**Dianne’s School of Dance**

**2022-2023 Policy & Procedures Manual**

Please read the policies thoroughly. You may ask any questions to our desk staff. Please keep this copy with you in case you need to refer back to it. Please sign the back of the Registration form stating that you understand and comply to The DSOD Policy and Procedures Manual for the 2022-2023 Dance Season.

**DSOD Mission Statement**

DSOD strives to take pride in bringing out each child’s full potential while making them feel at home and part of a Family. We are a diverse studio that offers equality, life lessons, and personal experiences around the clock for our “Flock”!

**Studios and Layout**

All classes have a Letter listed after the class day and time. This letter specifies which studio your child will be taking class. When you arrive, you first walk into the Lobby area. Studio D is immediately to your left. Studio C is down the hall to your right. Studio B is straight back. Studio A is straight back and to your left. Both Boys and Girls Restrooms are located down the hall and to your left. No food/drinks besides bottled water are allowed in the dance studios or hall area.

**Attendance & Arrival for Class**

Regular attendance in class is highly encouraged to ensure student’s progress. Refunds will not be given for students who miss a class. Please make every effort to be on time each week for class. Please arrive no more than 5 minutes before class to allow time to use the restroom and prepare for class. Lack of proper warm-up time may result in injuries and late arrivals are disruptive to other students in class. The school is not responsible for providing before or after class care for students.

**Arriving/Parking/Dropping Off**

Please use the correct entrances and exits in parking lot. Please enter via Motor Boat Club Road and exit via White Horse Road at the front of the school. Only park in designated spaces! Additional parking is in the back gravel lot. Do NOT park in the drop off area – this is a Fire Lane! If you do park there, you will be asked to move. Please do not block other parked cars. Please drive SLOW in parking lots. Do not stay in the drop off line more than 3 minutes.

**Class & Studio Etiquette**

Dance is a very disciplined sport. Disruptive behavior is not tolerated. Any behavior problems, use of profanity, bullying, etc. will result in a parent/teacher conference. Any further action will take place following the conference if needed. Parents need to act classy in the Lobby while observing class. No food or drinks are allowed in the studio except in the Picnic Area. No Gum allowed in classes.

**Receiving Important Information from DSOD**

It is the responsibility of the parent or adult student to be aware of all studio activities, such as recitals, extra classes, and the dates the studio is open or closed. DSOD will post all such notices on the wall in the studio in an area visible to all. The majority of Newsletters & Important Information will go out weekly by e-mail. If you do not have an e-mail address please see the front desk to get your Important Info. All printed important information will be put in your child’s folder in the lobby. All Folders are in alphabetical order by the student’s last name. We will remind you of a few important events on the Remind Text App. \*Please see DSOD Communications instructions in your registration folder. It is the parent’s responsibility to regularly check their e-mail and folders. It is the responsibility of the parents or adult students to inform the school of any address, telephone number, or e-mail address change. We will not be responsible for a student not being informed of school events if these changes are not given to the front desk.

**DSOD Dance Calendar**

Our Dance Year runs from August 15, 2022 – May 13, 2023.

We are closed for the following dates ONLY –

September 5 Labor Day

October 31 & November 1 Halloween Break

November 21-24 Thanksgiving

December 20-January 8 Christmas/New Years

March 20-24 Spring Break

* Our Dress Rehearsal will be announced asap.
* Our Dance Recital is set for May 13, 2023.

\*DSOD does NOT close for Teacher Workdays or any other Holidays besides the ones listed above. Your 36 lessons (4 lessons X 9 months) includes 33 actual lessons with 1 extra rehearsal, 1 recital, and a Celebration Party. You will receive 4 lessons per month even though we observe the Holidays listed above. In most cases of inclement weather, we will follow Greenville County School closings. We will NOT make up snow days. Please check all forms of communication and social media for updates on closings.

**Parents**

Parents with students under the age of 5 are to remain in the school during classes. All classes may be observed on televisions in the lobby. If we are registering or having a special promotion in the studio, DSOD may turn off observation TVs. Our commitment is to serve your children through love, respect and kindness. As their parents, we expect the same from you. If a child is not making an easy adjustment into a class, please allow the instructor to be the anchor for the adjustment in the studio arena. If after a few weeks the child is still having difficulty, the child may not be ready to participate in classes. Students are required to always show respect toward classmates and instructors. We reserve the right to dismiss a student for failure to abide by this policy.

**Dress Code**

* **Feathers Year 1 & 2; Flamingarten Tap/Ballet Combination classes**: Any kind of leotard and tights, pink leather ballet shoes (these need to be Bloch or any brand with NO elastic ties please), black VELCRO (no ties) tap shoes, and a dance bag (Please label dance bag & all shoes) – Our teachers have a hard time tying shoes constantly during class, so this makes our job easier!
* **Ballet/Lyrical**: Any color of leotard, tights, pink split sole ballet shoes with no elastic ties, hair pulled back securely.
* **Tap/Musical Theatre Elementary**: Any kind of dance wear, Black Tap Shoes, & Tan Jazz gore boot. No t-shirts or baggy clothes. We must see your body-lines.
* **Jazz/HH Fuze; Flamingarten Jazz/Hop; OR Flock Troupe:** Any kind of dance wear, tan jazz gore boot. No t-shirts or baggy clothes. We must see your body-lines.
* **Clogging:** No long pants or jeans, white clogging shoes. Shorts and a top. Can be long shorts (capris)
* **Boys:** Shorts, pants, or cut off sweats. Boys wear black tap and ballet shoes. White clogging shoes.
* **Acrobatics or Flamingarten Acro**: Biketards or Leotards with no tights and bare feet.

