



DANCE  
FUSION  
NORTHWEST

2016 - 2017 Student Handbook



# *Welcome to Dance Fusion NW 2016-2017!*

We are so happy to have you join our DFNW family and look forward to a great year! **Please read the following informational materials carefully** and be sure to read, sign and return the registration release form on or before your first class. Then be sure to keep this handbook nearby to help answer any questions!

At Dance Fusion NW we know that you have your students' best interests at heart. We want you to rest assured that we do, too! Our highly qualified staff is committed to ensuring your student have a wonderful, safe, fun-filled experience while learning the disciplines of dance.

Sometimes dance can feel too hard or too easy or it can be a challenge when a student sees someone else move to another level. We understand these issues and want you to know that we are always evaluating your student's progress and working with them accordingly. Dance is a beautiful art form and frequently becomes part of who we are, but is also hard work. Every student is an individual and some will mature and strengthen more quickly physiologically, technically, stylistically and/or mentally. There are many things we look for when making decisions to place a dancer in a certain level for optimal growth and physical safety.

We appreciate your support as we encourage our dancers to keep working and growing at their own pace and avoid comparing themselves to others. It is also of utmost importance that our students be positive and uplifting towards every other student on their dance journey, as well. Ultimately, everyone is in the same boat — learning the art of dance. No matter how advanced someone becomes, there is always further to reach. It is not a contest or competition and we strive to build a supportive, nurturing environment for each student!

We look forward to a long, healthy, joyful dance experience with you and are so happy to have you in our dance family. For further questions and information, please call: 360-521-9973. Our office staff will be happy to assist you!

*Thank you for choosing Dance Fusion NW!*



# The 2016-2017 Year in Advance

September 2016	October 2016	November 2016
<p><b>EARLY BIRD REGISTRATION</b> Saturday, Aug. 6th 9am -12:00pm</p> <hr/> <p><b>PRE-REGISTRATION</b> Friday, Sept. 2nd 5:00 - 7:00pm Saturday, Sept. 3rd 10am-12:30pm</p> <hr/> <p><b>FALL 2015 CLASSES BEGIN!</b> Tuesday, Sept. 6th</p>	<p><b>BRING A FRIEND TO DANCE WEEK!</b> October 10th-14th</p> <hr/> <p><b>FUSE DANCE FORCE WINE TASTING &amp; AUCTION</b> October 15th (Tentative)</p>	<p><b>THANKSGIVING BREAK!</b> Wednesday, Nov. 23th through Sunday, Nov. 27th</p>
December 2016	January 2017	February 2017
<p><b>"CHRISTMAS STORIES!"</b> Dec. 17th &amp; 18th</p> <hr/> <p><b>IN CLASS PERFORMANCES &amp; PARTIES!</b> Monday, Dec. 12th through Saturday, Dec. 17th</p> <hr/> <p><b>WINTER BREAK BEGINS!</b> Monday, Dec. 19th</p>	<p><b>HAPPY NEW YEAR! CLASSES RESUME</b> Monday, January 2nd</p> <hr/> <p><b>* COSTUME FEES DUE*</b> January 15th</p>	<p><b>BRING A FRIEND TO DANCE WEEK!</b> February 13th-16th</p>
March 2017	April 2017	May 2017
	<p><b>SPRING BREAK! NO CLASSES</b> Monday, April 3rd through Sunday, April 9th</p>	<p><b>2016 PERFORMANCE SHOWCASE #1</b> ALL PERFORMANCE GROUPS + SPECIFIED ADVANCED CLASSES <b>May 20th &amp; 21st</b> ..... <b>MEMORIAL DAY NO CLASSES</b> Monday, May 29th</p>
June 2017	July 2017	August 2017
<p><b>PICTURE WEEK ALL CLASS</b> June 5th - 10th ..... <b>2016 PERFORMANCE SHOWCASE #2</b> ALL TRAINING CLASSES June 16th - 17th ..... <b>PERFORMANCE GROUP AUDITIONS</b> Monday, June 9th</p>	<p><b>PERFORMANCE GROUPS SUMMER STUDY, CAMPS, WORKSHOPS &amp; INTENSIVES BEGIN JUNE 26th</b></p> <p><i>*Watch for summer brochure and online posts for schedules and details!</i></p>	<p><b>SUMMER SCHEDULE &amp; WORKSHOPS CONTINUE THROUGH AUGUST 18th.</b> <i>*Watch for summer brochure and online posts for schedules and details!</i></p> <hr/> <p><b>FALL 2017 CLASSES BEGIN TUESDAY AFTER LABOR DAY!</b></p>

