Dennis-Mother of modern dance

TDC Dress Code

Ballet/Pointe: Black leotard; Ballet Pink Danskin tights (no seams) (Int./Adv. seamed/convertibles); Pink canvas Ballet slippers; Pink Pointe shoes; Hair in bun. No Jewelry, shorts, shirts, or pants.

Modern: Black Unitard/leotard w/ Footless light toast, black, or convertible suntan tights; Bare feet; Hair up and off face. No Jewelry, shorts, shirts, pants.

Tap: Black Unitard/leotard w/Danskin Suntan tights; Tan side buckle Tap Shoes (advance class: Tan oxford) Hair up and off face. No jewelry.

Jazz: Black Unitard/leotard w/Danskin Suntan tights; Tan split-sole jazz oxford; Hair up and off face. No jewelry.

MTV Jazz: Jazz attire; Tan split- sole jazz oxford; Hair up and off face. No jewelry.

Hip-Hop: Loose fitting dance clothes; Black Jazz sneakers; Hair up and off face. No jewelry.

Young Children's classes

M&M: Loose fitting clothing & sneakers. Hair up and off face. No jewelry.

KFK, Showcasers, Petite Performer's & PPII: Black leotard; Ballet Pink Danskin tights; pink canvas ballet slippers, white sneakers (for Jazz in Recital), tap side buckle tap shoes. (KFK Ballet slippers only)

Boys/Men: Black dance pants; Black ballet slippers; Tap jazz or tap oxfords. Please put your child's name on all belongings!

Lost & Found is located in the office but is given to Good Will after 60 days.

*No shirts, cover-ups, or Pajama bottoms!

*No jewelry

*Hair must be pulled back and securely fastened. (Buns must be fastened with elastic band, hair net, & hair pins; Pony tails fastened with elastic band; Bangs must be out of face)

Please Note: Every student must come to class well groomed, clean and dressed to participate in dance as per the TDC dress code. An extremely important part of the nature and discipline of dance is the dress code. Students who come to the studio without the proper attire or appropriate hairstyle will not be permitted to take class.

Thank you for being good role models for your children!

"You can't play if you don't look good."

Serena Williams