



POLICIES: AUGUST 21, 2023 – June 1, 2024

## Heartbeats Recital: Saturday, June 1, 2024 at Stafford Centre

Dance Du Coeur was created to give children and adults the opportunity to learn and practice dance in a quality facility and to receive instruction from highly trained professionals who are creative, current, and passionate. Learning dance is more than learning steps and movements, it's also about fostering a sense of artistry and expression. We expect that our students will develop and sustain a love and appreciation for performance art and most importantly, that they will always dance from the heart.

### 1. Studio Environment

We want dancers to LOVE coming to Dance du Coeur and to feel comfortable in our studio environment. But, we also want to instill a sense of discipline and respect in our students, as this is part of proper dance etiquette. Students are expected to display good behavior, present a positive, "can do" attitude, and show respect for their teachers, the director, and each other. In addition, the following rules apply to all students.

A. Attendance: Punctuality and regular attendance are mandatory. **Refunds or discounts are not given for missed classes, but make up classes are offered if requested.** Attendance is taken at the beginning of each class.

B. Hair and Dress: Students should wear a cover up coming to and leaving the studio and should not wear their dance shoes outside the studio. The dress code sheet, attached to this set of policies, specifies the required attire for each class.

C. Snacks: Food and drink (except water in a water bottle) are not permitted in the studios. A refrigerator and a microwave are available for use if students wish to bring a healthy snack to eat during a break.

### 2. Drop off and Dismissal

Parents are required to accompany their child to the front door and pick them up from the front door when they are dismissed from class. If they choose to allow their child to walk to the front door or leave exit the building without their supervision, IT IS AT THEIR OWN RISK.

### 3. Lobby Rules

A. Parents and guests are allowed to observe dancers through the viewing windows but should not tap on the glass or distract the students while they are in class. Please refrain from allowing your child to touch the windows.

B. Parents and guests that are observing the dancers MUST be respectful of others who are also watching by not making disparaging remarks, by talking on their cell phones, by allowing younger children to cry, scream, or play loudly, or by blocking the viewing windows. Those who are disrupting

the peace in the hallways or viewing area may be asked to refrain from their disruptive activity and/or asked to leave.

C. The lobby should be kept quiet and clean. Please respect the space and treat it as you would your own home. Siblings or younger children are not permitted to play in the lobby or outside on the balcony without parental supervision and Dance Du Coeur assumes no liability for injuries sustained inside or outside the studio. Please take measures to prevent your child from playing with or on the chairs and from spilling food or drink.

D. Please do not approach your child's dance instructor while he or she is working at the studio. Parents can fill out an inquiry form with their question or to express a concern and give it to Callie. Forms are available from the teacher or at front desk.

E. Parents and guests must stay in the lobby. They may not go into the studio rooms to get their children as the teacher will dismiss them into the lobby after class. Parents and guests are not to sit down or stand inside the studio to observe, video tape, or take pictures of a class unless they are invited to do so.

#### **4. Studio Rules**

A. Dancers should not wear their dance shoes outside, nor should they wear their street shoes onto the studio floor.

B. Try to arrive ten minutes early to class in order to properly stretch.

C. When you enter the dance studio room, be ready to dance! The teacher wants to use every minute of available time teaching!

D. No gum in the studio rooms.

E. No food or drinks (except water) in the studios.

F. Do not touch the mirrors or windows

G. No "horse play" in the studios. Do not allow children to play with the antique lobby seats or other furniture.

H. No guests are allowed in the studio during class unless they are invited by the teacher.

I. Teachers may cover the viewing windows if they deem it necessary to prevent students from being distracted by anyone or anything outside the studio room. This is at their discretion.

J. Please wait in the lobby or pick up your child on time. We are not responsible for students after their class is over.

#### **5. Teacher Instruction**

Teachers sometimes use a "hands on" approach to instruct students on proper technique. Please be advised before enrolling your child if you are not OK with this approach. Teachers may send the student out of the studio if they are not in dress code or not following studio rules or participating in class.

#### **6. Dress Code**

**Baby Ballet, PreBallet, Ballet/Tap and Ballet/Jazz:** a pink leotard with attached (sewn on) skirt, pink tights, and hair in a bun or neat pony tail. Boys wear black dance pants or shorts and white t-shirt.

**Ballet 1-5:** black leotard with pink tights, hair in a neat bun. Boys wear black dance pants or shorts and a white t-shirt.

**Hip-Hop:** clothes that are easy to move in (no jeans or slacks) and clean tennis shoes/sneakers

**Jazz, Contemporary, Tap:** clothes that are form fitting (not loose or baggy) and appropriate shoes or turners. Contemporary students can dance in bare feet.

