

# About Our Studio

Dance Your Dreams has been opened since August 2011 under the ownership and direction of Miss Laura Adams and continues to offer a wide selection of classes in Acrobatics, Ballet, Contemporary, CheerDance, Dance Theater, Fitness, Hip Hop, Jazz, Lyrical, Tap, Technique, and Voice. These classes are offered in a wide variety of class times to accommodate your busy schedule.

Our instructors are all highly qualified and make a point to stay current on trends in the dance industry as well as taking opportunities to further their dance education. They are selected to be a part of our family not only on their ability to teach, but also on their ability to relate to their students.

Our semester-end dance recitals are held at the beautiful Wilson High School located at 2601 Grandview Boulevard, West Lawn, PA 19609. We strive to give our dancers a professional theater experience along with giving their families a show to remember!

In addition to our regular class programs, Dance Your Dreams is proud to support and offer various extracurricular dance activities to enhance the dance and performance experience through community outreach performances, workshops, camps, master classes, Competitive Company, and other experiences throughout the season.

Our office staff has been hand selected and carefully trained on our system to serve you the best that we can. They are available anytime our studio is open to serve you.

We offer opportunities to purchase your classwear and performance needs right in our studio. Never worry about getting the correct apparel! Replace lost or outgrown items without making a separate trip to another location or struggling alone online!

## **Important Contact Information**

Our Address: 340 Morgantown Road

Suite 3

Reading, PA 19611

Phone Number: 484-254-6551

Website: [www.danceyourdreams.studio](http://www.danceyourdreams.studio)

Email: [office@danceyourdreams.studio](mailto:office@danceyourdreams.studio)

If you need to speak with your instructor outside of class, please let an office staff member know and they will have your instructor contact you as soon as possible.

If you would like to set up a time to meet with Miss Laura privately, please speak with an office staff member to arrange a time that works with everyone's schedules.

# **No Late Fees with Auto-Pay!**

No forgetting to pay the bill and no late fees EVER! Our payment system is Auto-Pay. Upon registering for the Fall or Spring semester, each account will sign up for Auto-Pay with the credit or debit card OR bank account of your choice. This will serve as your form of payment each month. If you prefer to pay with cash, check, or a different credit card, you are more than welcome to! Simply pay before the Auto-Pay date (listed under the "Yearly Fees" section) and no Auto-Pay will be deducted from your bank or credit card.

## **Tuition**

Tuition payments are due on the 1st of each month. Auto-Pay won't be deducted until the 5th of each month giving you ample time to pay by cash, check, or another card if you choose. If the account still has a balance on the 5th, the Auto-Pay system goes into effect and your account will be paid in full before the late fee would be applied on the 6th.

## **Costumes**

Costume fees will be applied to your account at the beginning of each semester. You will have enough time to complete any optional fundraisers offered if you wish before fees are due. If you wish to have your costume fees paid by the Auto-Pay system, please see an office staff member to fill out a form at the beginning of the semester. No costumes will be automatically paid for under any circumstances.

## **Any Additional Costs**

There is a 3% convenience fee added to all online transactions.

Only tuition will be deducted automatically. No miscellaneous/other costs will be deducted by the Auto-Pay system under any circumstances. Any fees accumulated on the account will be shown on monthly statements and discussed appropriately.

## **How to Sign Up**

At Dance Your Dreams, we do require a card (credit or debit) or bank account (ACH) to be kept on file. This is for your benefit to avoid the excessive late fees and to be sure your dancer does not have to miss classes due to overdue accounts. The card or bank account must be entered upon registering your dancer for classes. Please remember AutoPay will only kick in if your account still has a balance on the 5th of the month. Please contact us if you have any issues when entering information in your Parent Portal.

The Auto-Pay System has been put in place due to the overwhelming and increasing amount of late payments Dance Your Dreams has received.

We hope you enjoy the ease of our NO HASSLES PAYMENT SYSTEM and rest easy knowing there are NEVER ANY LATE FEES!

# General Information

## **Behavior Policy**

Dance Your Dreams reserves the right to remove any student from class for failure to observe its Code of Conduct without recourse. Parents and students who do not adhere to our Rules of Conduct policies will be expelled. Instructors reserve the right to meet with parents and students to discuss proper studio behavior at any time. Please refer to our Code of Conduct for further explanation about behavior.

## **Dress Code**

We require a dress code to maintain a professional appearance in class, to promote an environment where all dancers feel equivalent, to prevent younger children from losing focus on dance, and most importantly to allow instructors to properly see their students to make corrections in regards to technique and safety. It is of utmost importance to follow the dress code. Be sure to label all dance items with at least their initials. If dancers are not properly dressed or prepared for class, dancers will be asked to wear an outfit and/or shoes from the DYD's extras closet. Please refer to the Dance Classes & Dress Codes section for full details about Dance Your Dreams dress code.

