



**Northeast Dance Center  
Parent/Student Handbook**

**2018 - 2019 Dance Season**

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# Northeast Dance Center Policies, Procedures and Parent/Student Handbook

## Mission Statement

Northeast Dance Center exists to provide a unique dance education and dance teacher training in a nurturing environment. We seek to provide excellence in technical dance training while providing a place for students to perform and learn to utilize their God-given gifts and abilities through a variety of dance mediums.

## Core Principles

1. *Excellence in Education* – Our staff is experienced and loves to see dancers grow and learn. Our teachers have a passion for all students to have a deep appreciation and understanding of the art and skill of dance. Dance is an art, a discipline, and a physical activity and we desire for our students to be challenged artistically, mentally, and physically. Each student is unique and has a different interest and commitment level so we have three training tracks for our students to choose from that will meet the needs of each student. Our staff will provide quality education in each of our training tracks and will challenge each student to meet his or her own personal potential.
2. *Respect for Students* – Though we are not an exclusively Christian studio, as instructors we seek to honor our creator God who gave us our dance abilities and we therefore hold the highest respect for our students as image-bearers of God. We encourage our students to build one another up and work as a cohesive unit. We ask our teachers to make tasteful and age-appropriate costume and music choices and to be good stewards of their position as dance educators and mentors.
3. *Community Involvement* – We believe dance is best enjoyed when it brings joy to others and so we seek to train our dancers to use their gifts and abilities to impact others in the community. We provide multiple performing opportunities for our Performance Track students, as well as opportunities for all our students to serve others in community performances.

We are so thankful that you have chosen to be a part of Northeast Dance Center and we are excited to serve you and your family as we pass on the great traditions and techniques of dance. This handbook will assist you in getting to know our dance school and what you can expect here. If you have any questions at all, feel free to contact the office. Thank you again for being part of this community. We are looking forward to the year ahead.

Abbie Montermini, Owner, Northeast Dance Center

**School Class Progression** (age ranges are average as levels are based on skill, not age)

Beginning Dance (all classes meet 1 day/week)		
Creative Movement/ Mini Pre-Ballet	Ages 3-4	30 min/week creative movement and intro to ballet, music, & movement
Pre-Ballet	Ages 5-6	45 min/week, beginning ballet, music & movement skills
Level 1 Ballet	Ages 6-9	45 min/week, beginning ballet, music & performance skills
Beginning Broadway & Ballet	Ages 5-7	45 min/week ballet & tap for ages 5-7
Level 1 Broadway & Ballet	Ages 7-9	45 min/week ballet & tap for ages 7-9
Level 1 Musical Theatre Jazz	Ages 8-12	45 min/week beginning Musical Theatre-style jazz technique
Level 1 Musical Theatre Tap	Ages 8-12	45 min/week beginning Musical Theatre-style tap technique,
Beginning Musical Theatre Dance	Ages 8-12	1 hr/week beginning ballet and Musical Theatre-style jazz technique
Dance Track		
Level 2 Ballet	Ages 9-14	1 hr/week adv. beginning ballet technique
Level 2 Ballet (accelerated)	Ages 9-14	2 hr/week adv. beg/intermediate ballet technique
Level 2 Musical Theatre Jazz & Tap	Ages 9-14	1 hr/week adv. adv. beg. & intermediate musical theatre-style jazz & tap technique
Level 3 Musical Theatre Dance	Ages 11-16	1 hr/week intermediate. jazz & tap
Performance Track (dancers must attend a min of 2 days/week)		
Level 3 Ballet & pointe*	Ages 11-16	3 hrs/week ballet, pointe & repertoire
Level 4 Ballet & pointe*	Ages 14-18	4+ hrs/week ballet, pointe & repertoire (lyrical and modern included with classical ballet)
Level 4 Musical Theatre Jazz*	Ages 14+	.75 hr/week jazz & conditioning class
Level 4 Musical Theatre Tap*	Ages 14+	.75/week tap technique

\*denotes invitation only

Please see detailed class descriptions online for more information on each class

**Class Placement**

Students will be placed in the class/level that the student's instructor deems most appropriate. New students may be asked to attend a class before placement is determined.