All events, classes and performances are subject to change. You will be notified as soon as possible of pertinent changes if they occur. **Please make sure to provide your current email.**

# DRESS CODE REQUIREMENTS

As with any sport or activity, proper gear and attire is necessary for a quality learning experience. A cohesive dress code benefits the student and facilitates the learning environment. Dress Code requirements should be met no later than October 15th. Failure to follow the dress code may result in suspension from the program until proper dancewear is in place.

## BEGINNERS AND YOUTH

Beginning Creative Movement, Ballet, Tap and Jazz students may be sized for shoes and leotards at registration or during first classes. Orders will be placed by DFNW so dancewear is in by October 1st. For all others, the following online stores and local businesses are recommended. (Please use ID# TP29532 when ordering through Discount Dance.)

## DANCE SUPPLIERS

- Discount Dance (online) . . . . .discountdance.com
- Dance Togs (Beaverton) . . . . .dancetogs.net
- The Leotard (Portland) . . . . .theleotard.com
- Portland Dancewear (Portland) . . . . .portlanddancewear.com
- The Competitive Edge (Vancouver) . . . . .thecompetitive-edge.com

## HAIR

All hair should be pulled back off face in a bun (Ballet/Technique) or neat ponytail (Jazz/Tap/Hip Hop/Acro/Lyrical).

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**BALLET** — Black Leotard, Pink Tights and Pink Ballet Slippers. (Ballet skirts, wraps and dance shorts may be worn at all but the first class of the month which is always formal Ballet attire.)



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**JAZZ** — Black leotard or fitted black shirt, Black Jazz Pants or dance shorts. Tan slip on Jazz shoes (Levels 1, 2, 2/3), Black slip on Jazz shoes (Levels 3,4,5).



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**TAP** — Tan Youth Tap Shoes (Levels 1, 2, 2/3), Black Tap Oxfords (Levels 3, 4, 5). Dance attire or clothing that is easy to move in.



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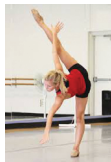
**HIP HOP** — Black & white Airwalks or Vans sneakers\*. (no white across the top of toe – please refer to pic) Dancewear, sweatpants or loose fitting clothing that is easy to move in.

\*Hip Hop shoes are for classes only and not to be worn as street shoes.



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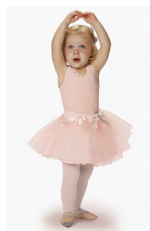
**CONTEMPORARY - LYRICAL** — Ballet or Jazz dancewear, Lyrical slippers or Paws.



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**CREATIVE MOVEMENT - TINY TAPPERS - WIGGLES OUT!** —

Ballet slippers and Tan Tap shoes. Leotards and tights of your choosing. Fitting for youth and beginners is available in the office.



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**ACRO** — Leotards and/or dance shorts. Bare feet.



**BOYS & MEN** — Black Dance Pants, Black or white T-shirt or dance shirt, Black Ballet Shoes, Black Jazz Shoes or Black Tap Oxfords depending on training classes being taken.



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**SING DANCE ACT & THEATER CLASSES**

Black slip on Jazz shoes. (Theater Jazz 4/5 will need tan character heels.)

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**PERFORMANCE GROUP MEMBERS**

All Tap and Jazz performance group members will need to have shoes in both tan and black. If you wish to start with one color and add the second color later you may.

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In addition, Intermediate and Advanced dancers may wear alternative dancewear in Jazz and Contemporary classes. As long as dress code expectations are met - leotards, tights, form fitting dancewear, etc., then T-shirts, bootie shorts, sweatpants and other alternative dance attire are acceptable. Instructors may ask that outer layers be removed when necessary for more precise training.