## **Attendance**

Students unable to attend class are required to have a parent call, email, or Facebook message prior to class time to let us know. Any non-reported absences will be marked unexcused. If absences become excessive, Dance Your Dreams reserves the right to lower the dancers level or remove them from the class and performances. Students who are not contagiously ill are encouraged to attend so they can watch the class if not participate. If the student was too sick and did not go to school, they are too sick and not permitted to attend dance class. No school means no dance. No exceptions. Dancers are permitted to miss five classes during any one semester (excused and unexcused) to still participate in end of Semester Recitals. **There are no refunds or make up classes issued for missed classes due to personal reasons.**

## **Respecting the Classroom & Instructor**

Because dancing is fun, we often forget the most important part of the dance class - it is a CLASS! Just like any other class atmosphere, it should be respected as such. Please make sure your dancer knows they are there to listen, follow directions, and learn. We promise that if they follow the rules, they will have a great time while learning! Instructors who work with younger dancers will use a reward system to teach them how to be good listeners as they develop. This means that if they are exceptionally unruly for the day, they may not be rewarded for being a good listener. As a parent, we need your cooperation to let your dancers' instructor teach. All of our instructors are highly qualified in dance education and know how to do their jobs to best suit each age group and class genre. If you have questions, always feel free to ask, but please respect the professionals as professionals the same way you respect doctors, lawyers, etc. in their own field. Please also make your best effort to direct all questions to an office staff member first and please do not interrupt a class to speak with an instructor.

## **Classroom Doors**

Each instructor has their own policy regarding the opening and closing of the classroom doors. The doors are not guaranteed to be open every week or at all. Many instructors close the doors so that when they are open, the viewers see the dancers progress. Others close them to help the dancers focus on the class instead of the hallways/lobby areas. Please keep in mind that your dancer's attention needs to be on the instructor and class material. Please trust our instructors as they are highly trained and eager to share their knowledge with your dancer. After all, that is what you pay for dance lessons for! If the classroom door is closed, out of respect for the instructor and the attention span of the dancers, please do not open the door for any reason. If you would like to take some photos, please ask the instructor before doing so. If you would like to video their routine (we actually encourage this for practicing!) please let the instructor know and we can find the best time to do so. Together, we can ensure that your dancers get the most out of their classes while you continue to observe in a successful way!

## **Observers**

Observers are encouraged to watch the class via CCTV or through the classroom doors whenever open for a few minutes at a time. Please do not block the door by standing in the doorway for long periods of time or

by putting a chair in the doorway. Please do not wave, use sign language, try to talk to, knock, or use any other form of communication that takes your dancer's attention away from class. Observers are not allowed to enter the classroom at any time. This disrupts the entire class and will result in the closing of the door. Please take advantage of our lobby space and CCTV for viewing your dancers class.

### **Lockers and Restrooms**

Dance Your Dreams has cubbies and lockers available for any dancer to store their items while they are in class. No items should be brought into the classrooms or left in the lobby except for water bottles. Please help keep our lobby clear by encouraging your dancer to put all coats, bags, shoes, etc. in a cubby or locker while they are in class. DYD also has a girls and boys restroom for dancers and parents to utilize. Please do not leave any children unattended in the bathrooms. We take great pride in keeping our dance studio as clean as possible, including our bathrooms. If you or your dancer makes a mess, please clean it up. If the bathroom is not clean or out of any supplies, please notify an office staff member immediately so we can tend to it. If a toilet clogs while you are using it or was clogged when you entered, please notify an office staff member right away so we can deal with it immediately.

### **The Homework Area**

DYD has strong beliefs that school comes first no matter how much a child enjoys dancing. We have a designated desk located in the lobby for any dancer who needs to focus on their homework. We also have resources available if a dancer needs some assistance in subjects at school. This desk/area should be used for dancers and their homework only. If you see a dancer utilizing this desk, please do not interact with them as they should be focusing.

### **Snack Shop**

For your convenience, DYD provides a snack shop offering a wide variety of quick snacks to eat, water bottles to stay hydrated for dancers and parents alike, and coffee, hot tea, and hot cocoa to be enjoyed. Please see an office staff member for assistance.

### **You are Responsible**

Any damage to studio property or furnishings will be billed appropriately to the responsible parties involved. Any parents or students that do not agree with this policy can be dismissed from the studio at the discretion of Dance Your Dreams.

### **Lost & Found**

Please put your dancer's name or initials in all of their shoes and other belongings so we know who they belong to when they are accidentally left behind. Please keep all belongings in your dancer's bag, locker, or cubby while they are in class so hopefully nothing gets left behind. If you do lose an item, whether it be dance shoes, toys, or regular clothing, please check our Lost & Found box located near the office area frequently. We do donate any unclaimed possessions at the end of the season.

### **Substitutes and Make Up Classes**

In the event that your instructor is ill or has to miss a class for any reason, DYD will do our best to provide a substitute for their class. If we are unable to find a suitable substitute, Dance Your Dreams will cancel the class and schedule a make up class as soon as possible.

In the event that we have to cancel classes due to inclement weather or some other event out of our control, a make up class will be scheduled. Just like academic schools, Dance Your Dreams does build in "snow days", one to two per semester, into our schedule. The first missed class(es) will not be made up, but any additional missed classes will be.

### **Bulletin Board and Important Dates**

Dance Your Dreams provides an up to date bulletin board inside of the studio as well as a digital bulletin board on our website that will provide our dancers and their families with important dates and new program information. All important dates can also be found on our yearly calendar located on our website, the calendar view on our website, and emailed out in a timely matter.

