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**Policies & Studio Info**

**2024-25**

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**www.dallaswestdance.com**

**945-218-6459**

**e-mail: info@dallaswestdance.com**

**125 FM 407 E, #120**

**Argyle, TX 76226**

**Welcome!**

Dallas West

**DANCE CENTRE**

**TUITION POLICIES & PRICING**

 ***By registering with us in studio or online, you agree to understanding and following all DWDC policies, including the following Tuition Policies and Info.***

**TUITION**

* **Tuition is calculated on an average of 4 weeks of lessons per month and divided into equal monthly installments, regardless of weeks per month or holiday.**
* **Tuition due: 1st of the month. Late: after the 5th.**
* **E-statements will be sent out as a courtesy to all families. Tuition is due, regardless of your receiving notification. No hard copy invoice will be sent.**
* **All accounts must have a card on file that will be auto drafted on the 1st of each month.**
* **Payments made prior to the 1st may be made with cash or check in studio or card via our website payment portal.**
* **Tuition is non-refundable and not adjusted for absences.**
* **Dropping a class: Please notify DWDC by e-mail at least 2 weeks prior to dropping a class to avoid being charged the next month’s tuition.**
* **Refunds: No refunds are given for missed classes. No refunds or credits will be given unless DWDC removes a class from the schedule.**

**NOTE: All summer tuition is due for the entire summer session on or before your child’s first class and is not broken down into equal monthly installments.**

**Rates: Tuition is charged according to number of hours of classes per week. Class lengths are determined by age, developmental level, and level of expertise, and are formatted accordingly.**

**Hours per week Monthly Tuition Hours per week Monthly Tuition**

|  |  |
| --- | --- |
|  **½ hr. $70.00**1. **min - 1 hour 85.00**

 **1.25 – 1.5 120.00** **1.75 – 2 145.00** **2.25 – 2.5 170.00** **2.75 – 3 190.00** **3.25 – 3.5 210.00** **3.75 – 4 225.00** **4.25 – 4.5 240.00** |  **4.75 – 5 hrs. $ 260.00** **5.25 – 5.5 275.00** **5.75 – 6 300.00** **6.25 – 6.5 325.00** **6.75 – 7 350.00**  **7.25 + 370.00 max.**  **Family max 550.00** |

**Adult Classes:**

* **Drop-in class/single class: $15.00/class; DWDC parent/guardian/sibling $10.00/class**
* **Class passes: 4 classes - $50.00; 8-class pass - $90.00; 12-class pass - $120.00**

**May be used for any adult class. Class cards do not expire.**

* **2-hour classes will be charged as 2 separate classes.**

**Competition/Performance Team classes: Regular class tuition and multi-class discounts apply.**

**ADDITIONAL FEES**

**Late fee: $25.00 after the 5th of the month.**

**NSF fund fee: $35.00**

**Reg fee: School year session - $50.00/student; $35 siblings**

 **Summer session - $25.00/student; 15.00 siblings**

 **Adult classes - $30.00 one-time registration fee due at enrollment**

**Audition fee: $30.00**

**Private Lessons: May be arranged directly with the instructors.**

**Studio Rental: Please contact us for studio rental rates.**

**Costume fee: not applicable for Spring 2024 session; 2024-25 costume fees info coming soon**

**Recital fee: not applicable for Spring 2024 session; 2024-25 recital fees info coming soon**

**DWDC GENERAL POLICIES**

**Safety: Each dancer’s safety is our top priority.**

* **Thank you for dropping off and picking up your child on time each week.**
* **Students in preschool and grade school must be accompanied to and from the studio by parent/guardian. Preschool and grade school students will not be allowed to leave the studio unaccompanied or to be picked up outside the lobby.**
* **Because we are on the 2nd floor of our building, we must all take extra precautions in supervising dancers’ safety. Please have a plan set up with your older dancers - i.e. have them text you when they enter and exit the building; have one guardian take several dancers up to class, etc.**
* **Please do not park, pick up, or drop off curbside.**
* **Please do not allow your dancer to wait outside for you.**

