

Turning Pointe Centre for Dance

2023-2024 Parent/Student Handbook

273 Woodbury Avenue, Martinsburg, WV 25404
<http://mbcparks-rec.org/programs/youth-programs/dance/>
Email: tpcdance88@gmail.com

**On days of inclement weather please call after 2PM
(304) 264-4842 Ext.15 for cancellation announcements**

Turning Pointe Centre for Dance

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2023-2024 Dance Year Calendar

Dates are subject to change

September

12th: First Day of Classes

October

24th-26th: Costume/Dress Up Week! Wear an appropriate costume to class each day! (This is a great time to get another use out of old dance costumes from recitals).

November

7th-9th: Costume measurements will be taken in each class for costume ordering. Mid-November: Remaining costume balances will be invoiced.

Nov. 14th-16th Parent Observation Week

Nov. 21st-23rd: Thanksgiving Break, Studio Closed - No Classes

December

15th: Final Costume Fees Due

19th-21st Holiday Parties

26th-28th: Winter Break, Studio Closed - No Classes

April

2nd-4th: Spring Break, Studio Closed - No Classes

May/June

Costume Pictures-TBA (dependent on costume delivery)

Dress Rehearsal: TBA

Recital Dates: TBA

Please note that additional rehearsals for special performances, finale rehearsals, etc. may be held in the evenings or on Saturday afternoons

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Proper **Ballet** Attire

Attire: Leotard (style and color of your choice)
Ballet skirt or form fitting dance shorts over leotard optional

Ballet Slippers: Beginners - Full sole pink soft shoe-leather or canvas
Juniors & Teens - Split sole, pink soft shoe-leather or canvas
Pointe Shoes for Pointe - Fitting is dancer specific; please check with instructor/coordinator for additional information. We strongly suggest: FOOTLIGHTS in Frederick, MD (call for appt./fitting hours)

Tights: Beginners: Footed Tights (any color)
Junior and Teens: Convertible or footed tights (any color)

Ballet Boys: White t-shirt with black boys/men's tights or dance pants with white or black split sole Ballet shoes

Information for Ballet Attire

- Undergarments do not need to be worn under leotards unless absolutely necessary. Tights act as undergarments for girls.
- **Bra straps should match** the color of the leotard being worn and should not be visible in the back of the leotard. Nude leotards with built in bras or dance bras may be purchased if necessary. (Highly recommended)
- **Dance Sweaters** (*not hoodies*) and **leg warmers** are permitted in warm-up. Then, these items will have to be removed in order for instructors to see proper placement.
- T-shirts, sweatpants, baggy, or loose-fitting items will not be permitted.
- No jewelry (other than stud earrings) please.
- **Ballet Hair:** Pulled back in a secure bun for class.

Proper **Tap, Jazz, Hip Hop & Specialty Class** Attire

Tap, Jazz and Pom Dance Attire Options:

-Top: Leotard, tank top or camisole top

-Bottoms: Jazz pants, dance shorts with tights or leggings

Tap Shoes: Black tap shoe-Capezio or Bloch preferred, slip-ons or ties

Jazz Shoes: Beginner - Full sole-Black (slip-on) Jazz shoe

Junior & Teen - Split sole-Black (slip-on) Jazz shoe

Pom Dance Shoes: Black Jazz Sneakers

Hair: Pulled back in a secure ponytail or bun for class.

Hip Hop Attire: Any dance attire, athletic wear, sweatpants, leggings, etc. **Restrictions** are jeans, booty shorts or any revealing tops; midriffs must be covered, may wear Black Jazz Sneakers or any NON-STREET WORN Sneaker.

Lyrical, Contemporary, Modern, Turns, Leaps & Tricks and Acro Attire: Any style leotard or tank top and any color convertible/footless tights, leggings or dance shorts.

Shoes: Barefoot or "FootUndeez" (May be purchased in any color, but nude will be required for Recital and performances) "Acro Shoes" or "Agility Gym Shoes" may be worn for Acro if desired. You may find them at dancewearolutions.com, designsfordance.com or discountdance.com

Hair: Pulled back in a secure ponytail or bun for class.

All Classes: No jewelry (other than stud earrings) please.

Please label any and all items that your child brings to the dance studio!

****Please note that any student that comes unprepared may not be permitted to take class.**

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Where to Purchase Dance Attire

Footlights: Dance & Theatre Boutique
306 East Church Street
Frederick, Maryland 21701

(301) 696-1558

<http://www.dancefootlights.com>

Wilkins' Shoe Center
7 South Loudoun St, Winchester, VA

540-667-5600

The Dance Shop
1591 Winchester Ave.
Martinsburg, WV

304-267-6788

Online Ordering:

Best if you have been fitted and already know the brand that you like, as different brands size differently

DanceWear Solutions
www.dancewearsolutions.com

Discount Dance Supply
<http://www.discountdance.com/index.php>

(800) 328-7107

Just For Kix
[http://www.justforkix.com/
Designsfordance.com](http://www.justforkix.com/Designsfordance.com)

(800) 762-3347

Please note that there are many other places to purchase Dancewear; however, these are some of our favorite places (with great prices) to shop!