### **Website and Facebook**

If you need information or have a question, please do not hesitate to check our website or our Facebook page. If your question is not answered, please send us an email at [office@danceyourdeams.studio](mailto:office@danceyourdeams.studio). You will find all of our important dates and almost anything you need on our website!

## **Social Media**

We encourage our dancers parents (and even dancers if they are old enough!) to talk about their dancers on social media, tag Dance Your Dreams in posts, and even share our posts! We encourage it so much, we give tuition discounts if you do! (See our [Semester Tuition Prices](#) for details) We do discourage foul language or inappropriate behavior associated with any posts involving DYD on social media. We also discourage posting videos of any of our classes, routines, or performances that are longer than approximately 30 seconds in length. Please also be aware that when you post pictures/videos on social media that include other dancers, you may not have permission from their parents to post pictures/videos of their children. Social media sites may not be used to publish disparaging or harassing remarks about the DYD community members, including, but not limited to, faculty, staff, and students. Those who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the DYD community members, including, but not limited to, faculty, staff, and students. Failure to abide by this Policy may result in disciplinary action at the discretion of Dance Your Dreams.

## **National Dance Week**

Dance Your Dreams is an Ambassador with the National Dance Foundation. The goal of the National Dance Foundation is to spread our passion for dance with the community. Each year we participate in National Dance Week which includes themed days, many activities, contests, and more! The entire week is also bring a friend week! Your dancer is encouraged to bring as many friends as they would like to their classes throughout the week to share their joy for dance. All details will be announced closer to the dates.

## **Fundraisers**

Fundraisers are a "Fun" way to "Raise" money to help cover your dance costs. We provide one or two fundraisers per season to make it easier for you to pay your bill and/or allow your child to take as much dance as they like without hurting your wallet. Fundraisers can be put towards all costs of dance. Please be sure to follow all instructions given on Fundraiser packets. Also, remember it is important to pick up your Fundraiser order on the scheduled delivery day. DYD has no space to properly store any orders. No Fundraisers are required, only an option if you wish to participate.

## **Holidays**

Although we follow a similar holiday schedule to most schools, we do not follow any school system for holiday breaks. We are not closed on all of the same days as schools, etc. Please make sure to mark down our holiday breaks which are available on our full season calendar on our website.

## **Snow Days**

Since roads could be treacherous in the morning and clear by the afternoon, Dance Your Dreams chooses not to make a final call about closing until 3:30PM. We do not follow any school closings for snow days. In the case of hazardous weather during our business hours, we will notify you by email, text message, Facebook, website, and WFMZ. If you are unsure if we are open or closed, please first check these contact methods and then give us a call if you are still unsure. Please always use your best judgment about your specific area before leaving to bring your dancer to class. If you are uncomfortable leaving to attend class, please stay home. Simply give us a call and let us know.

## **Elite Dreams Dance Company (Competitive Dance)**

Each Summer, we offer an open call audition process for dancers interested in joining our competitive teams. For dancers showing a great passion for dance, please see an office staff member or reach out to us for more information at [office@danceyourdreams.studio](mailto:office@danceyourdreams.studio). From there, we will guide you on how to proceed.

# Code of Conduct

The purpose of this is to give you, our parents and students, a guide to success at our studio. We want to prevent any miscommunications by properly responding to any actions and reactions in all possible situations. Please be sure to read the Studio Etiquette Guide all the way through. If you have questions, feel free to ask! Our goal is great service. The only thing we ask in return is that our policies and facility are observed. Dancers and parents are required to show respect for the studio, all instructors, and all other dancers. No bullying or vulgar language will be tolerated. Dance Your Dreams reserves the right to remove a dancer or observer for failure to follow all policies and procedures.

Thank you for taking the time to get to know us!

## **Arrival for Class**

1. Dancers are expected to arrive not more than 5-10 minutes prior to class. Dancers are only permitted inside classrooms during their scheduled class(es) unless special permission has been given.
2. Please keep in mind that we are not babysitters. Please remain with your dancer until class has started and be prompt in picking them up after class.
  - a. If you must bring your dancer early or pick them up late, please speak with a staff member to make arrangements. Arrangements can easily be made.
  - b. Dancers brought early or left late without notice or emergency reason will incur a \$1.00 per minute babysitting charge.
3. Dancers should have all items to be prepared for each class.
4. Only enrolled dancers at DYD are permitted in classrooms. No siblings are permitted in classrooms or locker rooms at any time.
5. Please have your dancer place all coats, bags, other items in a cubby or locker to be sure our lobby is kept clear.
6. **Late Arrivals:** Dancers are not permitted into class 10 minutes after class has started. Every time your dancer is late they miss something critical to their success in class and it causes safety concerns.
  - a. We do understand there is unexpected construction, accidents, weather conditions, etc. occasionally.
  - b. If they miss the warm up, their muscles are not ready to dance which leads to injury. If they miss exercises, they aren't learning technique they need to perform steps/skills correctly. Depending on how late they are, they miss out on important corrections regarding their actual routines. Also, entering the classroom late is extremely distracting to all other dancers and takes away valuable class time for the instructor to regain the focus of the class.
  - c. All late arrivals must be reported. Please be on time.
7. If your dancer is 9 years old or younger, we require you to bring your dancer into the building, prepare them for class, and make sure they are inside the classroom at their designated class time with their instructor. At that point if you would like to leave, you can. Please be sure that you are back approximately 5 minutes before your dancer's class is over so you can greet them right away.