**Dress Code**

All students age 18 & under

For the safety of dancers, no long earrings, necklaces, or bracelets. Appropriate classroom jewelry includes small stud earrings and thin chain necklace that will not move, get caught in students' hair, break and/or spill onto the floor.

Short-Term Classes

There's no specific dress code for the short-term classes, at minimum students should wear clothing that is easy to dance in. If you would like to purchase dancewear (leotard, tights, and shoes) please refer to the information below for suggestions.

## **Dress Code Cont.**

### Mini Pre-Ballet/Pre-ballet/Broadway & Ballet Students

Girls: Please wear comfortable and inspiring ballet leotard in any color. Leotards with attached skirts (dance dress) or tutus are acceptable.

Footwear: We prefer pink dance-able (not the regular cotton) tights. Pink ballet shoes required. Tap shoes (black or tan) are require for *Broadway & Ballet* only.

Girls' Hair: Long hair should be tied back in a ponytail or bun. Short hair should be pulled back away from the eyes so the student can see clearly.

Boys: Solid colored t-shirt and solid colored sweat pants or shorts. Black ballet shoes. Black tap shoes are also required for *Broadway & Ballet* only.

### Level 1-4 Ballet

Girls' Clothing: Black leotard (any sleeve length is acceptable, tank or camisole is preferred) and pink tights, a ballet skirt is optional.\*

Girls' Shoes: Pink ballet shoes, canvas or leather. Full sole or split sole shoes are acceptable for Dance Track students. Performance Track students should wear split sole ballet shoes.

Girls' Hair: All long hair must be pulled back into a ballet bun, short hair pulled back off the face as much as possible.

Boys' Clothing: White t-shirt and black sweat pants, dance pants or shorts. Black ballet shoes.

### Teen and Adult Ballet Classes

Teen Girls Clothing: Any solid colored-leotard, pink tights, and any color ballet skirt.\*

Teen Girls Shoes: Pink (canvas or leather) ballet shoes.

Adults: Comfortable (dance-able) exercise clothing. Ballet shoes optional for short-term classes.

\*Dance warm up clothes may be permitted for a short period of each class during colder months at each teacher's discretion. Please no pajama pants or baggy sweats.

### Musical Theatre Dance Classes

Girls: Any color leotard and dance tights. No bra tops with shorts/pants please. Appropriate dance attire such as exercise shorts or pants (i.e. "running," "yoga," or "jazz" pants) may be worn over or in lieu of tights for Musical Theatre classes only. No jeans, baggy clothing, etc.

Boys: Solid colored t-shirt and black pants or shorts.

Adults: Comfortable clothing in which you can easily move and dance.

Shoes: Black tap or jazz shoes (as applicable). Advanced Musical Theatre dancers may also wear tan character shoes with a 1-1 ½ inch heel.

Female dancers will most likely have to wear tights for our performances as well as future theater performances, so class is a great way to get used to dancing in tights! Please contact the office or instructor with further questions regarding dress code.

## **Tuition and Fees**

A *non-refundable* Annual Registration fee of \$20/new student, \$10/returning student (max of \$50/family) is due at the time of registration. This fee holds the dancer's spot in the class and helps cover administrative costs incurred throughout the year.

### **Tuition and Fees cont.**

Tuition is calculated based on total hours danced/week per dancer. Full-season tuition is based on 32 weeks of dance, divided into 9 equal payments. All full-season (September–May) students are scheduled 32 classes/season. Tuition is due during the 1<sup>st</sup> week of classes each month. Short-term tuition is a one-time fee/session/student and is due the first week of the short-term session. Tuition received 7 days after the 1<sup>st</sup> dance day of a month will incur a 10% late penalty. A \$25 fee will be charged in the case of a returned check (NSF).