# DANCE FUSION NW PERFORMANCE GROUP OVERVIEW AND REQUIREMENTS

*“Some men have thousands of reasons why they cannot do what they want to, when all they need is one reason why they can.”*

*Martha  
Graham*

Performance groups are by audition only. Dancers must be at least 8 years of age with at least one year dance experience. There is a \$10 monthly fee (\$100/year) for dancers in one group and a \$15 monthly fee (\$150/year) for dancers in two groups or more to defray administrative, costume and rehearsal expenses. All performance group members are required to meet specific training requirements and additional rehearsals.

The following is a list of basic commitment and class requirements if you are interested in auditioning and are placed in one of our groups.

## PERFORMANCE OVERVIEW

- Miscellaneous summer shows
- Festival of Trees: Thanksgiving weekend
- Holiday shows: First 2-3 weekends in December
- Periodic daytime school performances
- Spring performances: Mar/April/May
- Annual June performance showcase: Mid-June
- Elective travel performances (ie: Disneyland/Cruise ships)
- Elective study opportunities (NY, LA, Conventions)

## SUMMER STUDY REQUIREMENTS\*

\*All performance group/company summer study programs are mandatory. Summer Intensive is two-three weeks in July beginning the week after the 4th. Other summer classes, camps, and offerings will be announced in the spring of 2017, and may include 8 weeks of continued summer training for our more advanced/serious dancers.

## WEEKLY MINIMUM CLASS STUDY REQUIREMENTS

Weekly class study requirements are between 2 to unlimited hours/week depending on which group(s) the student is placed in and at what level.

Dance conventions and competitive opportunities are available. Please fill out an interest form at the front desk for more information. (Not recommended for beginning students)

The Fuse Dance Force is a pre-professional, non-profit dance and scholarship program. It is affiliated with Dance Fusion NW, but not included in the Dance Fusion tuition or performance group requirements. Dancers are invited into the company by the Fuse Dance Force Executive and Artistic Directors.

The Fuse Dance Force operates more as a professional company would. Serious, hard-working dancers are placed into company as a vehicle to learn and experience something closer to life as a professional dancer. The Executive and Artistic Directors create and commission original works, soloists and small groups are featured, rehearsals are required and community outreach is part of the commitment.

"The Fuse Dance Force is a theatrical dance company designed to give serious dancers and performers an exceptional learning ground to prepare them for life as a professional entertainer. Community programs and performances feature multiple dance styles (including, but not limited to, Contemporary, Tap and Jazz), and introduce original works by the Artistic Director and guest choreographers with the intention of providing superior quality, local entertainment. In addition, The Fuse Dance Force will offer programs, class and full-scholarship opportunities to youth, regardless of socio economic status, with the hope of sharing and demonstrating passion, creativity and expression through dance as a positive outlet."

Visit our website at [www.fusedanceforce.org](http://www.fusedanceforce.org).



For an easy way to be a Fuse Dance Force supporter, register your Fred Meyer card and a portion will come back to FDF. Visit [www.fredmeyer.com/communityrewards](http://www.fredmeyer.com/communityrewards) and reference NPO#82396. Thank you!

## DFNW TUITION

30 min. /week	\$38.00/month
45 min./week	\$50.00/month
1 hr/week	\$60.00/month
1.25 hrs/week	\$70.00/month
1.5 hrs/week	\$80.00/month
1.75 hrs/week	\$90.00/month
2 hrs/week	\$100.00/month
2.25 hrs/week	\$110.00/month
2.5 hrs/week	\$120.00/month
2.75 hrs/week	\$130.00/month
3 hrs/week	\$140.00/month
3.25 hrs/week	\$150.00/month
3.5 hrs/week	\$160.00/month
3.75 hrs/week	\$170.00/month
4 hrs/week	\$180.00/month
4.25 hrs/week	\$190.00/month
4.5 hrs/week	\$198.00/month
4.75 hrs/week	\$206.00/month
5 hrs/week	\$214.00/month
5.25 hrs/week	\$222.00/month
5.5 hrs/week	\$230.00/month
5.75 hrs/week	\$238.00/month
6.00 hrs/week	\$246.00/month
6.25 hrs/week	\$254.00/month
6.5 hrs/week	\$260.00/month
6.75 hrs/week	\$264.00/month
7.00 hrs/week	\$268.00/month
7.25 hrs/week	\$272.00/month
7.5 hrs/week	\$276.00/month
7.75 hrs/week	\$280.00/month
8.00 hrs/ unlimited	\$284.00/month

