



# Student Handbook

2235 Russellville Road, Suite 300  
Bowling Green, KY, 42101  
270.904.2633

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## *Welcome to the 2010-2011 School Year*

We have an exciting school year planned for you. This booklet is filled with information covering the entire school year. If you have any questions or concerns, please speak to someone in the office at your earliest convenience.

We request that you keep all communications for the school year as you receive them from our office. You will be receiving information about your participation in our annual spring recital in January '11. We welcome your comments and suggestions regarding any of our policies or procedures at any time.

Please note that the waiting rooms and hallways are made available for the convenience of our students and their families. The waiting rooms are for waiting, reading, snacking, conversation, video viewing, homework, and children playing with toys or games brought from home. We ask that you please respect the activities of others and the classes in session. If you use our books and magazines, we would appreciate it if you would return them to the shelves. Your courtesy will be greatly appreciated.

We request that you arrive at the studio with adequate time to prepare for class, parking, changing, restroom, etc. Parents, for your children's safety, please be available in the waiting room or hallways to receive students when dismissed from class. Please call whenever delayed for class start time or pickup.

We welcome your comments and suggestions. If any parent/student wishes a private conference concerning your individual dance goals or financial concerns, please do not hesitate to ask. We are happy to work with you to ensure that your school year will be one of pleasure and growth. The entire faculty and staff wish you a fantastic year of dance!

## ***Payment Instructions***

You will receive a monthly bill/statement via email from our office for your monthly tuition. All payments are due on the first of each calendar month. If at any time you would like a printed statement of your account you may request one or check your account online at [dynamicdanceonline.com](http://dynamicdanceonline.com). We have included a payment receipt record for your convenience. Please note your payments as you make them for the school year.

Our students are in our database alphabetically by their last name. Many of our students have different last names from parents and/or grandparents who are paying for dance expenses. In order for us to properly credit your account, the following details will be important for us to know each time you make a payment.

When making a payment by check, please include the following information in the memo of your check. A receipt is available upon request.

1. Student(s) First & Last Name. (Very important!!)
2. State what you are paying for:
  - Monthly Tuition (State the month)
  - Style/Day/Time of class
  - Dance Supplies (Shoes, Leotard etc.)
  - Costume
  - Tickets

For example:

Julie Smith – Sept Ballet Tue 4:00

Julie Smith - Costume

Julie/Amanda Smith - March/Costume Balance

*Thank you for your anticipated cooperation!*



Record of Tuition Payments -- School year 2010-2011										
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Date										
Amount										
Check or Receipt #										

## ***Tuition and Payment Information***

You will be paying for the entire school year of 36 weeks of classes held over 9 months August 30 – June 3rd. This is an average of 4 classes per month. You are not paying for scheduled school vacations and Holidays. Please see our published calendar in this booklet. The Registration Fee is due with the September tuition. All other months are due on the first of each calendar month. New students joining after September will have their class charges pro-rated from the time they join. We accept cash, checks, debit/credit cards.

The calendar in each month will vary depending upon which day you have your class. Some months you may have 2 or 3 classes, others 4 or 5. Everyone will have had 36 classes over the nine months. If for any reason you decide to discontinue your classes, you are **not** obligated to pay for the balance of the school year.

We have a very fair policy regarding our payment for tuition and subsequent assessment of late fees. **Payments are due on the first of each calendar month.** There is no late fee assessed until after 15th of the month. Any account unpaid after the fifteenth of the month will have late charges assessed for 10% of the total monthly tuition. Payments may be made at the office or by mail. No credit is given for student absences, missed snow cancellation makeup classes. If you make a payment late, please include your late fee or you will be billed. If you make your payments by mail, be certain to allow adequate time for mail delivery. Thank you for your co-operation.

Returned check fee is \$25.00



Any student with an overdue balance of more than 30 days will not be allowed into class until payment in full is received.

If you change your class style, add or delete a class or have any questions concerning the monthly charge, please inform someone in the office.

Please make up any missed class within **one month** of your absence if possible; no credit will be given for missed classes.

The quality of our facility and faculty depends upon a system of mutual respect and cooperation. We understand that anyone may make a late payment from time to time, but please be respectful of our late fee policy and when applicable, graciously include your late fee in your next payment. Thank you.



## Calendar 2010-2011

Classes Begin:	August 30, 2010
Labor Day:	September 6 <sup>th</sup> , Studio Closed
Fall Break:	October 4 <sup>th</sup> -9 <sup>th</sup> , Studio Closed
Classes Resume:	October 11th
Thanksgiving:	November 24-27 <sup>th</sup> , Studio Closed
Classes resume:	November 29 <sup>th</sup>
Christmas Recital:	December 18th
Christmas Vacation:	December 20 <sup>th</sup> -January 2nd
Classes resume:	January 3 <sup>rd</sup>
Spring Vacation:	April 4 <sup>th</sup> -9 <sup>th</sup> , Studio Closed
Classes Resume:	April 11th
Easter Weekend:	April 22 <sup>nd</sup> -24 <sup>th</sup> , Studio Closed
Classes resume:	April 25th
Memorial Day Observed:	May 30 <sup>th</sup> , Studio Closed
Recital 2011:	June 4 <sup>th</sup> , 2011

Please note the above dates that the studio will be open and closed in observation of holidays and school vacations. Students are welcome to arrange for make-ups to accommodate their particular vacation or holiday plans. If you have any questions, please check with the office.