Each class costume will have a separate fee (see costume budget below). There will also be a \$10 Performance Fee/dancer due with the costume fee that will be reimbursed for volunteers in the form of a credit towards tickets or tuition. The Performance Fee helps cover the costs of performances. Costume and performance fees must be paid in advance before any costumes can be taken home with students.

### **Sibling Tuition Discounts:**

10% off family monthly tuition for the second family member enrolled

15% off family monthly tuition for the third family member enrolled

20% off family monthly tuition for the fourth family member enrolled

25% off family monthly tuition for the fifth family member enrolled

*Multiples discount: multiples (twins, triplets, etc...) receive an extra 2-3% off tuition each month in addition to the standard sibling discounts.*

### **Scholarships/Tuition Discounts**

Currently no tuition scholarships are available; however, administrative and other miscellaneous duties completed by students or parents may be reimbursed with tuition discounts. A 3% discount is given for full season (Sept-May) tuition payments. Please contact Abbie regarding tuition discounts.

### **Performances**

Each year the students from both the Dance and Performance tracks will dance in our Year-End Performance. There will be at least two performances of this concert. This performance will include age-appropriate music from classical, Christian, Broadway, and popular music genres. The PTrack students may also perform in a mid-year performance as well as community performances through out the year. See calendar for tentative dates. Please watch the website and check at the studio for performance details.

### **Costumes**

In our attempt to be cost affective, we are dedicated to finding age-appropriate and attractive costumes that fit the tone of each piece, and that will not put each family into debt. 😊 In addition to ordering from some costume catalogs, we use creative means to build our costumes, be it recycling previously “danced-in” costumes, sewing, or utilizing the students’ current wardrobes. Volunteers who can help with costume design and sewing can help keep costs low. Each year the costume budget will be communicated at the annual Back to Dance meetings in September. Costumes can be paid in one payment or in two installments (see chart below).

Any costumes that are the property of NEDC should be treated with extra care. Since we hope for these costumes to be reused, please hang the costumes carefully when they are not being

worn and refrain from eating and drinking (anything other than water) while wearing these costumes.

### **2018-2019 Costume Budget\***

<u>Level</u>	<u>Costume Fee</u>	<u>11/15/18 Deposit**</u>	<u>2/15/19 Payment</u>
Mini Pre-Ballet–Level 1	\$45.00/costume	\$15.00/costume	\$30.00/costume
Level 2–Level 3, Teen/Adults	\$50.00/costume	\$15.00/costume	\$35.00/costume
Level 4	\$55.00/costume	\$15.00/costume	\$40.00/costume

\*these are estimated costs, we will do what we can to keep prices at a minimum (these prices do not include the \$10 recital fee/dancer which will be due with the February Payment)

\*\*This deposit is non-refundable.

You will be emailed an invoice in October listing your student’s class costumes and their specific prices. The total number of costumes/class or per student varies.

### **Weather Related Closings**

For the safety of our staff and students we reserve the right to cancel classes due to inclement weather. We will post closings on our website and send out emails as soon as we decide to close. There will not be refunds for weather related closings, however, students may make up the classes at an equivalent or lower level class within 30 days of a closing. Since we live in MN, should an excessive amount of weather-related closings occur, the studio will consider offering open level make-up classes on a Saturday afternoon.

### **Attendance**

Dance is a group activity so having all the dancers from each class in class each week is crucial for keeping everyone together-both in the skills the class is working on and in choreography. Missing class doesn’t just affect the dancer who is missing, but impacts the entire class. Dancers who miss more than 5 classes per semester (Sept-Dec or Jan-May) will be required to schedule a private lesson (fee required) to catch up on choreography in order to participate in performances.

If you are injured or have a non-contagious illness, it would benefit you to come and watch class. *Dance is also a discipline* so part of the discipline is maintaining the habit of coming and watching-you can still learn from class even if you cannot participate! If you have a serious/contagious illness (including vomiting, diarrhea, fever...) please rest at home and come back as soon as the fever/illness has been gone for at least 24 hours.

