



# Doreen's Dance Center

## STUDENT HANDBOOK

2022/23

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*...Quality technique and discipline taught with kindness and respect. Celebrating 35 years of teaching self-expression, self-motivation, teamwork, and self-esteem through dance training.*

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Whether you're new to dance or have been studying for many years, we thank you for joining DDC. This handbook includes information that will be a beneficial reference throughout the year. Please keep it handy and refer to it often. **It is edited/changed yearly so please read even if you are a returning student.**

**History:** Doreen's Dance Center was established in 1986 by its owner and managing director, Doreen Freeman. Over the years it has grown to be a leading studio in the area. With our experienced, professional teachers and dedicated office personnel, we pride ourselves on giving you the best possible customer service. With five spacious classrooms and approximately 80 classes offered per week, we offer something for males and females of all ages, from 12 months years to senior citizens. You can begin dancing at any age

**Teaching Philosophy:** Each student enrolled at DDC is assured of proper and efficient dance training by our teaching staff. Students are provided with quality technique and discipline through a teaching philosophy that values kindness and respect. We strive to make dancers of all ages and levels feel special and comfortable. We value age-appropriate music, movements, and costumes. Each class is regularly monitored by the studio manager.

DDC offers two courses of dance and acrobatics training. Our recreational program is for anyone who loves dance, wants to learn and grow, and have a wonderful experience with lasting memories. Our pre-professional program (Company level) is designed for those who want to more deeply study the art of dance and who aspire to have a career in the field of dance. DDC Company is comprised of several dance and acro teams.

All dancers, including recreational students, are offered additional growth opportunities through performances, attendance at workshops, master classes, and conventions. We are certain you will find that DDC gives **equal attention to students in both programs.**

**Facility:** DDC has five spacious classrooms, several bathrooms, a student lounge with changing room, and a spacious reception area. Viewing of all classrooms is available either by a window or closed-circuit television.

Parking is in the rear or sides of the building. The office is upstairs through the back, center door.

**Under no circumstances should anyone park in front of the Package Store downstairs.**

Cars should drive to the right upon entering our parking lot and exit from the left. **SPEED LIMIT 5 MPH.**

**Like Us on Facebook!** [www.Facebook.com/DoreensDanceCenter.Colchester](http://www.Facebook.com/DoreensDanceCenter.Colchester). We offer occasional contests, discounts, and giveaways for our Facebook Followers.

**Friend Request** our Facebook student interactive page, **DoreensDance**, where you can add thoughts and dance photos of your own, along with other studio families.

**Follow us on Instagram - @doreensdancecenter**

### Classes Offered

DDC offers Adapted Dance, Tap, Jazz, Classical Ballet, Pointe, Contemporary, Modern, Hip Hop, Acrobatics & Tumbling, Dance with Me (for children 12 months+ and a caregiver), and Preschool classes of various kinds and private lessons. There are classes of many types for the true beginner through advanced levels, of any age...from 12 months to seniors.

**Adaptive Dance and Activities for children with special needs** private lessons are available. The teacher, Erin McKenna, has a master's degree in this field. Downs syndrome, Autism, developmental delays, physical

limitations, emotional delays, and other special needs can be accommodated. Everyone deserves to dance!

**Levels/Placement:** It is important to place each dancer in a class where they will be happy and thrive. Class levels do not correspond to students' age or grade in school. Students are individually placed in classes best suited to their skill level, dance experience, technical abilities, maturity, and attitude. Placement is evaluated in September, and if necessary, transfers are recommended. Progress is assessed in the Spring with the teachers giving recommendations for future class placements to the director. **Students may need more than one year in a certain level of dance before progressing to the next level.**

**Schedule:** The class schedule is posted on our website. The days, times, and teachers of classes are subject to change. DDC reserves the right to cancel a class due to insufficient enrollment, to merge classes together, to move students after observing to better place them for proper learning, to refuse registration if a class has reached capacity, and to substitute a qualified instructor in the absence of the regularly-scheduled teacher.