## ADULT TUITION

1.0 hrs/week	\$40.00/month
2.0 hrs/week	\$70.00/month
3.0 hrs/week	\$95.00/month
4.00 hrs/week	\$118.00/month

## ADDITIONAL FEES

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### REGISTRATION (due at enrollment)

\$30.00 (single)

\$40.00 (family)

### COSTUME FEES (due Jan. 15th)

\$60/class minimum

### PERFORMANCE TICKETS

Tickets for performances will be available online approximately 3-4 weeks prior to each show. Adults range from \$10 - \$16 per ticket. Students and seniors range from \$6 - \$12 per ticket. We do not charge additional performance fees for our shows.

### FAMILY DISCOUNTS

If you have 2 or more family members enrolled you receive a 5% discount..

If you choose to pay tuition biannually you will receive a 5% discount off your total tuition fees! NOTE: Tuition paid biannually is NON-REFUNDABLE

### PRIVATE TRAINING

1/2 Hour \$30.00

45 Min. \$45.00

1 Hour \$55.00

*Call 360-521-9973 to inquire about our boys dance training special tuition pricing!*





# BALLET HANDBOOK AND POLICIES

## The Culture of Dance and Ballet

The styles of dance, (including but not limited to Ballet, Tap, Jazz, Hip-Hop, and Modern) would better be described as cultures rather than simply dance styles. Just like there is a different shoe for the types of dance, each style comes with its own music, clothing, language, behavior standards, and movements- though many styles have many aspects in common.

Ballet, as one of the oldest forms of dance dating back to the mid-1400's, has the most developed of these cultures. From the language (French) to the music (classical), Ballet has very specific expectations which come from centuries of history and tradition — many of which are the basis for other dance traditions in Jazz, Modern, and even Tap. Here at DFNW, we strive to educate our students in the whole culture of the dance forms they study, not just learn steps. This means that regardless of their recreational or professional dance aspirations, they are enriched, well prepared and knowledgeable of their art!

## Placement

A student's ballet placement is based on several factors including age, experience, strength, coordination, vocabulary, physical and mental development. This ensures students will be challenged safely and still have fun experiencing the joy of dancing. Generally, students will stay in a given level for 2-3 years, although if someone is progressing above and beyond normal, their instructor will notify the student and his or her family to move them into a higher level.

If you have questions about where your student is placed, please feel free to leave a message for our Ballet staff at the front desk and they will happily call you outside of class times. Class change times are very busy, so we're unable to answer your question with the depth and consideration you deserve.

# Attendance

At each level, there is an expectation of how many classes a week a student should attend. In Ballet, this ensures that the students not only get the repetition necessary to gain strength and dance safely, but also master to fine motor skills, coordination, and style that are the signature of ballet. Additionally, it ensures all the students in a class progress at a similar pace.

- **Ballet 1**  
Students should attend once a week.
- **Ballet 2**  
Students must attend one Ballet Technique class a week, but may attend two.
- **Ballet 3**  
Students must attend two Ballet Technique classes a week.
- **Ballet 4**  
Students must attend two Ballet Technique classes a week.
- **Ballet 5**  
Students must attend three Ballet Technique classes per week.
- **Pointe/Pre-Pointe**  
Students must complete the entire class prior to Pointe or Pre-Pointe and maintain an average of two ballet technique classes per week to remain eligible for the Pointe/Pre-Pointe classes



## Late Arrivals

Dance classes start promptly on time. Please drop off your dancer 10 minutes before class time so he or she has time to change, put on shoes, use the bathroom, and be ready and lined up for class. If a student arrives after class has started, he or she will need to ask permission to participate. Students who arrive more than 15 minutes late to class will be asked to watch. This is not a punishment; it is because he or she has missed critical warm-up exercises that prepare them to safely participate in more strenuous work later in class. If you know your student will regularly be late arriving to class due to particular circumstances (i.e. coming directly from school), please make arrangements with the instructor.