## **During Class**

8. Breaks during class are given at the discretion of the instructor only and will only be long enough for a quick drink of water.
  - a. We encourage dancers to bring their water bottle into the classroom with them to avoid having to leave for drink breaks.
9. Bathrooms are to be used before and after class only.
  - a. It is inevitable that once a 4 year old has to use the bathroom, every 4 year old in the class has to then use the bathroom. Please help your instructor out by making sure your dancer has taken a bathroom break before class begins. We prefer no bathroom breaks to be taken during class unless it is an emergency. Dancers are expected to remain in class until the end of class unless a short drink break is given. This saves valuable class time.
10. Dancers are expected to remain in class until the end of class unless dismissed for a break.
11. Eating or drinking is not permitted during class unless a short drink break is given. No food or drink, except water, is permitted inside of classrooms.

12. Absolutely no cell phones are permitted during class. Please remember, your dancer is in class to learn and the cell phone can wait!
13. If the parent/guardian chooses to stay during class, we kindly ask that you do not disrupt the class and refrain from talking to your dancer unless a short break is given. The instructor needs their time with your dancer and time is limited!
14. No running, horseplay, foul language, or other disruptive behavior will be tolerated from dancers in class. Please encourage your dancers to be respectful of their instructors and their peers. If a dancer cannot follow this, DYD instructors reserve the right to remove them from class.

### **Classroom and Equipment**

15. We know big open rooms and our equipment look like a lot of fun to run around in and play with, but this is a HUGE safety concern and they do not have permission. Our classrooms and locker rooms are not play areas. Our equipment is not used for play and requires careful supervision. Only dancers enrolled at DYD are permitted inside the classrooms during their designated class(es) time(s) only. No siblings are permitted inside of classrooms or locker rooms at any time for any reason. Please do not allow dancers inside classrooms unless their instructor is present or they have been given special permission.

### **The Waiting Area**

16. DYD provides a comfortable waiting area for all of our parents/guardians to enjoy while their dancer enjoys class. There are plenty of chairs, reading materials, as well as children's books for siblings to read. It is important that you and your children be respectful of others in the lobby.
17. We expect good manners and respectful behavior to be used in, around, and out of the studio. No furniture or any items in the lobby should be moved at any time. Our chairs are not a foot rest nor climbing equipment.
18. Please be sure to remember our lobby is not a play area. **Running, jumping, screaming, climbing, and throwing things are very disruptive to others and can cause serious injury and these activities are not permitted in our studio at any time.** We also need to keep our lobby area clear. Please do not allow children to lay on the floor, sit in the middle, etc.
19. Please make sure your children are supervised at all times and follow these rules. There is a local park within walking distance if needed.
20. We also ask that the noise level is kept to an absolute minimum. Dancers may be utilizing our homework station and need to focus. Instructors may also be attempting to keep the door open to their classroom and can only do so if there are no major distractions happening. We ask that conversations be kept between you and your neighbor quietly to not disturb those around you or interrupt the flow of the studio.
21. **Trash Bins:** There are multiple trash receptacles located around the studio. Please be sure to clean up after yourself and your children. Please help the staff at DYD by making sure your garbage is cleaned up.
  - a. We also ask that you do not throw any diapers in our inside trash bins. We do not take the garbage out every day and you can imagine the smell a stinky diaper leaves behind! Please utilize the outside trash receptacle for any diapers.
  - b. Please be respectful of our studio by cleaning up after yourselves at all times if you choose to eat in our lobby area. Leaving food/drinks creates insects and more work for our staff. If you need a vacuum or paper towels to clean up any accidental messes or spills, please ask an office staff member immediately as we are happy to get it and help! We want to keep our lobby nice for everyone at all times!

### **The Office Area**

22. Our office staff takes pride in serving all of our clients to the best of their ability. It becomes difficult to do so when clients linger around the office to chat for long periods of time. Our staff gets distracted which leads to other clients getting ignored and receiving a lower quality of service. While we want you to feel comfortable in our studio, please find a space in our lobby to make yourself comfortable while your dancer is enjoying class. We want our staff to be able to give everyone the same top quality service you want from us when you enter each and every day. Unless you are asked to help with things, please do not stay in the office for any longer than needed. Sometimes personal information needs to be given or discussed in the office and we need the privacy to do so.

