



## **SCHOOL AT DANCEWAVE HANDBOOK 2017-2018**

### **CLASS POLICIES**

---

#### **Attendance**

1. Students should arrive at least 5-10 minutes prior to the start of class to change and use the restroom.
2. Regular attendance is necessary in order to maintain progress.
3. Parents and students must notify Dancewave of any absences. **Parents must call 718-522-4696 or email school@dancewave.org to report absences.** Please leave a message with the student's name, the date of the absence, and the class(es) the student will be missing. *It is strongly encouraged to have no more than two absences per semester for the best experience of the student.*

#### **Lateness**

1. Students arriving more than 15 minutes late to class will not be allowed to take class unless the Teaching Artist determines otherwise.
2. Students may be allowed to observe class, pending approval from the Teaching Artist.

#### **Make-Up Classes**

1. Make-Up classes **are available upon request** during our Fall and Spring Semesters. Make up classes are **not offered** during our summer semester

#### **Physical Adjustment**

1. It is common practice for a Teaching Artist to touch a student in order to provide correction and to facilitate sound alignment. If you have any concerns about this, please contact our office.

### **TUITION POLICIES**

---

#### **Tuition Discounts**

- Dancewave offers several opportunities to receive tuition discounts over the course of the school year.
  - Early Bird Discount (Offered in Fall & Spring)
  - Multiple class discounts with registration for two or more classes.
  - Sibling discount with registration for two or more siblings.*Please note that discounts cannot be combined.*

#### **Payment Installment Program**

1. The Payment Installment Program is negotiated with families on a case-by-case basis:
  - Automatic payments set up with a credit card on file are subject to a \$10 fee per semester.
  - Payment plans must be set up over the phone or in person at the Dancewave Office.
  - **All payments must be completed before the end of the semester.**
  - *Delinquent accounts will be frozen until full payment is made. No registrations will be accepted.*



## **Refund Policy & Returned Checks**

1. Dancewave **does not offer tuition refunds**, unless a class is cancelled. **CLASS CREDIT ONLY.**
  - Dancewave will not refund tuition for classes due to scheduling conflicts, injury, illness, or any other inability to attend class not caused by Dancewave.
  - No refunds or credit in the event of suspension or expulsion
2. A nonrefundable \$60 administration fee is included in all tuition.
3. All returned checks are assessed a \$30 fee.

## **EXPECTATIONS**

---

### **Parent Expectations**

1. Complete and submit the medical, liability and photo release form **prior to the start of class.**
2. Notify Dancewave of any medications your child takes and any allergies.
3. Make sure your email/ mailing address and phone numbers are current so that you can receive regular communications from Dancewave.
4. Notify Dancewave if your child is going to be absent or late.
5. Pay all tuition and fees on time.
6. Please do not stand by the studio window or enter while class is in progress. You may observe your child's class in the studio only during designated Parent Observation Days.
7. Students ages 3+ must be potty-trained and able to use the bathroom on his/her own.
8. Always feel free to contact the Dancewave Office with any questions or concerns: 718-522-4696 or [school@dancewave.org](mailto:school@dancewave.org).

### **Student Expectations**

1. Respect your Teaching Artist(s), your fellow dancers, and yourself at all times.
2. Come to class focused and ready to learn.
3. Listen carefully and do your best - positive attitude and concentration will make you a better dancer!
4. Do not chew gum, eat or drink in the studio. Only bottled water is allowed in the studio.
5. Clean up after yourself! Do not make a mess with your food, paper or personal belongings.
6. Keep lobby conversations and noise to a minimum while classes are in session.
7. No chatting or private conversations in class. This behavior is disrespectful and distracts the Teaching Artist and your fellow students.
8. Arrive early so that you can change, warm up and use the bathroom before class starts. For classes at Union Street Dance, please arrive no more than 10 minutes before class.
9. Dancewave staff reserve the right to ask you to leave class if your behavior is deemed disrespectful or dangerous. Habitual dangerous or disrespectful behavior may result in expulsion.



## **DRESS CODE**

---

**Creative Ballet, Creative Modern & Creative Movement** (24 mos-6 yrs): Wear comfortable clothing and either ballet slippers or bare feet. Tutus and leotards are welcomed but not required.

**Ballet** (7+yrs): All hair must be pulled back away from the face and neck, preferably in a bun, so hair does not become a distraction. Black leotard, pink/tan fitted tights, and pink/tan ballet slippers are required.

**Modern & Other Classes** (7+yrs): Wear form fitting exercise-appropriate clothing. All hair must be secured away from the face and neck so that it does not become a distraction.

ABSOLUTELY NO MIDRIFF-SHOWING, EXTREMELY SHORT SHORTS, DISRESPECTFUL OR VULGAR LANGUAGE ON CLOTHING. NO JEWELRY. CLOTHING MUST ADEQUATELY SUPPORT AND COVER THE BODY.

## **PERFORMANCE POLICIES**

---

1. Students ages 3+ (enrolled in Creative Ballet I classes or higher) are invited to perform in our end of semester performances. Fall semester performances will take place in December 2017. Spring semester performances will take place in May 2018.
2. **Performances are optional for all School at Dancewave students.** Students must return a signed permission slip in order to participate.
3. End of semester performances are ticketed events. Additional costume fees may apply.
4. Regular and consistent attendance is required in order to perform. Excessive absences may result in revocation of performance invitations.
5. Attendance at Dress Rehearsal is mandatory. Typically, Dress Rehearsal is held in the morning prior to the performance.