***Our staff will take every precaution in keeping our dancers safe while they are in our care. Thank you for teaming up with us in keeping our students safe while entering and exiting the building.***

**Street wear: For students’ well-being, dancers should wear street clothes over their dancewear when entering and leaving the studio premises. Regular street shoes should be worn to and from the studio, as wearing dance shoes on any surface other than the dance floor will shorten the life of the dance shoe and our dance floor**

**Attendance: Students are expected to attend class regularly and on time. After the winter break, a limited number of absences will be allowed for recital participation: preschool and grade school – 4-absence max; mid school and high school –**

**3- absence max. This rule is for the benefit of all students and staff and enables each student to fully benefit from the progressive nature of dance training.**

**Absences & Make-up Classes: All make-up classes must be scheduled through the office and taken within one month of the absence, with the exception of family emergencies or prolonged illness. Make-up classes are scheduled in open, comparable classes only, so are not guaranteed. No make-up classes will be scheduled March - June, due to recital preparations and rehearsals.**

**Leave of Absence: A student’s spot in class will not be held without tuition paid during the time of the student’s absence. Dropping a class/not paying tuition forfeits the student’s place in class and can be taken by a new student. If you need to take a leave of absence due to family emergency or extended illness, please contact the office before the leave takes place.**

**Class Changes: Changes from one class to another are made *with director approval only*. If a change needs to be made due to a scheduling conflict or other placement matter, please notify the director. Instructors are not able to give class change permission.**

**Studio Info: Newsletters, notices, and up-to-date information will be posted on the “info board” in the lobby, as well as on our website. Parents, please check the studio white board posted with weekly reminders, and thank you for opening all studio e-mails and newsletters to keep up with important and ongoing studio news. The monthly newsletter will be posted online, sent out via e-mail, and available at the studio. Reminders, notices, follow-up info, and some studio news will also be posted on Instagram and Facebook. As always, don’t hesitate to contact us with questions.**

**Observing Class: Guests are welcome to observe in class during Visitor’s Week only. These dates will be posted on our website calendar and in the studio. All classes may be observed through our observation windows at any time.**

**Personal Property: DWDC is not responsible for personal property. *Please, label all shoes,* *dance* *bags, backpacks, and personal items.* Personal items should be brought into the classroom and stored in specified areas during class. Dance shoe “lost and found” can be found in each dance room. General “lost and found” is placed in our lobby. All Lost & Found items will be donated during Christmas break and after recital.**

**Schedule: Class schedule is subject to change at any time. However, once our dance year has begun, schedule changes are rare and made only when absolutely necessary. Any changes or class cancellations will be made with as much notice as possible via e-mail and student hand-outs.**

**Contacting Us: Please feel free to contact us at any time via phone, e-mail, or front desk staff. If you’re unable to speak with us, leave us a message, and we’ll get back with you no later than the next business day. If you need to speak with us during dance hours in between classes, thank you so much for keeping conversation extremely brief. If you need a longer conversation, we’d be more than happy to contact you before dance hours. We have such a quick time in between classes, and it’s so important that our focus be on the safety and welfare of our dancers as we switch classes. Thank you!**

**DWDC**

**Dance Etiquette & Classroom Behavior**

* **Arrive and leave on time. Arriving and leaving on time is a very important aspect of the discipline of dance and allows our dancers to receive the maximum benefits of dance class. As well, warm-up is crucial to the dancer’s health, safety, and optimal class experience.**
* **Please dress out according to our dress code each week. Correct dancewear, shoes, and hair must be on and in place *before* students are called into class. We ask that you be dressed out by your second class. (See Dress & Hair Codes for details.)**
* **NO talking during class. A quiet classroom environment displays respect for teachers, classmates, and self and is absolutely necessary for optimal learning.**
* **NO gum, food, or drinks other than water in the classroom. Water bottles with lids are permitted. Regular water breaks during class are determined and directed by classroom teacher. We highly recommend bringing water for before and after class and in between classes for those students with back-to-back classes.**
* **NO jewelry, with the exception of small earrings.**
* **Students of all ages are to thank the teacher when leaving.**
* **Leave personal issues, gossip, & unnecessary drama at the door. Enter with a positive, respectful, willing attitude, and enjoy immersing yourself in dance.**
* **Dancers will enter class only when called in by instructor.**