## **Missed / Make Up Classes**

23. Attendance is very important to your child's dance education experience - especially when it comes to their performances. They can't learn if they aren't there! If your student is absent too often, they will fall behind and feel lost when they return to class which can lead to anxiety, a loss of self confidence, and stage fright come performance time. We completely understand and expect them to miss when they are sick, out of town, or must attend school functions for grades. But otherwise, attendance is crucial to their success.
24. All absences are required to be reported by a parent by phone, email, or Facebook message. All non-reported absences will be marked as unexcused.
  - a. All absences require some type of documentation (i.e. doctor's note, etc).
25. If absence becomes excessive, Dance Your Dreams reserves the right to lower the level of the dancer or remove the dancer from the class.
26. In order for a dancer to participate in Winter & Summer recitals, a maximum of five total absences (excused and unexcused) are allowed per Semester to still participate in recitals. If more than this is required, written notes may be requested for approval.
27. Dancers have the option to drop, add, or switch classes until September 10th for Fall Semester and February 10th for Spring Semester. After this time, approval is needed by the director and instructors.
28. If a dancer chooses to drop a class at any time in the season, written notice must be given to the office at least two weeks prior to next tuition payment being due or tuition payment is still due for the next month. There are no refunds on paid tuition. Please visit the office or our website to fill out an Add/Drop Form to complete the process.
29. Missed classes due to any personal reason are not required to be made up and do not constitute a refund or discount.
30. Tuition is due whether your dancer attends class or not.
31. All holiday and other closings are listed on the Season Calendar. Please be aware of these dates. Holiday and other pre-scheduled closings will not be made up as they are accounted for in each semester's schedule.
32. Cancellations of classes due to weather will be posted on WFMZ, the dance studio website, social media sites, texted, and emailed. These classes will be made up on later dates and announced by the class instructor.
33. If for any reason a dancer must leave class before the scheduled time, notifying the instructor is required. If an emergency occurs, please notify office staff first so they can get your dancer as quickly as possible for you. Please do not disrupt the class.
34. Dance Your Dreams reserves the right to cancel a scheduled class due to low enrollment. This is rare, but can happen. We will work with you and your dancer to find an alternate class.

## **Costumes**

35. Performance costumes will be chosen by the instructor of the class and approved by the director.
36. Winter Recital costume fees are due absolutely no later than October 5th. All Winter Recital costumes are \$30.00 TOTAL. All classes will wear the same costume/tights. Summer Recital costume fees are due no later than February 15th. All Summer Recital costumes are \$60 per class/costume. Optional fundraisers will be available to help with costs, if desired.
37. All shoes and tights must be purchased through Dance Your Dreams. Details will be given out on this closer to performance dates.
38. Tights, shoes, and other accessories required for each class costume will be announced and are your responsibility to obtain before the first scheduled rehearsal.
39. Please remember that costumes are never to be worn outside and preferred not to be worn until the recital is over. Dance Your Dreams is not responsible for damaged costumes. If a costume is damaged, a new one will not be ordered.
40. Pictures in costumes should not be posted on social media until after performances.
41. Dance Your Dreams' staff will measure all dancers appropriately and sizes will be given to be ordered accordingly.
42. Parents/guardians are responsible for any adjustments needed to the costume. Absolutely no exchanges will be done for costumes.



## Performance Rehearsals and Recital Week

43. Our Recital Weeks are a very hectic time with over one hundred dancers needing to be prepared for rehearsals and performances.
44. Please be sure you know your call time / start time and please DO NOT BE LATE! Waiting for one dancer to arrive can throw the entire schedule off track. Please also arrive fully prepared for rehearsal.
45. Be sure to refer to our [DYD's Guide to an Easy Recital Season](#) to answer all of your questions. Please also respect our lack of space inside of the studio for rehearsals.
  - a. This guide is updated and released every semester as we get closer to the date of the Recitals.
46. No parents/guardians are permitted to stay at any rehearsal (at the studio or Recital venue) for any reason. We have volunteers for all classes that need assistance. This applies to everyone. Please do not assume you are the exception to this rule.
47. Please be patient with our instructors, staff, and volunteers. Our main focus is the dancers as all questions should be dealt with prior to any rehearsals.
48. Please be sure to read all information given out (email, website, bulletin board, and physical papers) prior to any Performance Rehearsals and Recital Week and ask any and all questions in advance.

## Proper Communication

49. Resolving Misunderstandings & Answering Questions
  - a. Our goal is the best customer service possible. By following the proper steps to resolve
  - b. issues, you can help us serve you better!
    - i. **Class Concerns:** With so many different families and dancers attending each week, it is inevitable that from time to time a misunderstanding will arise. We want to make sure you are equipped with the proper steps to get these issues resolved as quickly and successfully as possible. If you have an issue or question about anything that happened in your dancer's class, the first step should always be to speak directly to the instructor about it AFTER CLASS. If they have another class immediately following, they will gladly set up a time to call you on the phone or speak to you in person when they are free.
      1. Please also feel free to speak with an office staff member to have them talk to your instructor to have them get in contact with you. Please do not approach anyone else before talking to your instructor. No one else was in the classroom and has no knowledge of what happened. Most things can be quickly resolved between the parent and instructor where as it takes much more time if a "middle man" has to go fact-finding and deliver messages back and forth. All of our instructors want your children to have positive experiences and are happy to talk to parents whenever necessary.
      2. If you have spoken to your instructor and the issue still lingers, then please feel free to reach out to Miss Laura to set up further discussion.
    - ii. **Account Concerns:** If you have an issue dealing with your account, please go directly to an office staff member. DYD instructors do not have access to specific account information therefore cannot assist you. If account errors need correcting, we will work with you to get everything rectified as quickly as possible.
    - iii. **Policy or Other Studio Concerns:** If you have questions about studio policy, emails that go out, notes that go home, upcoming events, etc. please speak with an office staff member preferably by email ([office@danceyourdreams.studio](mailto:office@danceyourdreams.studio)) or by stopping in to the office.
50. Staying Informed
  - a. We make every effort possible to make sure you get all of the information you need by email, post, and in person. We put a lot of thought and time into our emails and other information and need you to take the time to read through ALL communication. To assist us in this effort:
    - i. Make sure we have a current active email address (many email addresses can be added to your dancers account so feel free to add as many as you wish - mom, dad, grandparents, babysitters, etc. - to stay in the loop)
      1. The majority of our communication is done through email
    - ii. Please do not unsubscribe from our emails while you have a current student with us. The majority of our communication is done via email. You will miss so much.