### **Dress Code**

It is highly recommended that dance shoes and clothing are purchased at our studio store, to be assured of getting the proper style and fit. Dance shoes are not fitted like street shoes, and our staff is trained in proper shoe-fitting. **WAL-MART and other discount dance shoes are not allowed, as they may lead to injuries.**

**Dress Code Adherence:** Students are expected to wear tights, leotards to all classes. No baggy clothing except in Hip Hop. All students must conform to the below dress code by no later than the first week in October. Hair must be neatly pulled back off the face and neck. Long ponytails are not allowed, as they are hazardous. Any student not conforming to the dress code will not be allowed to participate in class but will be required to observe instead.

**Dance tights** are specially made with a cotton panel crotch insert, which is intended to replace underpants. Dancers do not wear underpants under a leotard.

All preteen & teen girls should wear appropriate sports bras. Boys should wear athletic supporters.

### **DDC Store**

DDC sells everything you need for dance and acrobatic classes. From leotards and tights to leggings and booty shorts. We also carry performance essentials including items to make a bun, make up and rhinestone earrings.

These make great **birthday or holiday gifts.**

### **Dance Hygiene**

For the comfort and well-being of all, students in all classes Petites level and up are **required** to wear deodorant to class. When a group of young children are exercising and perspiring in a closed-in space it can become quite unpleasant for teachers and classmates. Also, all students must come to class bathed and with clean faces, hair, fingernails, and feet. A dance hygiene kit in each child's dance bag is recommended, which should include: deodorant, foot deodorant, comb, bobby pins and hair elastics, and a hand towel. Parents are asked to make sure this advice is followed by younger students. **Injuries:** Students who are unable to participate in classes enrolled in due to injuries are to come to all classes and attend all choreography rehearsals. They are to observe, take notes if needed, and keep up with the information the class is learning. It is the dancer's obligation to be prepared to step back into the class and choreography as soon as he/she is ready. Learning his/her part while injured is part of the respect for and dedication to his/her classmates and teachers. If injury is being treated by a medical professional, a doctor's note is required before said student will be allowed to resume participating in class. There are not refunds, but the makeup class policy above applies.

### **Tuition & Related Policies**

**Makeup Classes:** Students can make up missed classes, only if their accounts are paid up-to-date. Makeups must be taken in a same or lower level class and comparable style as the student's present class. Makeup classes must be done within two weeks of the missed lesson. See teacher or call office for recommendations. NO makeup classes

are allowed after April 30<sup>th</sup>. To take a makeup class please see office before entering the classroom for a form to give the instructor.

**Changing Classes:** Any student requesting to change classes after the 2<sup>nd</sup> lesson in September will be charged a **\$25. administrative fee** to do so. There is no fee to change based on our recommendation.

Registration Fees (Non-refundable or Transferable) ▪ \$30.00 per year, per student. 3 or more students \$70 for Sept – May Session. ▪ One Trial Class New students or present students trying new subject: No Charge • Drop-In Classes \$20.00 for Dance and Acro Classes

- The recommended ages are just a general guideline. Please call to discuss placement if questionable.

DDC accepts payment by cash, check, Master Card, Visa or Discover. DDC policy states that students whose accounts are more than 30 days in arrears are not allowed to dance and will be asked to sit and watch that day’s lesson, unless account is brought up to date. Payments for the September to May Session are paid in 8 equal installments, due by the first day of Sept., Oct., Nov., Dec., Jan., Feb., Mar., and April. This tuition is based on a yearly fee for the season, not the number of classes per month. Payments RECEIVED after the 10<sup>th</sup> of the month (grace period), will incur an automatic \$10.00 late fee which will not be waived for any reason. Being absent will not be accepted as a reason for late payment.

**Tuition will not be refunded, credited, pro-rated, or transferred for unattended or withdrawal from classes after classes have begun, unless DDC cancels said class due to lack of enrollment.**

Students may finish out the portion of classes they have already paid for, then upon formal withdrawal by phone call or email, may drop out and not be held financially responsible for payments for the remainder of the season. Students who have an illness or injury, which prevents them from finishing their lessons paid for, will be issued a credit for future lessons (non-transferable to other family members), with a doctor’s note.

Tuition Rates – 2022-2023 - Sept. thru May classes

WHEN COMPARING OUR TUITION RATES TO OTHERS, PLEASE NOTE THAT WE HAVE CLASSES FOR 9 MONTHS BUT ONLY CHARGE 8 MONTHS OF TUITION.