## 7. Tuition and Registration Fee

A. **Tuition is due on the 25th day of the month and applies to the next month.** In other words, the tuition is collected in advance of the classes taken. **\$25 late fees are automatically charged on the 1st of the month to those with an outstanding tuition balance.** Tuition is prorated for partial months. The last FULL tuition payment is April 25 and will be for one full month. **Monthly tuition is based on the total number of classes offered during the school year and divided by 9, therefore it is a uniform amount each month, regardless of the number of weeks and holidays in any given month.**

Prices are:

One 30 minute class per week-\$65

One 45-60 minute class per week -\$105

One 1.25 to 1.50 minute class per-\$155

### **Discounts for three or more classes a week!**

#### **15% discount for three classes a week:**

Three 45-60 minute classes -\$268

Two 45-60 minute and one 1.25-1.50 hour class-\$310

Two 1.25 hour –1.5 hour and one 45-60 min classes—\$353

Three 1.25-1.5 hour classes - \$395

#### **25% discount for four classes a week**

Four 45-60 minute classes -\$315

Three 45-60 minute, and one 1.25-1.5 hour class -\$338

Three 1.25-1.5 hour and one 45-60 minute class -\$353

Two 1.25-1.5 hour and two 45-60 minute classes—\$390

#### **30% discount for five or more classes a week**

Five 45-60 minute classes—\$368

Six 45-60 minute classes—\$441

Three 45-60 minute and two 1.25-1.5 hour classes-\$438

Three 1.25-1.5 hour, and two 45-60 minute classes - \$473

#### **Unlimited classes-\$500**

B. Credit and debit card payments are subject to a 3.5% service fee. To avoid this fee, enter bank account information for all payments. **We do not take cash or checks.** Any declined debits or returned checks will be charged a \$25 fee for insufficient funds. Students will be suspended from class if tuition is more than two weeks past due. They may re-enroll but will have to pay a new registration fee.

C. **No refunds are given for missed classes, no exceptions.** If the studio cancels classes due to an extended period of bad weather or a pandemic, classes will be offered on Zoom if possible. Tuition will not be refunded or discounted due to emergency closures. In the event that we have an emergency closure and classes cannot be offered on Zoom, we will give students 30 days to make up the missed classes by taking any class of their level. They need to inform us through email or in person of their make up class choice.

D. Classes are offered once a week so the tuition below is the monthly rate PER STUDENT. Parents with multiple children may not apply the discount in this way. Parents with more than one child may have a

ten percent discount. No discounts are given for students in Company or who are on the “unlimited plan”. Prices stated in the 2023-2024 Policies supersede any discrepancies in pricing stated in advertisements or any outdated materials.

E. Registration is \$75 per student and \$125 per family. It is due upon registration. A student is not enrolled in a class until the registration fee is paid. If a student withdraws and re-enrolls within 45 days, a new registration fee will be charged.

## **8. Classes – Cancellations and Make Ups**

A) For the regular season, August 21, 2023 -June 1, 2024, we must have a minimum of four students in a class in order to keep it open. Classes with fewer than four students will be canceled with notice provided. For the summer classes, we must have a minimum of three students enrolled and they will be cancelled with two days notice.

B) Students who miss a class for illness or other personal reasons may make up the class by taking any other class that fits their schedule, as long as it is not above their level.

## **9. Trial Classes**

Prospective students wishing to try a class need to create an account online and then call or email us to request the trial. All trial classes are \$25 each, except baby ballet which is \$15.

## **10. Student Withdrawal from Class**

**There is a one month minimum for all classes, except in the summer. If a student wishes to withdraw, they must give one-month's written notice. If a student drops a class, their parent must inform the office manager in writing as soon as possible. If a student drops a class or withdraws from the studio after recital fees and/or costume fees have been paid, there will be no refund.** If a student decides to re-enroll after withdrawing from a class or classes, they will need to pay another registration fee.

## **11. Class Placement**

Students are placed in classes based on their age and/or skill and ability, as assessed by the teacher. The teacher may recommend moving the student up or down a level after further evaluation. A student may be denied entry into a class that is not the appropriate level. Teachers complete a written evaluation of their students prior to Recital and parents may have copies of these evaluations if requested. The evaluation will include the teacher's recommendation for which class the student should take in the following Fall and will be based on how well they achieved/learned the skills taught to them as outlined in the class curriculum. It may also be based on the student's level of commitment, their attentiveness and focus in class. Because Dance Du Coeur only offers four or five levels for any one dance form, it is unrealistic to expect a student to advance automatically to the next level every year. Most students spend more than one year in any given level.