## Observing

For minor injuries or non-contagious illness, dance students are encouraged to observe class. Students of all ages benefit from observing because they are often able to learn from their peers, self-correct, and understand style and technique better. During preparation for performances, observing students who are able may be asked to “walk through” their part.

Sitting out: If a student has a minor injury during class that does not need immediate medical attention or to be sent home, the student will be asked to observe. After 5-10 minutes of rest, if the student cannot comfortably return to class, the student will be asked to observe the remainder of class and all other dance classes for the rest of the day. This is for the safety of the dancer, whose muscles have cooled down, and to protect the vulnerable injury site from further harm.

## Absences

If you know your student will be absent, please let the studio know. All missed classes should be made up. Make-up classes can be at an equivalent or lower level. Ballet 2 or 3 students may use the Open Youth Ballet as a make-up class. Ballet 4 and 5 students may use the Open Adult Ballet as a make-up class.

Prolonged absences: Students who regularly miss one or more classes a week rapidly fall behind in strength, ability, and vocabulary. This becomes particularly noticeable in Levels 3 and above. Prolonged absences (more than one week out) due to family vacation, illness, or injury may require a “return to dance plan” to insure your dancer can safely return to class and catch-up without risking injury.

Chronic absences: The studio considers chronic absences in any class to be one or more unexcused absences without making-up over several weeks. After two weeks of a student regularly missing classes, the Director or instructor will contact the family to discuss the situation and create a make-up plan. If the absences continue, the Director will schedule a meeting to discuss the student’s commitment level and reassess placement, up to and including placing the student at a lower level.

Absences and Pointe: Dancing en Pointe is a privilege. Dancers in Pointe and Pre-Pointe must maintain an average of two ballet technique classes per week to safely continue to participate. Students who fall below that two week average will be placed on probation. The instructor and Director will contact the student and her family to discuss the situation and create a “return to dance plan”.

*PLEASE NOTE: It is not appropriate for students to use dance class time to do homework. If a student has so much homework that he or she must miss dance class to finish it, he or she should complete that homework at home under parent/guardian supervision and the student will make up the missed class. If a student is frequently missing class to complete homework, the Director will contact the student and family to discuss the situation and work to find a solution that better fits the student’s academic and dance commitments. Homework done in between classes is perfectly acceptable.*

# Uniform

Ballet students are expected to wear proper ballet attire to class. It is important for both the teacher and student to be able to see how the muscles and limbs are working.

Formal Uniform Days: **The first day of each month, all ballet students will be required to wear the formal ballet uniform detailed below.** We want our students to be comfortable, practiced, and ready to meet the ballet uniform expectations of ballet students throughout the world. The formal uniform can be worn all the time and is appropriate in any ballet class, audition, adjudication, classical ballet summer program, or master class.

- Creative Ballet: Solid pink leotard, pink or flesh colored ballet tights, pink ballet slippers.
- Pre-Ballet through Ballet 5: Solid black leotard, pink or flesh colored tights, ballet slippers.
- Boys: White t-shirt or tank, black leggings or hose, white or black ballet slippers.
- Hair: Long hair should be secured in a ballet bun, using bobby pins, a hair net, and hair spray so there are no “whispies”. Short hair, if it is too short to pull into a small pony tail, may be secured back with a wide solid-colored cloth headband and pins.



**Normal Uniform Days:** DFNW is a contemporary dance studio, and let's face it, we get that proper has its time and place, but not all the time. With the exception of the first class of the month, the ballet uniform can be relaxed slightly the rest of the month. Students may add solid black bootie shorts (please note they should still wear a leotard). Ballet 5 students may wear any solid colored leotard of their choice. Boys may wear black shorts. Hair may be secured in any "do" that is firmly attached to the head and won't "whip" the dancer or fall out during class. Examples include French braids and twists, braids twisted and pinned up, etc. Get creative and learn some lovely new hair styles.