- iii. Always ask your dancer for notes they were given by office staff or instructors when you pick them up
  - iv. Make a point to check out our Digital Bulletin Board on the website ([www.danceyourdreams.studio](http://www.danceyourdreams.studio)) where most important information is posted
  - v. Check your Parent Portal frequently for billing updates
  - vi. "Like" us on Facebook ([www.Facebook.com/DanceYourDreams](http://www.Facebook.com/DanceYourDreams))
  - vii. Make sure we have all updated phone numbers associated with your account
  - viii. Read our Bulletin Board inside of the studio EVERY MONTH and ALL emails
- b. Our goal is to serve you the best we can, but sometimes, those important dates and notes will be missed if you are not reading what you are given. We will do our best if you will do your best!

51. Please Don't be a "Dance Mom"

- a. You've all heard about the show if not seen it, right? A small group of mothers sit in a room and complain about everything while their dancers dance. While we do not agree with nor defend the actions of the dance studio owner in said show, PLEASE DO NOT BE A "DANCE MOM" like those ladies.
- b. Please have the respect for us and our studio not to sit in it and complain just for the sake of complaining or just having something to talk about. It makes for such a miserable environment for everyone!
- c. Please bring any legitimate issues to us to be resolved, but don't behave poorly by gossiping about other dancers or insulting a staff member within our studio. If you hear someone else acting like a "Dance Mom", walk away to discourage them from doing so. If you don't feel there is an issue to discuss with us to resolve, please keep the conversation positive and uplifting as we want our environment to be for all.
- d. Yes, we've asked "Dance Moms" to leave before.

**Safety**

52. Please walk young dancers all the way across the parking lot and to and from our doors. While we attempt to keep our parking lot only for customer use, the surrounding community tends to use it for a throughway often and we cannot guarantee their speed. When utilizing our studio parking lot, please only enter the front from Morgantown Road and please only exit the rear onto Bartlett Street to ensure the flow of traffic is correct. Please also never stop your vehicle along the stairs/ramp at the studio for any reason. There is not enough room for cars to continue to move through properly when people stop at the stairs/ramp. Please utilize the street for parking whenever possible if spaces in the parking lot are not available. Please only park in a parking space in the parking lot and be courteous not to park anyone in. No dancer is to leave the studio to wait for a parent to pick them up under any circumstances.

# 2019-2020 Yearly Fees

**Registration Fee:**

\$20.00 per dancer is due upon sign up and once per season.

**Tuition:**

All accounts are required to be signed up for Auto-Pay to avoid late fees. Each Semester is divided into 5 equal monthly payments for your convenience. Fall Semester payments are due September through January. Spring Semester Payments are due February through June. To avoid late fees, all accounts are signed up for Auto-Pay. You may pay cash, check, or with a different card before the Auto-Pay date if you prefer. Auto-Pay will be run on the 5th of every month from September to June.

If a dancer/parent chooses to stop dancing all together at any point after October 15th in the Fall Semester or March 15th in the Spring Semester, the rest of the season's tuition is due.

**Accepted forms of payment: cash, check, Visa, Mastercard, Discover, debit, and bank account (ACH).**

## 2019 Fall Semester Tuition Prices

Fall semester pricing is for dates of August 19, 2019 through January 16, 2020. Pricing is based on 18 week semester.

Hours Per Week	Cost Per Semester September-January	Payment #1 September 1st	Payment #2 October 1st	Payment #3 November 1st	Payment #4 December 1st	Payment #5 January 1st
0.5	\$155.00	\$31.00	\$31.00	\$31.00	\$31.00	\$31.00
1	\$210.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00
1.5	\$335.00	\$67.00	\$67.00	\$67.00	\$67.00	\$67.00
2	\$390.00	\$78.00	\$78.00	\$78.00	\$78.00	\$78.00
2.5	\$440.00	\$88.00	\$88.00	\$88.00	\$88.00	\$88.00
3	\$490.00	\$98.00	\$98.00	\$98.00	\$98.00	\$98.00
4	\$620.00	\$124.00	\$124.00	\$124.00	\$124.00	\$124.00
5	\$725.00	\$145.00	\$145.00	\$145.00	\$145.00	\$145.00
6	\$825.00	\$165.00	\$165.00	\$165.00	\$165.00	\$165.00
7	\$930.00	\$186.00	\$186.00	\$186.00	\$186.00	\$186.00
Unlimited Classes (8 or More Hours / Week)	\$980.00	\$196.00	\$196.00	\$196.00	\$196.00	\$196.00
Private Lesson (30 Minutes/Week)	\$235.00	\$47.00	\$47.00	\$47.00	\$47.00	\$47.00
Semi-Private (30 Minutes/Week)	\$120.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00
Registration Fee	\$20.00	Per Student - Per Year				

**Tuition Discounts:**

Full Semester paid by September 5th (Fall) and February 5th (Spring) receive 5% off total. Full Season paid by September 5th receive 10% off total.