	<b>Cost Per Year</b>	<b>Cost Per Installment (8)</b>
Multiple Class Discount Structure: (Highest-priced class will count as first class)		
All 45 minute classes	\$552	\$69
All 55 minute classes	\$576	\$72
2nd class same person or household	\$552	\$69
3rd class same person or household	\$528	\$66
4th class same person or household	\$512	\$64
5th class same person or household	\$496	\$62
6th class same person or household	\$480	\$60
7th+ class same person or household	\$448	\$56

Private Lessons – See Student Handbook for private lesson policy. Payment due weekly at the time of the lesson or may pre- pay for one month’s lessons in advance. No charging to account allowed.

Solo: \$41/half hour                      Duo: \$24/person per half hour                      Trio: \$21/person per half hours

## Costumes

Each student must purchase a costume for each dance that they are performing in the recital.

Costumes run approximately \$65. for our younger students to \$85. for our teen and company dancers.

A deposit of \$65.00 plus tax per costume is due **by November 1<sup>st</sup>**. If said deposit is more than 10 days late, a \$5.00 late charge per student, per costume, will be charged to your account. You will receive an invoice for any balance over \$65.00 around end- January; said invoice is due upon receipt. No costumes will be distributed to anyone who owes money on their account, until the account is brought up to date.

Costumes are **made to order** and DDC pays for them when ordering them in **November**. **Costumes will not be ordered for anyone who has not made the above deposit. Therefore, you run the risk of not having your costume in time for Studio Photo Day. You will be charged an additional \$10 fee to cover our costs of separate ordering for you. Also, any class dropped after 11/1 will be charged a \$25 costume restocking fee.**

Once ordered, should a student **drop out of class, no refund** will be given on costume payments. When your costume arrives, you will be called or emailed so you can pick up the costume. Costumes not picked up by the recital will become the property of DDC.

A candy sale **fundraiser** is available to all students to help defray the costs of your costumes. (Details will be in your 1<sup>st</sup> newsletter.)

## Conduct/Rules of Respect

*Doreen's Dance Center reserves the right to terminate the enrollment of any student for failing to comply with the studio policies. No refunds will be given upon termination.*

Students are expected to conduct themselves in a manner appropriate to dance education. Polite, respectful behavior towards the staff, faculty, facility, and other dancers is expected of all students, parents, family, and visitors. Chewing gum, touching mirrors, hanging on the barres, and such are not permitted. Students may not run on and off the dance floor at will. Students may not talk amongst each other during class, nor speak out of turn. They must raise their hand for questions and must ask permission to leave the room to use the bathroom. Students are to address the staff as Miss, Mrs., or Mr. \_\_\_\_\_. Adults may use the staff's first name. A student shows respect for the studio by standing tall and attentively in class, making eye contact with the instructor, and not yawning, leaning, or looking bored.

**Water policy during class:** Please bring a water bottle marked with your name into the classroom and place it in the assigned spot. These may be used only when the teacher calls a water break, or with permission. Bottled water is sold at the reception desk for \$1.

**Attendance:** Regular attendance is expected of all students, and is **essential for proper progression** and skill development, as well as safety. If absence is unavoidable, please **call the studio** in advance. Excessive absences will prevent the student from progressing in the curriculum at the same rate as his/her classmates. DDC will not advance students who have missed the fundamentals of any level. No student is allowed to be absent from any class more than five (5) times in a dance year, except under circumstances of severe illness or injury. Private lessons may be required to make up missed material to enable students to rejoin their class, or DDC reserves the right to discontinue teaching said student. **No student may be absent the last two lessons prior to a performance, except for serious illness. ALL students performing in the recital are required to be at the dress rehearsal. You are given the dates in September for a show in May.**

**Late to Class:** Students entering the classroom after class has started is considered poor dance manners. Any student arriving late to class must enter quickly and quietly and must walk around the perimeter of the room to find a spot on the floor, not through the other dancers. Any student **arriving late enough to miss the warm-up** will be required to sit and watch class, to prevent them from being injured.