## Studio Policies

Please note the following guidelines regarding all classes:

1. We request that students carefully observe our dress code outlined in this booklet.
2. Any student arriving more than 15 minutes late will not be admitted to class. For your safety and to receive full benefit from your class, please arrange for a make-up class if you expect to be very late.
3. All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the waiting room when very young children are in class without informing the office or having another parent responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
5. School age children and teens: *please practice respect*. Students are not to be socializing in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends in the waiting area. Please honor your teacher and fellow students by giving full attention and co-operation. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason over time.
6. During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the office where the parents will be notified if not on the premises.
7. Only students with a pre-existing sickness/injury are allowed to observe class. The parents must notify the office if a student is to observe class.
8. Out of town guests may request to visit at any time throughout the year. No one else is allowed to sit and watch during regular class time.

Dance class is educational and fun, however, an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at **Dynamic Dance** will be a pleasure for all concerned.



## IN CASE OF BAD WEATHER

Please call the studio – 270.904.2633 and the answering machine will have a recorded message that will announce studio closings in case of inclement weather. We will also send out an email. We will announce cancellations for morning classes at 7:00am and afternoon classes at 2:00pm.

We will hold classes except under exceptionally dangerous driving conditions. When there is a delayed school opening, all morning classes will be held. Use your own discretion regarding attendance if the driving is difficult from your area.

If Dynamic Dance cancels a class, a make-up date will be announced. If you are unable to attend the scheduled make-up date, students will be responsible for arranging their own make-up classes at a time that is convenient for them. No credit will be given for missed classes; however, students are always welcome to take make-up classes for any missed class.

# Dress Code

It's important for students to abide by a dress code policy for the following reasons:

- A neat and tidy appearance sets an attitude of attentiveness and respect for students, teacher, and the art of dance.
- Teachers must be able to see the dancer's body outline clearly in order to make proper corrections on posture, alignment, etc.
- Hair must be properly secured and tied up off of the face and neck for all styles of dance.
- Jewelry must not be loose or dangling.
- Gum chewing is not allowed due to danger of choking and appearance.
- No loose fitting pants, blue jeans or t-shirts (they are not dance attire).
- No costumes are allowed in class unless a dress up day is announced by the individual teacher.

## **Baby Ballet, Mommy & Me, Dancercise Kids, Creative Movement**

**Girls:** Any color leotard and tights, pink leather ballet shoes, dance skirts are allowed.

**Boys:** Any color T-shirt and black dance pants or sweatpants, black leather ballet shoes.

**LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.**

## **Classical Ballet**

**Girls 5-12:** Any color leotard, tights, and pink leather ballet slippers. Short dance skirts are permitted.

**Girls Teen/Adult:** Any color leotard, any color tights and pink leather ballet slippers. Short dance skirts are permitted.

**Men/Boys:** Black tights or dance pants, black or white solid color T-shirt, and black leather ballet slippers.

**LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.**

## **Hip Hop**

**Girls:** No Dress Code

**Men/Boys:** No Dress Code

**No Bare Midriffs.**

## **Jazz, Jazz/Hip-Hop**

**Girls 5-12:** Any color leotard or tight fitting top, tights or jazz pants  
black or tan jazz shoes, or foot undeez

**Girls Teen/Adults:** Any color leotard or tight fitting top, tights or jazz pants, black jazz  
shoes or foot undeez

**Men/Boys:** Any color T-shirt and black dance pants or sweatpants,  
black or tan jazz shoes or foot undeez

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No Bare Midriffs.**

## **Lyrical/Contemporary**

**Girls:** Any color leotard and footless or transitional tights. Jazz pants or  
dance skirts are allowed. Students dance in bare feet or open  
modern sandals.

**Men/Boys:** Black tights or dance pants, any color T-shirt.  
Students dance in bare feet or open modern sandals.

**LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.  
No Bare Midriffs.**

## **Modern**

**Girls:** Any color leotard and footless or transitional tights. Jazz pants or  
dance skirts are allowed. Students dance in bare feet or open  
modern sandals.

**Men/Boys:** Black tights or dance pants, any color T-shirt.  
Students dance in bare feet or open modern sandals.

**LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.  
No Bare Midriffs.**

## Tap

**Girls:** Any color leotard or tight fitting top, tights or jazz pants, black tap shoes, dance skirts are allowed.

**Men/Boys:** Any color T-shirt and black dance pants or sweatpants, black tap shoes.

**LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed. No Bare Midriffs.**

## Tap & Ballet

**Girls:** Any color leotard, any color tights, pink leather ballet shoes, and black tap shoes. Short dance skirts are permitted.

**Boys:** Any color T-shirt and black dance pants or sweatpants, black leather ballet shoes and black tap shoes.

**LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.**

## Tap & Jazz

**Girls:** Any color leotard or tight fitting top, tights or jazz pants, black leather ballet shoes, tan or black jazz shoes or foot undeez and black tap shoes. Short dance skirts are allowed.

**Boys:** Any color T-shirt and black dance pants or sweatpants, black leather ballet shoes or black jazz shoes and black tap shoes.

**LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.**

## Tap & Hip-Hop

**Girls:** Any color leotard or tight fitting top, tights or jazz pants, black tap shoes.

**Boys:** Any color T-shirt and black dance pants or sweatpants, black tap shoes.

**LONG HAIR MUST BE SECURELY TIED UP- Ponytails are allowed.**

## **Theatre Dance**

**Girls:** Any color leotard or tight fitting top, any color tights or black jazz pants, black leather ballet shoes or black jazz shoes. Short dance skirts are allowed.

**Boys:** Any color shirt and black dance pants or sweatpants, black leather ballet shoes or black jazz shoes.

**LONG HAIR MUST BE SECURELY TIED UP – Ponytails are allowed.  
No Bare Midriffs.**