## 2019 Fall Semester Discounts

<b>Pay In Full (Semester)</b>	Pay entire <u>SEMESTER</u> (September through January payments - <u>FIVE</u> in total) in full by September 5th and receive 5% off the total amount of tuition due
<b>Pay In Full (Season)</b>	Pay entire <u>SEASON</u> (September through June payments - <u>TEN</u> in total) in full by September 5th and receive 10% off total amount of tuition due
<b>Multi-Student Discount</b>	Receive 10% off tuition for the second student enrolled Receive 15% off tuition for the third student enrolled
<b>Referrals</b>	10% discount applied to total remaining tuition balance for the current semester after three students register and make first payment
<b>Social Media</b>	<ul style="list-style-type: none"> <li>• Leave a review on Google or Facebook - \$5.00 off of next tuition payment</li> <li>• Share a post on any platform of Social Media - \$5.00 off of next tuition payment per post shared <small>(*Limit three per month*)</small> <ul style="list-style-type: none"> <li>○ You must notify the office with proof of your post to receive credit</li> </ul> </li> <li>• Tag Dance Your Dreams in any Social Media platform post about your dancer or the studio - \$5.00 off of next tuition payment per post <small>(*Limit three per month*)</small> <ul style="list-style-type: none"> <li>○ You must notify the office with proof of your post to receive credit</li> </ul> </li> </ul>

**Late Tuition Fees:**

All accounts are signed up for Auto-Pay to avoid any and all late fees. However, if when Auto-Pay is run on the 5th of the month (September to June) a card is declined for any reason, a late fee of \$20.00 will be added to the account. If a payment is not received by the 15th of the month, an additional \$15.00 late fee will be added to the account. If payment is not received by the 30th of the month, a final \$15.00 late fee will be added to the account, the dancer will not be permitted to participate or attend class until the account has been fully rectified, and the account may be sent to collections at the discretion of Dance Your Dreams.

**Returned Check Fee:**

There is a returned check fee of \$35.00 for all non-sufficient funds checks. This must be paid and rectified before the next month's tuition is due. All applicable late fees, dismissal from class, and rules about the account being sent to collections will apply.

**Costume Costs:**

Costume payment for Winter Recital is due October 15th.  
Winter Recital costume cost is \$30.00 TOTAL.  
Costume payment for Spring Recital is due February 15th.  
Spring Recital costume cost is \$60.00 PER CLASS.

**Dance Photos:**

You will have the option to purchase dance photos of your dancer on our designated Picture Day. All information will be released closer to the date. Prices are at the discretion of the photographer that Dance Your Dreams hires.

**Recital Costs:**

Other costs associated with Recital are tickets for the show. Recital tickets are \$15.00 per ticket and every person over 4 years old MUST have a ticket to get into the show. (4 & under may sit on a lap - however, if needing a seat, a ticket is required) Tickets are sold online beginning 6 weeks before each Recital. If there are tickets left over, they will be sold at the door for \$20.00 in exact cash only. Photos and videos of each Recital will also be available at a cost. Please refer to our "DYD's Guide to an Easy Recital Season" for full details on purchasing tickets and pricing for photos and videos.

**Fundraisers:**

We offer 1 to 2 OPTIONAL fundraisers periodically throughout the year to help you cover dance expenses. Information will be given out in a timely manner to participate in any fundraisers.

**Withdrawing From Class:**

In order to make sure the Auto-Pay is stopped on time, all withdrawals from any class must be made in writing two weeks prior to tuition being due. NO EXCEPTIONS. Please visit the office to obtain a Withdrawal form as soon as possible. There is absolutely no refunds on paid tuition.

**Collections:**

Any past due balances that we are unable to obtain within a reasonable time will be sent to our collection agency as delinquent at the discretion of Dance Your Dreams.

# Dance Classes & Dress Codes

**Acro-Acro/Tumbling:** Class helps to develop courage, strength, stamina, coordination, flexibility of all parts of the body, jumping abilities, and grace. Each class will focus on developing flexibility, balance, muscle control, discipline and concentration. This class focuses on fundamental acrobatic technique, teaching many different skills. All precautions for safety are taken into account with proper explanations, demonstrations, equipment and assistance.

**Dress Requirements:** A leotard is required. Tights are preferred. Bottoms are permitted. No tops are permitted.

**Ballet:** Known for helping dancers increase body control, balance, agility, and core strength, Ballet is an essential cornerstone in a dancer's training. A solid foundation in Ballet actually helps dancers perform better in other styles. Classes contain both the Italian Cecchetti Method, (focused on smaller, more delicate and precise movements with emphasis on body control), and the Russian Vaganova Technique, (specializing in grander, more expansive movements).

**Dress Requirements:** A leotard and tights are required. No tops or bottoms are permitted. Skirts are permitted. Pink Ballet shoes are required.