### **Make-up Classes**

Should you miss a class, you are able to take any class of an equivalent or lower level within 30 days of the class that was missed. Please be aware that if you miss a class in which choreography was taught, you will need to learn that choreography from a fellow student or possibly schedule a private lesson with your instructor (see above). Short-term classes create excellent make-up opportunities so keep an eye out for those classes.

### **Private Lessons**

Each instructor sets her own private lesson rate, so please contact the instructor to discuss private lessons should they be desired.

## **Photographs**

In order to minimize costs, we will not take typical “team” photos, however we will have a week where parents are able to come take photographs during class. We will also have a photographer take live action photographs during the performances that will be available for purchase.

## **Studio Etiquette**

In order to show honor and respect to one another, we ask that students and families observe the following etiquette:

- Please be on time for all classes, if not a few minutes early
- Parents, please be on time in picking up your students after class and performances
- If you arrive late, please ask permission to enter, then enter quietly and jump into class as quickly as possible
- Students are only allowed to bring water into the dance studio (please label your water bottle with your name!), no food please
- Please keep food and beverages other than water out of the dance studio area
- While observing classes from the hallway, please be quiet and respectful in your comments
- It is most respectful to not speak while others are speaking (especially the teacher!!) but if you have a question, please raise your hand *Parents we ask for your special support in training your tiny dancers in this way!*
- From time to time parents/family will have the opportunity to observe classes from inside the studio, but if visitors wish to observe a class at a different time, please check with the teacher as far in advance as possible
- Students, we encourage you to encourage one another in love by speaking well of one another and edifying your fellow dancers as you see ways in which God has gifted and grown them in their dancing and as young men and women
- If you are unable to dance, please ask permission from your teacher to sit down and watch class
- If you are injured or have a non-contagious illness, it would benefit you to come and watch class-you can still learn from class even if you cannot participate!
- If you have a fever or contagious illness, please contact the studio and do stay home to recuperate
- Please put your name/your dancer’s name on shoes, clothes, water bottles, etc....we would hate for you to lose them
- Students who have cell phones should put their phones on silent in their dance bags during class (bags may be brought into the dance area for safe keeping)

Our waiting room is in suite 103. There is seating, children’s books, puzzles, toys, and a space for you to visit while you wait. You are also welcome to wait in the hallway outside the studio door. We really want to help students acclimate to the class routine and not come and go from the classroom during dance class, unless they need to use the restroom. Please encourage your dancer to stay in the studio and listen to the dance instructor for when it is time to leave the room. Thank you!!

## 2018-19 Calendar

**Thur, Sept 6: 6:00-8:00 pm: Open House!**

**Sat, Sept 8: Classes begin**

**October 13-18:** Parents can observe classes, final week of Fall Short-Term Classes

**Sat, Oct 20: No class MEA**

**October 31 No adult class, Halloween**

**November 15:** Costume Deposits Due

**November 19-24: No class during Thanksgiving week**

**Saturday, December 8, 3:00 pm:** Christmas Performance, Bethlehem Baptist Church Gym

**December 10-15:** Christmas parties in class

**December 17-January 4: No Class-Winter Break**

**Saturday, January 5, 2019:** Classes resume, Winter Short-Term Classes begin

**February 15:** Year-End Performance Costume Balance Due

**February 11-16:** Final Week of Short-Term Winter Classes

**No class, Spring Break: March 11-16**

**Saturday, April 27, 12:00 pm:** Pre-recital events parent meeting held at the studio

**May 3-4: Cathedral Dance Festival (ages 12+ only)**

**May 11-16:** Parent "picture" and observation week (students bring costumes to class)

**May 18-23:** Final full week of regular classes

**Monday, May 27 - No classes Memorial Day**

### **Year-End Performance Dates**

**Friday, May 31, 5:00-9:00 pm:** Dress Rehearsal at Mounds View High School\*

**Saturday, June 1, 3:00 pm & 6:00 pm:** Year-End Performances at Mounds View High School\*

\*not all students will be required to be at the rehearsal the full time frame and not all students will be in both performances-detailed rehearsal and performance schedule will be emailed in the spring.

The summer dance schedule will be out by May 2019