**Safety Rules & Policies**

* **No running in the studio.**
* **No touching the mirrors.**
* **No hanging on the dance barres or using the barres unless directed and supervised by instructor.**
* **Hands and feet to self; respect everyone’s personal dance space.**
* **No tumbling in the studio, unless directed and supervised by instructor.**
* **No food in the dance rooms. Any food brought in the dance rooms must be kept closed and in student’s dance bag. Eating permitted in lobby only.**
* **No drinks other than water in classrooms.**
* **Water permitted in classrooms during instructor-directed break only and in designated area only - NOT in the middle of the dance floor.**

**Lobby Rules & Policies**

* **Thank you for keeping all lobby conversation/talking during class low and respectful during class time.**
* **No running, tumbling, climbing on chairs, ball-throwing, or rough play in the lobby at any time.**
* **All children 10 and under – students and guests – must be under adult supervision at all times in the lobby.**
* **Lobby desk and its contents are for use by DWDC staff only. If you need to use the phone on the desk, and there is not a receptionist on duty, please feel free.**
* **Parents and guests, no entering the dance room once class has begun, unless you are walking through to use the restroom. Students, enter class when called in by instructor only, unless walking through to the restroom.**
* **Restroom use – Guests, when possible, please use our lobby restroom. Younger students in class will use the restroom in Studio 1. When coming into a class to use the restroom, we thank you for not entering the room where our pre-school classes are taking place, unless absolutely necessary, as this can be very distracting to our younger dancers. Thank you for walking behind dancers and staff when possible and for exiting and entering dance room quietly.**

**Respecting teachers, fellow classmates, and self by following these studio rules is imperative to a positive dance experience.**

**DWDC reserves the right to refuse instruction to anyone for not adhering to our rules, policies, and procedures.**

**Thank you for your cooperation, as these rules are established for the safety and well-being of our entire dance family!**

**Dallas West Dance Centre**

 **DRESS CODE**

**All classes:**

 Correct dancewear, shoes, and hair must be in place before class begins each week.

 ALL HAIR MUST be securely pulled back off of the neck and face. (See Hair Code for details.)

 No jewelry, with the exception of small earrings.

 Dancing in bare feet or socks under supervision of instructor only.

 Baggy clothing allowed in hip hop class ONLY. (This does not include jazz/hip hop combo classes.)

 NO regular bra straps showing. Athletic bra straps may show when worn under dancewear.

 No costumes worn in class. No tulle tutus worn in ballet class; ballet skirts only, unless specified by instructor.

 All leggings and athletic bra tops/crop tops MUST be dancewear/athletic wear – NO thin, see-through leggings or

 unsupportive bra tops

**Combo classes & Dance & Play Combo:**

 Leotard; pink ballet shoes; black tap shoes (no string ties); tights preferred with leotard but not required; no tulle tutus

 Boys – t-shirt and athletic pants or shorts

 (Please see Combo Class Helpful Hints for more combo detailed info.)