## **12. Calendar**

There will be no classes on: Monday, September 4 for Labor Day, Friday, September 29 for Fort Bend County Fair Day, Halloween on October 31, Thanksgiving holiday, November 20-26, Winter break, December 18-January 1, Spring break, March 11-17, and Monday, May 29 for Memorial Day. There WILL

be classes on other school holidays not noted above, unless announced otherwise.

### **13. Recital**

**All** students are encouraged to participate in the recital at the end of the year (Saturday, June 1, 2024). We have found that over 95% of students participate in recital. It is the highlight of the year and a special time for family and friends to celebrate our students accomplishments as well as enjoy the beauty of dance.

**A. Those who do NOT want to participate in a recital dance for any particular class in which they are enrolled, must OPT OUT in writing by Saturday, November 4, 2023.** You can opt out of recital entirely or out of a single dance (for students in multiple classes). We will send opt out forms and remind you of the due date well in advance but if you do not fill out an opt out form, we will assume your child is participating in the recital dance for all classes in which they are enrolled and your account will be drafted for the associated fees on the designated dates.

**B.** The Recital Fee is \$85 per student. For siblings, the fee is \$75. **Recital fees are due by March 8, 2024.** A late fee will be charged if the recital fee is not received by March 25th . Seats are selected online through the Stafford Centre and release dates, prices, and instructions will be provided.

**C.** Costumes: The costume fee is \$85 per CHILD size costume and \$95 per ADULT size costumes with payment due **November 17, 2023.** Students who have not opted out (using the required form) of a recital dance **WILL** be **AUTOMATICALLY DRAFTED** with the account on file on this day. Costume fees cannot and will not be refunded if the student drops out before recital but they will receive the costume that they paid for. Students are responsible for alterations to costumes that do not fit as you desire. Every student will be measured and fitted for the costume that is ordered for her and Dance Du Coeur is not responsible for exchanging the costume for a different size if it does not fit, unless an obvious mistake was made, in which case the studio will exchange the costume. In all other cases, the studio will try to accommodate the student's needs if there is reasonable time and the costume company allows the exchange at no charge.

**D. There are no refunds of recital fees, costume fees or ticket purchases. No exceptions!**

**E.** Tickets to the recital are sold through and by the Stafford Centre according to their policies. The Stafford Centre charges ticketing fees which are beyond our control. Ticket prices are announced in March or April when tickets go on sale.

**F.** Choreography : The choreography for each dance is created by the teacher, based on his or her artistic vision. Choreography will not be modified upon request. Students are required to perform the choreography as created if they commit to be in the recital dance.

**G.** Participation: It is critical that all students attend class from February through May when the recital dance choreography is being taught to the students and as they practice together as a group. **If a student misses an excessive number of classes, to the detriment of the entire group and the success of the recital dance, the student may be removed from the dance and not allowed to participate in recital. No refunds will be given.** Students not performing in the recital will still learn the dance and will participate in class each week with the rest of the students. Learning choreography is an important part of dance and students will benefit from this exercise even if they are not performing on stage.

**H.** No photography or videotaping of the recital without permission from Dance Du Coeur.

#### **14. Studio Dismissal/Termination**

A student may be dismissed for non-payment or an excessive number of late payments, abuse or theft of property, behavior/actions that cause a disruption or compromise service to others, a failure to abide by studio policies, or at the discretion of the owners. We are a privately owned business and reserve the right to deny services to anyone that is not deemed a good fit for our studio.

#### **15. Injury**

Dance du Coeur, Sugar Land Dance Studio LLC, is not liable for injuries sustained on the studio premises, nor for any possible exposure to COVID or any other virus. Parents, adult students, and legal guardians of minor students waive the right to any legal action for any injury sustained at the studio and any COVID exposure. Parents/guardians are prompted to read and sign the waivers as part of their child's online registration. If a student enrolls at the studio, they will sign the waivers at the studio. The document will be kept on file for the term of the student's enrollment.

#### **16. Photography/Videography**

Dance Du Coeur takes pictures and videos of students for marketing purposes and all parents must sign a waiver for the release of their child's picture and/or video. Parents must indicate whether they will allow their child to be photographed or video taped on their registration form. For security purposes, a camera is set up at the front desk to monitor the activity of those entering and exiting the building. Cameras also exist in each studio and in the hallway.

#### **17. Studio Rental**

Charges for renting the studios are: \$35 per hour for an individual and \$55 for groups in Studio C, \$75 for groups in Studio A and B, per hour. All Rentals must be approved by the owner, although contracted teachers may arrange private lessons and reserve studio space according to our administrative procedures. Payment is made through PayPal on our website. Private lesson rates are solely between the student and the instructor