**Bathroom Use:** Parents are asked to make sure young students use the bathrooms **before** class. Teachers are not allowed (by law) to assist young children in the restrooms. All students registered for Pre-school Dance or Combination classes and summer camps must be completely potty-trained prior to starting dance. The occasional “accident” may happen with young children. **DDC policy** is that the teacher will take the child to the restroom, give them a change of dance clothes to borrow, and leave them to change themselves. Parents will be notified.

**Proper Lobby Behavior:** Loud talking, singing, yelling, cell phone use, running, ball playing, noisy electronic games, walking on the benches, pulling on the bulletin board, adding items to our bulletin boards, etc. are not allowed in the lobbies at DDC.

Any disruption in the lobby area causes a disruption in the studio office and attached classrooms. Parents with younger siblings of our dancers are encouraged to bring something quiet with which to entertain their little ones. Crying or screaming tots must be taken outside. No one should be waiting in the common hallway or stairwell. Unattended children are not allowed in the waiting room.

**Waiting between Classes:** Students can wait in the Student room or lobby between classes. No eating in the lobby area. Please use to the Student room if you are eating dinner.

**DDC staff is not responsible for watching students between classes or ensuring their safety when waiting or exiting the building into the parking lots.**

**End of class dismissal** – All classes will dismiss through the back door at the end of class.

**Parents who are 15 or more minutes late picking up their child will be charged a Child Care Fee of \$8.00 per hour or any portion of an hour. Said fee will be charged to your dance account.**

### **Daily Life at Doreen’s Dance Center**

**Hours of Operation:** DDC is a year-round dance studio. Besides our Sept.-May program, we offer summer dance classes, themed dance camps and intensives for children of all ages, and private and small group lessons. We pride ourselves in our customer service, and every attempt is made to return all calls and emails within 24 hours (except during Christmas Holiday shutdown and after-recital shutdown).

**Studio doors open 30 minutes before the first class of each day** (see website for schedule). We are closed on Sundays. Do not drop off your child in the parking lot without verifying that a studio staff member is on premises. No child may be dropped off earlier than the above times. Please see office personnel for any assistance you may need; please do not seek the teachers’ assistance between classes, as they move quickly from one class to their next.

**Closing Time/Departure:** The studio office closes **15 minutes after the start of each day’s last class.** Payments and any office assistance you may require should be made **before** the last class begins to enable the office staff to complete their work and depart on time. If someone other than a parent will be picking up your child, you must notify the office prior to the start of their class, leaving the name and a contact phone number for said person. If a child must be dismissed early, prior notification to the office and teacher is required.

**Cancellations:** Cancellations and early dismissals due to inclement weather are announced in several ways. Go to [www.wfsb.com](http://www.wfsb.com) **or** [www.wtnh.com](http://www.wtnh.com); look on our website [www.doreensdancecenter.net](http://www.doreensdancecenter.net), or go to our Facebook page (have you friended us yet??) Although the information will be on our voicemail, calling is **not recommended** as we only have one phone line. We would appreciate it if you would use the website, whenever possible. Phone calls checking to see if we are open cannot be returned.

Students may **make up any classes missed due to weather cancellations** - see Make-up Classes, page 4. DDC does not schedule formal make up classes, nor refund for classes canceled due to weather conditions. Therefore, you are encouraged to make use of a make-up class. **Please contact the studio office in advance to register for make-up classes.**

**Lost & Found:** Doreen’s Dance Center is not responsible or liable for lost, stolen or misplaced personal property. Check the lost and found bin in our reception area for all items misplaced. See the desk staff for

valuable items such as watches, jewelry, phones, etc. **Write student's name in all shoes, dance bags and dancewear, and leave valuables at home.**

**Photographs:** Doreen's Dance Center reserves the right to use all photos/videos taken on the premises and at studio functions for publicity. This includes, but is not limited to, newspaper ads or website usage. Names of students will only be used for those who have signed the Photo Release section on the registration form.

**Phones:** Cell phone use and texting by students is not permitted in the lobbies (other than to call parents for rides, etc) or in class. Cell phones in dance bags should be turned off.

### **Information/Events**

**Newsletters:** Newsletters contain details concerning performances, timely news & special events offered at DDC will be emailed. Also, please check our bulletin boards, and our Facebook page, regularly for special events and bus trips, etc. Please update your cell phone number in Danceworks in order to receive information via text.