You may purchase dancewear and shoes at The Sock Basket on Laurens Rd, Target, Amazon, Walmart, or Academy of Sports & Outdoors.

**DSOD Spring Recital Information**

Our 53rd Spring Recital will be held in May of 2023. This will include all students at DSOD. Recital Pictures will be made at DSOD in March. We will take both individual and group pictures. These pictures will be available for purchase the week after they’re taken. We use these for our Recital Yearbook. You will receive a DVD of the Spring Recital, as well as a Recital Yearbook.

**DSOD Recital Yearbook**

DSOD has a beautiful Recital Yearbook each year. This yearbook includes group pictures, highlights from the entire dance year, and Ads that you can sell to display your child. A Scholarship is given to the student selling a certain amount of ads each year! This information will be given out in February!

**DSOD Awards**

Trophies will be given at Recital on stage to students who have completed 3, 5, 7, 10, and 15 years of dance. All participation awards and company participation awards will be given at the Recital. Years from other studios are transferrable, however you are responsible to purchase your first trophy given here. If all years are taken at DSOD, we will provide your trophy for you!

**Registration Fees, Monthly Tuition, and Late Fees**

*\*\*An Annual Registration Fee of $50 is due per family at registration.*

Tuition is due by the 1st of each month. A $20 Late Fee will be applied to your account if your tuition is paid after the 10th of each month. This fee is automatically applied by our computer system and will not be waived for any late payments. Our Dance Year is a 9-month program that runs from August 15 – May 13 (based on 36 lessons) in the season. Tuition has been divided into 9 equal payments. August’s Tuition will be due on August 15 & 16. Your August Tuition Payment will cover both the months of August 2022 and May 2023. If you enroll after August 31st, your May Tuition must be paid up front in addition to your Registration & Monthly Tuition. All Holidays have been taken into account. You are responsible for paying Tuition regardless of your child’s attendance. You may pay with Cash, Check, or Credit Card. There is a $30 Fee on Returned Check Fees. Outstanding accounts that are 1 month past due will result in removal from all classes at DSOD until the account is made current. Recreational students will receive a 10 % discount if you pay the entire year’s tuition in FULL by August 16th, 2022 by cash, check, or money order only. If Tuition is paid in full with a credit card, you will only receive a 5 % discount. \*Any Registration after October 13th will pay a $10 Shipping fee for their recital Costume.

**DSOD Auto Draft Tuition Fees**

* One class per week: $65/month 2 children: $110/month 3 children: $145/month
* Each additional class: $30/month
* August Draft will take place on 8/10. All other drafts will take place on the 1st of each month starting in September.

**DSOD Cash/Check Tuition Fees**

* One class per week: $60/month 2 children: $100/month 3 children: $130/month
* Each additional class: $30/month
* August Tuition Payment will cover the months of August 2022 & May 2023.
* August Draft will take place on August 10, 2022.
* Students will receive a 10% discount if you pay the entire year of Tuition in full by August 16, 2022 by cash, check, or money order only. If you pay in full with a credit card, you will receive a 5% discount.
* Twin Special!! - 2nd child Tuition is half off!

**DSOD Recital Fees**

Each Recreational student must pay a Recital Fee. This is the only other fee that is required in addition to your monthly tuition. This Package includes:

* 1 Costume for the DSOD Spring Recital
* All Costume accessories and tights if required
* 1 Recital Program
* Recital T-shirt
* A Trophy or Medal
* DVD of the End of the Year Recital

The recital fee is $150 per student ages 2.5-5K. The Recital fee is $175 per student ages 1st grade and up! Please add $70 for each additional class enrolled (This will only include your costume for this additional class). Boys recital fee is $75 (This includes program, t-shirt, DVD, & trophy/medal). Sibling girl’s recital fee is $110 (This includes Costume, t-shirt, & trophy/medal). Sibling boys recital fee is $35 (This includes t-shirt & trophy/medal). You can pay this in full when you sign up OR in 5 installments August - December. Registration & Recital Fees are non-refundable!

**Making Payments**

Always place tuition payments in the envelopes provided at the front desk. You may drop it in the drop box at the front desk, or slip it through the front door if we are closed. All payments are to be made out to DSOD or Dianne’s School of Dance.

**Class Change & Withdrawal Forms**

A Class Change Form must be filled out at the front desk if your child wants to change classes. No class changes can take place after October 13th. If you change classes after October 13th, you will need to pay for a new costume plus a $10 Costume Shipping fee. Once registered, a student will remain on the roster until the May recital. If your child decides to withdraw from the studio prior to the end of the year recital, a “Student Withdrawal Form” must be filled out by the parent at the front desk, 30 days in advance, in order to stop payment. Payments will cease 30 days after submitting a withdrawal form. If a student withdrawals after the 10th of the month, the following month’s tuition is due. No refunds will be given for withdrawals at any time during that particular month. All pre-paid tuition is refundable with a 30-day notice.

We are excited that you are a part of our Dance Family for the 2022-2023 Dance Season at Dianne’s School of Dance!!!! Welcome to our FLOCK!

Dianne, Lacey, & Staff 😊