**Youth Ballet**: (5-6)

 Leotard or biketard; pink ballet shoes; tights preferred with leotard but not required

 Optional: ballet skirts (no tulle tutus), ballet sweaters

 Boys – t-shirt and athletic shorts; black ballet shoes

**Youth Ballet:** (7-8)

 Leotard (any style or color); tights; pink ballet shoes

 Ballet/contemporary combo classes – footless or transition/convertible tights

 Optional: ballet skirts, ballet sweaters, stretch dance shorts (must be worn with tights)

 Boys – solid-colored t-shirt and black athletic shorts; black ballet shoes

**Youth Ballet:** (9-11)

 Leotard (solid pink, black, or purple); any style; pink tights; pink, split-sole ballet shoes

 Ballet/contemporary classes – pink, footless or transition/convertible tights

 Optional: ballet skirts, dance stretch shorts, leg warmers, ballet sweater (All black, pink, or purple)

 Boys – white t-shirt or athletic top; black athletic shorts; black ballet shoes

 Note: On posted days, dancers can wear any color leotard they choose.

**Teen Ballet & Pointe**: (11+)

 Black leotard (any style): pink tights; pink, split-sole ballet shoes

 Ballet/Contemporary combo classes – pink, footless or transition/convertible tights

 Optional: ballet skirts, ballet sweaters, black stretch dance shorts, leg warmers (All black or pink)

 Optional Tops: f*orm-fitting*, black dancewear tops over black leotard

 Boys – Fitted white t-shirt or athletic top and black athletic shorts; black, split-sole ballet shoes

 Note: On posted days, dancers can wear any color leotard they choose.

**Youth Jazz & Jazz/Hip Hop Combo**: **(**5-10; kindergarten thru grade school)

 Ages 5-8 – Dancewear of choice – leotard, biketard, or dance top with stretch dance shorts, tights, or leggings; black jazz shoes;

 no t-shirts

 Ages 9-10 – leotard (any style or color) or athletic bra top; leggings, tights, jazz pants, or dance stretch shorts;

 tan jazz shoes; *form-fitting* top may be worn over dancewear

**Teen Jazz:** (11+)

 Leotard (any style or color) OR athletic bra top; leggings, tights, jazz pants, or dance stretch shorts;

 tan, split-sole, slip-on jazz shoes

 Optional: form-fitting tops over dancewear

**Contemporary:** (This does not include ballet/contemporary combo classes.)

 Follow ballet or jazz dress code for your age and level. If your contemp class is back-to-back with your ballet class, follow

 your ballet class dress code.

 Footless or transition/convertible tights

 Lyrical/contemporary shoes (Style looks like a half ballet shoe – please contact us re exact style)

**Hip Hop:** (This does not include jazz/hip hop combo classes.)

 Girls – Dancewear; t-shirt & baggy sweats or shorts are optional; no jeans or jean shorts

 Boys – t-shirt and athletic shorts, athletic pants, or sweats; no jeans or jean shorts

 Shoes (boys and girls) – white athletic sneaker (to be worn in dance class *only*)

 Any graphics, pictures, words on t-shirts must be family-appropriate and “clean.”

**Tap: (All ages)**

 Follow dress code for your age jazz class; black tap shoes (no string ties)

 Form-fitting t-shirts or cami-tops in teen classes only. No street wear or baggy t-shirts

**Boys Jazz & Tap:**

 T-shirt, athletic pants or shorts; black jazz shoes or black tap shoes; no jeans or jeans shorts.

**Musical Theatre:**

 Girls – Follow dress code for your age jazz class; tan jazz shoes

 Boys – t-shirt and athletic pants or shorts – no jeans or jean shorts; black jazz shoes

**Cheer/pom & Drill Team Prep:**

 Girls – dancewear – any color/style; cheer shorts and fitted t-shirts allowed for cheer

 Boys – t-shirt, athletic shorts

 Cheer Shoes (boys & girls) – white athletic sneakers worn in class only

 Drill Shoes – tan, slip-on jazz shoes

**Acro:**

 Girls – dancewear (any color or style); tights must be footless or transition; bare feet

 Boys – t-shirt and athletic shorts; bare feet

***Note:* Regular street shoes MUST be worn to and from the studio, as wearing dance shoes on any surface other than the dance floor will shorten the life of our dance floor and dance shoes. Thank you!**

**DWDC**

**HAIR CODE**

**& Policies**

***Correct hair style is a crucial element of a dancer’s attire, allowing the dancer freedom of movement, as well as the ability to check correct alignment of head, neck, and shoulde*rs.**

Hair should be:

* Correct style for each dancer’s age, class, and level. See chart below.
* Completely in place prior to the beginning of class each week.
* Fastened securely in place.