**CheerDance:** This high energy class will help you learn how to work as a team. The class will focus on correct arm placement, proper execution of jumps, tumble skills and stunts. Dancers will work on strengthening the entire body while learning about the different safety precautions that should be used while cheering. All safety precautions are taken including use of mats and stunt helping.

**Dress Requirements:** A leotard and tights is recommended. Bottoms are allowed. No tops or skirts are permitted. Jazz shoes or sneakers are required.

**Contemporary:** Contemporary explores moving the body, especially the spine, in ways different from more traditional styles. The class teaches dancers to ground themselves and adjust their weight placement to use the floor in a whole new way. Both fluid and sharp movements are found in this barefoot style of dance, which can express a message, story, emotion, mood, or feeling through movement. **\*\*JAZZ OR BALLET IS REQUIRED TO TAKE THIS CLASS\*\***

**Dress Requirements:** A leotard and convertible/footless tights are required. Tops and bottoms are permitted. Tan canvas half soles are required.

**Dance Theater:** This class combines the artistic worlds of Theater and Dance, teaching dancers how to tell a story, play a character, and convey moods, feelings, and emotions through dance. **\*\*DANCER MUST BE ENROLLED IN ANOTHER CLASS (ANY STYLE) SIMULTANEOUSLY TO TAKE THIS CLASS\*\***

**Dress requirements:** A leotard and tights are required. Bottoms are allowed. Tops are not permitted. Tan Jazz shoes are required.

**Hip Hop:** This ultimate high-energy class infuses the most modern styles of dance including old and new urban, street, breaking, popping, and locking. During class, dancers will step outside of the box and will use their own personality and style to make movements and combinations their own. Dancers will be working on strength and stamina to master basic steps through intense combinations.

**Dress Requirements:** Loose fitting clothes are permitted. Black sneakers are required.

**Jazz:** This high energy class combines a lot of movement with the discipline of technique. We will focus on isolations of the body, improving performance quality, and complex rhythms and patterns. Dancers will learn various styles of Jazz such as Broadway, Street, and contemporary to grow as a well rounded dancer.

**Dress requirements:** A leotard and tights are required. Bottoms are permitted. No tops permitted. Tan Jazz shoes are required.

**"Lil" Levels:** Class is meant for dancers ages 3 years old through 4 years old. We will be working on developing or enhancing listening, social, and motor skills through movement. We combine many activities to keep the interest of the dancer and teach the fundamentals.

**Dress Requirements:** A leotard and tights are recommended. Pink Ballet shoes and black Tap shoes are required for Lil Ballet/Tap. All black sneakers are required for Lil Hippers. Bare feet for Lil Tumblers.

**Lyrical:** Lyrical is a combination of Ballet and Jazz where you can learn how to make the body flow and connect from movement to movement. Learn to portray true emotions through the body, face, and use of musicality. With progression of the class, we will emphasize music lyrics while telling a story with fluid movement. **\*\*JAZZ OR BALLET IS REQUIRED TO TAKE THIS CLASS\*\***

**Dress Requirements:** A leotard and convertible/footless tights are required. Tops and bottoms are permitted. Tan canvas half soles are required.

**Tap:** Using foundations from all forms of dance, tap is created by a mixture of Ballet and Jazz movements and Tap sounds. In this class, dancers will learn everything from basic to complex steps and how to put those steps together to create a variety of unique and fun beats with or without music. We will explore both rhythm and Broadway styles.

**Dress requirements:** A leotard and tights are required. Bottoms are permitted. Tops are not permitted. Tan Jazz shoes are required.

**Technique:** This class intensely trains dancers in both Ballet and Jazz styles to improve a dancer's quality of movement and proper technique. By breaking down steps to include proper head, arm, leg, hand, foot, and spine placement, this class can help shape dancers into higher level technical artists. Instead of working on performance choreography, this class covers more steps and in further detail. This class is an excellent choice for anyone looking to improve at an above average pace in one season, and is especially good for dancers looking to score higher at competitions, where technique is judged closely.

**Dress Requirements:** A leotard and tights are required. No tops or bottoms are permitted. Skirts are permitted. Pink Ballet or Tan Jazz shoes are required.

**"Tiny" Levels:** Class is meant for dancers ages 18 months through 2.5 years old. We will be working on developing or enhancing listening, social, and motor skills through movement. We combine many activities to keep the interest of the dancer and teach the fundamentals.

**Dress Requirements:** A leotard and tights are recommended. Pink Ballet shoes and black Tap shoes are required for Tiny Ballet/Tap. All black sneakers are required for Tiny Hippers. Bare feet for Tiny Tumblers.

**Other Dress Requirements are as followed:**

- Dancer's hair must be pulled up and out of face at all times.
- Form fitting two piece outfits (sports bra/crop top and booty shorts) are permitted in replacement of leotard for any class.
- Any clothes permitted over top MUST be form fitting for safety concerns.
  - Any clothes permitted over top are always at the discretion of the instructor. If it is not permitted, it is due to safety concerns.
- No jeans are permitted at any time for any class.
- No sneakers that have been worn outside are permitted for class use. Please have a separate pair specific to dance.
- Jewelry of any kind is not permitted to be worn in any class with the exception of stud earrings.