**What to stay away from!** Skirts, wraps, sweaters or tops over the leotard, dance pants, unsecured pony tail or bun, bracelets, necklaces and dangly earrings.

**Underwear:** Ballet dancers do not wear underwear under their tights or leotard. Ballet tights have "built in underwear". Younger dancers sometimes find this difficult, but with time it actually becomes much more comfortable.

## Preparation for Pointe/ Pre-Pointe

Many students are very excited about the prospect of Pointe or dancing on toe. Pointe is a specialized form of ballet and comes with special physical guidelines and budget considerations as well as increased responsibility and commitment to ballet and class work. Students who are interested should begin preparing at about age 10-11 or during the second or third year of Ballet 3. To be eligible for Pre-Pointe/ Pointe, students must:



- Be in Ballet 4 or 5
- Attending ballet technique classes twice a week or more
- Be 12 years or older
- Have at least two years of intermediate Ballet experience or by invitation
- Have sufficient flexibility in the ankle, physical strength, and technical ability

Around the second or third year of Ballet 3, our Ballet staff will start discussing with individual students and their families what their goals and intentions are for Ballet and Pointe. This is because it takes a year or two to prepare, build strength and technique, and ensure the student is able to physically dance en Pointe. A student must not only have the commitment to work hard, but also be able to tolerate minor discomforts such as sore feet and muscles, blister, and minor bruising. Pointe is also a very individual process and will be different for each student.

## Pre-pointe/Pointe

*Pre-pointe:* Pre-pointe is a yearlong preparatory class to build the required strength and stamina to safely dance en pointe. Generally but not always, a student is invited to join pre-pointe starting the second year of Ballet 4 if she meets criteria above and has the desire to dance en pointe. Usually, but not always, students in pre-pointe begin dancing en Pointe during the Spring, but some students are asked to repeat the class if they have not gained the necessary strength or stamina.

*Pointe 1:* Students will begin taking Pointe 1 after completing Pre-Pointe or by instructor invitation, and continue in this class for 1-3 years. A beginning to intermediate class focus is placed on strengthening, controlled coordination, balance and learning basic steps en Pointe. Pointe 2 students will continue to attend this class to maintain and improve strength and coordination for more advanced work done in Pointe 2.

*Pointe 2:* This class is an intermediate Pointe class meant to increase a student's vocabulary, balance, and precision. In addition to attending Pointe 1, students who are invited to Pointe 2 work on more complex combinations at barre and center. Generally, a student must have two or more years' experience on Pointe before she will be invited attend this class.

*In order to participate in Pre-Pointe or Pointe, a dancer must complete the entire ballet class previous to the Pre-Pointe or Pointe class and maintain an average of two or more Ballet technique classes per week.*

## Performing Companies

Dance Fusion has three Ballet specific performing companies. (See the Performance Group Overview in the Handbook). Placement in **Petite Allegro**, **Allegro** and **Grand Allegro** will take place in July. More information will be available at that time. Thank you so much for choosing our Dance Fusion NW Ballet program. It is a rigorous and beautiful art form and we look forward to dancing with you!



*Thank you for choosing our Dance Fusion NW Ballet program.  
It is a rigorous and beautiful art form and we look forward to dancing with you!*

# STUDIO POLICIES

**Tuition:** Tuition is due by the 1st of each month and may be paid by cash, check or credit card either monthly or biannually\* (\*Biannual tuition consists of two 5-month payments (Sept. thru Jan. & Feb. thru June with a 5% discount. NOTE: No refunds can be given on tuition paid biannually.)

**Late Fees:** There is a \$15.00 late fee for all payments made after the 10th of each month. Refunds: Refunds and/or credits may be provided only in extenuating circumstances (ie: serious medical issues; relocation, etc.). For all others, make up dance and fitness classes may be taken.

**Make-up classes:** DFNW has a number of classes available to choose from for your student to make up missed or canceled classes. Make ups due for missed classes are good for the entire dance year. You may attend class levels at or below the students' current level placement. It is also an excellent opportunity to try a different dance style or fitness class. If you need help choosing a make up class, our office staff will be happy to assist you.