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Arrival and Dismissal Policies and Procedures

- **Students should be escorted to and from the door by an adult. All Dancers should wait inside the building when waiting for a ride.**
- Students should not leave the building if they are unable to locate their parent or ride. They should return to their instructor or the office, notify the Dance Coordinator or Instructor, and wait in the studio until someone comes to pick them up.
- **DANCE SHOES MAY NOT BE WORN OUTSIDE OF THE DANCE STUDIO.** Leotard and tights should be covered up when outside of the studio.
- Dancers should arrive **5-10 minutes prior** to their given class time and **be fully dressed** in uniform **with hair placed securely.** **There is not a separate lobby /waiting area,** students will quietly enter the studio and place personal items in the cubbies and have a seat on the chairs. Parents are not permitted to watch class unless it is Observation Week.
- Dancers should be picked up **no later** than 15 minutes after ending class time. If a student needs to leave class early, please notify the Dance Coordinator or instructor at the beginning of the class.
- Please have **younger dancers** use the restroom prior to class.

Attendance and Absence Policies

- If possible, we ask that students attend class when injured; however, not when ill or contagious. We respectfully request a written permission note or e-mail from a parent or guardian to sit out of class. These notes will be kept on file for excused absences.
- Absences from injury or illness are considered excused if accompanied by a doctor's note.
- There are no make-up classes for being out of class, and there is no tuition reimbursement for absences.
- Absences due to a long-term illness or injury may allow a suspension of tuition payments but does not ensure a space will be available upon the dancer's return.

Behavior Policy

For safety and for a nurturing learning environment, the following rules are for all dancers:

- Negative Attitudes and gossiping will not be tolerated by anyone. We try to create a positive, nurturing learning environment for all.
- No gum or dangly jewelry.
- No hanging or climbing on Ballet barres or touching mirrors.
- No running or horseplay in the studio.
- Only water (in bottles or containers) will be permitted in cubbies and dance studio.
- **Please no street shoes on the dance studio floor at any time.**

Turning Pointe Centre for Dance

Communication

- E-mail: Please make sure that the office has an up-to-date e-mail address in our system to be able to receive information.
- Literature may be sent home with students at the end of class from time to time.

We ask that parents refrain from asking instructors questions between classes so as not to infringe on the next class. Also, we would like to render the proper attention to questions via phone or e-mail:

Dancer or Policy Questions/Concerns:

E-mail Dance Coordinator, Jessica Meacham tpcdance88@gmail.com

Updating information, Billing, or Class Information?

Speak with Administrative Offices

(304) 264-4842

Cancellation of Classes

Inclement weather cancellations are usually made after 2PM We **do not** follow the Berkeley County Schools weather policy; **Call the office at (304) 264-4842 Ex. 15** to listen for a cancellation recording. If conditions at your location do not permit you to drive, please do not risk it! Canceled classes **will not** be made up.

Turning Pointe Centre for Dance

Tuition Payments and Policies

1. The studio works under an ANNUAL TUITION agreement. With an annual tuition agreement, your tuition is based on a nine-month timeframe, not a month-to-month basis. Tuition is due by the last business day of every month before 5PM and can be paid in the administrative office in person, by 11:59 PM online, or through the “drop box” on front porch or inside studio”. There will be no prorated classes/months.
2. All students are expected to be in the May/June Recital. **All TUITION and COSTUME FEES must be PAID to participate in Recital.**
3. To receive DISCOUNTED RATES, you must register for all classes at the same time for the computer system to allow the discount action.

Late Fee Policy and Procedures

- The first month’s payment will be paid at registration for September. Subsequent **payments are due the last business day of each month (October-May).**
- Failure to receive reminders does not excuse late payments.
- **If payment is not received on time, a payment-processing fee of \$10 is assessed.**
- If payment is not received, you will also receive a telephone call from our office after the statement has been sent. If payment is not then received, the student will be **suspended from classes** until the account is settled.
- Students with past due accounts will not be issued complimentary tickets or permitted to participate in Recital or performances until the account has been paid to date.
- No Personal Checks will be accepted for “dance tuition” after May 15th –only certified cashier’s check, cash, or credit card.
- A returned check fee is \$25.
- Patrons are notified and must settle the account within 10 days, or the student will be suspended from class until the account is settled.

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Costumes Fees

Costumes for our performances and Recital are special orders. Measurements of students will be taken during class time to help limit alterations to costumes upon their arrival. This does not mean that alterations will not be necessary for your child's costume. Payment is due by December 15th as ordering separately incurs additional fees. Please understand that each class performs a different role or number, therefore requiring a different costume for each class. If your dancer is enrolled in multiple classes, there will be more than one costume fee. ***These fees are not refundable, and costumes cannot be exchanged.***

- **\$20.00 a month (September, October, November) per costume will be collected to go toward costume fees to avoid an overwhelming balance in December.**
(any "overpayment" will be refunded.)
- Costume fee for each class costume invoiced in November (Payment due in full by December 15th)
- New shoes, tights, etc. for Recital-depends on costume and instructor
- You are responsible for Seamstress fees for costume alterations if needed

Optional Recital/Performance Costs

- Attire with studio logo
- Pictures and Picture Packages
- DVD of Recital
- Flowers, cards, and gifts

Registration, Tuition, Costume Fees, and Recital Tickets are non-refundable
All TUITION and COSTUME FEES must be PAID in order to participate in recital.

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Recital Information

During the second semester, we will begin handing out important Recital and Performance information. This information will give you more detailed information about our Recital including costume requirements, rehearsal schedule, hair and make-up requirements, and any additional information.

Pictures and extra rehearsals may take place during the April and May months. We will send home literature in advance.

Lost and Found

- **Label all belongings!** Label dance shoes on the inside only as writing on the bottom of shoes can be seen from stage during performance.
- The lost and found bin can be found beside studio doors by student cubbies.

We are not responsible for lost or stolen items. We highly recommend a dance bag to keep all belongings in during class. Please do not bring items of high value to the studio.

Thank you and welcome to the Turning Pointe Centre for Dance! We look forward to a wonderful dance season!