All hair, no matter the style, should be out of face and eyes. Bangs do not need to be secured off of face unless they are in dancer’s eyes.

Classes that include tumbling are best with ponies or braids, as buns can be difficult to tumble with.

Tip: Carry extra hair supplies in a special container in your dance bag for emergencies.

We do keep a supply of pony holders and bobby pins at the front desk and in the classrooms for emergencies, but thank you for having hair in place and ready to go each week.

**HAIR CODE**

**Combo and Youth Classes**

Ages 3-11

Preschool and Grade school

|  |  |
| --- | --- |
| **Long hair** – pulled back off of face and neckExamples: ponytail, braid, bunAges 7+: low pony; no high ponytails**Short hair** – secured out of faceCombo 3, 4, 5-6Ballet 5-6, Jazz/hh 5-6, Tap 5-6Ballet 7-8, Jazz 7-8 Tap 7-11Jazz 9-11, level I Contemporary – low pony or bunHip Hop, Theatre, Acro, Ballroom  | **Long hair** – bun**Short hair** – secured out of faceJazz 9-11, levels II and upBallet 9-11, all levels Technique, all levelsTeam members, all levelsTurns, Leaps, & Tricks, all levels |

**Teen Classes**

Ages 11+

Middle School and High School

|  |  |
| --- | --- |
| **Long hair** – pulled back off of face and neckExamples: ponytail, bun, braid**Short hair** – secured out of faceTeen Jazz, level ITeen Tap, all levelsTeen Hip Hop, all levelsHip Hop, Theatre, Acro, Ballroom | **Long hair** – bun**Short hair** – secured out of faceTeen Ballet, all levels, Teen Contemporary, all levelsTeen Technique, all Teen Jazz, levels II & upTeam members, all Turns, Leaps, & Tricks, all levels |

Dallas West

**DANCE CENTRE**

**PHILOSOPHY**

**To be moved and to move to sound is inherent in each of us – it is a part of who we are!**

**At Dallas West Dance Centre, we recognize the intrinsic connection each of us shares with music and dance. Whether your goal is to dance competitively on a team, prepare for a college or professional career, train to become a dance instructor or choreographer, or to dance for pure enjoyment, DWDC shares with you our PASSION and great LOVE for dance as an art form, challenging sport, and form of growth and self-expression.**

***Whatever******your dance goals*, DWDC offers high-quality, technically sound, innovative, experienced instruction, and supportive, inclusive guidance in helping you achieve your personal dance goals. WE WELCOME ALL DANCERS!**

**“Great dancers are not good because of their technique. They are good because of their passion.” Martha Graham**

**MISSION STATEMENT**

It is the goal of Dallas West Dance Centre to provide high-quality instruction and performance opportunities in a supportive, inclusive, encouraging environment, in which each student is treated with equal respect, acceptance, and appreciation. Emphasis is placed not only on the attainment and improvement of dance skills, coordination, flexibility, carriage, body confidence, and strength, but on discipline, respect for self and others, health, perseverance, dedication, self-expression, creativity, and pure enjoyment, thereby providing each dancer with an opportunity for positive growth that will include and extend far beyond the realm of dance.

**CONTACT US**

Email: info@dallaswestdance.com

945-218-6459

www.dallaswestdance.com

  @dallaswestdance

 Dallas West Dance Centre

We are located at:

125 FM 407, Ste. #210

Argyle, TX 76226

(At the SE corner of FM 477 & FM 307, next to CVS,)