**Photo Day:** In the Spring students are photographed with their classes and individually, in costume, by a professional dance photography company. Participation is **not** mandatory; however, class photos are reproduced into the recital keepsake program. There is no obligation to purchase. A studio "sitting fee" is charged to have your photo taken with your class, to cover the cost of reproducing these photos into the program. Sitting fees are only charged for individual photos if you want them printed in the program as well. All photos are displayed for sale at dress rehearsal...payment to the photography company, by cash, check or credit card. Details will be provided.

**Birthday Parties:** DDC offers 2-hr. birthday parties on Saturdays and Sundays. **We do everything...**all you do is send the invitations! We have parties for tots through teens of various themes or we can create your desired party theme.....ask the office for a flier.

**Master Classes, Workshops, Seminars, & Conventions:** Although participation is not required for everyone, all are encouraged to take these opportunities to enhance your development in dance training.

**Performances:** A studio-wide performance is done annually in May and is open to all students. Participation is encouraged, but not required, as long as **we are informed of non-participation by November 1<sup>st</sup>**. We are confident that you will find our annual recital one of unsurpassed excellence and will be highly entertained. Each student will appear in one number for each class they are enrolled in. We hold two performances of our show, one at 11:00 am and the other at 5:00 pm. Dance with Me!, Preschool classes and Level I ages 4-6 classes perform in only one of these two shows. Other classes usually perform in both. This is subject to change. **Each account with students participating in the recital will be charged a \$25 recital download fee to be put on their account February 1<sup>st</sup> and must be paid before purchasing recital tickets.**

We also perform at local events such as Colchester's Tag Sale on the Green. Classes are chosen by the director for performances, depending on the type of show we are doing. (See DDC Company below for info on the DDC Company Gala Performance.)

**Scholarships/Awards:** At the end of the Sept-May season, the following are given to one deserving student each year: **Dance Spirit Scholarship** – Chosen by vote of the teaching staff; given to a dancer who is dedicated to studying the art of dance, has an exemplary work ethic, is polite, cooperative and attentive at all times, and is a mentor to younger students. Free tuition for the first two installments, for all classes enrolled in, excluding privates.

**Stage Presence Award** – Given to the dancer chosen by the teaching staff, who performs in the classroom as well as on stage, with heart, soul, and emotion.

## DDC COMPANY

DDC Company is comprised of dancers who compete in Tap, Jazz, Contemporary, Modern, and Acrobatics. Students in DDC Company meet regularly, in addition to their weekly dance classes, to learn choreography for competitions in the regional area.

**Admittance onto Company Teams is by invitation or audition only.** Students are chosen based upon their technical skills, their energy, enthusiasm, dedication and work ethic, their class behavior, their skills in handling constructive criticism and implementation of said corrections, and their ability to pick up choreography quickly. Company students take multiple dance classes in many styles per week, depending upon age (3 to 10 hours per week). **Students interested in Company should attend auditions in early June. More information on auditions will be sent out in the Spring.**

DDC Company will hold a **Dance Gala Performance** in late winter at a local high school for family, friends, and the public. This show consists of their Company routines and solo, duo, & trio numbers for competition. They will perform their group numbers in the annual recital as well. However, only graduating seniors will perform their solo, duo, and trios in the annual end-of-year recital.

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*It is intended that this Handbook will help every student at DDC have a wonderful dance experience. Amendments or changes may be emailed at any time during the year asking you to add to or amend your copy.*

*Thank you for choosing DDC for your /your child's dance education. It is an honor to pass on the gift of dance to others, and we do not take it for granted. If at any time you have concerns about your child's class or progress, please contact the studio office.*

*Parent /Director /Teacher conferences are available by appointment. It is our policy to meet with both the dancer and parent at the same time, unless otherwise agreed upon.*



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**Please Sign, date, and Return to studio office by Oct. 14, 2022**

I certify that I have read and understand the entire contents of the DDC Student Handbook.

I also certify that, if I am the parent/guardian of a minor child, I have reviewed said Handbook with my child.

I agree to abide by and follow the rules and guidelines as set out in said Handbook.

**Print full names of enrollee(s):** \_\_\_\_\_

**Signature (parent if under 18)** \_\_\_\_\_