**Holiday School Closures:** DFNW is closed for Thanksgiving Break, Winter Break, Spring Break, Labor Day and Memorial Day. (Please see the Year-In-Advance calendar for specific dates.) For all other school holidays we remain open. Students may choose appropriate make up classes for lessons that fall during holiday breaks or are unable to attend scheduled classes.

**School Closures Due To Weather:** We generally follow the Vancouver School District for school closures due to inclement weather. However, please call our studio phone at 360-521-9973 two hours before your scheduled class time to confirm. If we do have classes and weather is questionable in your area, please use your discretion. Your safety is paramount to us and, as always, you can attend an appropriate level class to make up.

**Class Viewing Days:** To avoid distraction and maintain a conducive learning environment, viewing days are held on the first class of every month.

**Email Communication:** It is extremely important that you are receiving our DFNW emails. With the volume of students and families, this is the only way we have to communicate important details with everyone. If you are not receiving Dance Fusion email, please contact the front desk at [info@dancefusionnw.com](mailto:info@dancefusionnw.com).

**Performance Volunteers:** To keep our wonderful productions running smoothly and safely, all participating families are required to volunteer for one of our production committees. There are numerous volunteer positions that range from rehearsal runners, to load in, to dressing rooms, to concessions, to clean up, etc. There will be a parent coordinator available to answer any questions. These shows can't happen without the help of many and volunteering is a great way to be a part of your students' efforts. If you are absolutely unavailable to volunteer, a buyout option is available.

**Private Lessons:** Private lessons are available and can be scheduled at the front desk. Inquire with the office staff for further information and pricing.

**Pro-Rating:** Our dance year is 10-months long (September-June) with no pro-rated months. An average for long and short months is factored into our tuition rates. Rates are based on 38 classes/per dance year plus rehearsal schedules. Students may attend appropriate level classes to make up any classes missed.

**Add/Drop Forms:** Classes may be added, changed or dropped prior to the first week of the coming month. Just fill out the Add/Drop form available in the lobby. \*IMPORTANT: If dropping, you will continue to be charged for classes until the Add/Drop form is received. If dropping mid-month, classes remaining will be forfeited.

**Questions and Concerns:** Please contact the desk with questions and concerns. Our full schedule prevents instructors from answering questions between classes. Please leave a message or stop by and questions will be addressed in a timely fashion through our wonderful office staff. Thank you!

# **STUDIO RULES AND GUIDELINES**

*Please review with your student prior to the first class*

## **FOR SAFETY**

**DO NOT HANG ON DANCE BARRES OR TOUCH/LEAN/PUSH ON MIRRORS.**

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## **CLASSROOM ETIQUETTE**

**ARRIVE EARLY, PREPARED TO DANCE WITH PROPER SHOES, ATTIRE AND HAIR. NO TALKING AFTER CLASS HAS BEGUN. ALWAYS DEMONSTRATE SUPPORTIVE, ENCOURAGING and RESPECTFUL BEHAVIOR TOWARDS INSTRUCTORS AND CLASSMATES. PROPER HYGIENE INCLUDES DEODORANT. NO HEAVY PERFUMES**

Maintaining a positive, uplifting environment is a priority at DFNW. If a student's conduct, behavior or attitude is excessively disrespectful or disruptive to the class or instructor, the staff reserves the right to dismiss that student for the remainder of that class time. Upon return the next week, that student, with a willingness to learn and participate, will be encouraged and welcomed back into class.

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## **CLASS TIME**

**CLASS TIME IS NOT TO BE USED TO DO HOMEWORK, TEXT, MAKE CALLS OR TALK. IF A STUDENT IS MISSING CLASS TIME FOR ANY OF THESE REASONS, THE INSTRUCTOR/DIRECTOR WILL CONTACT THE FAMILY TO DISCUSS THE SITUATION AND FIND A SOLUTION.**

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## **NO**

**NO CHEWING GUM DURING CLASS.  
NO CELL PHONE USE DURING CLASS.  
NO FOOD OR DRINK IN STUDIOS (BOTTLED WATER OKAY).**

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**STORE BELONGINGS NEATLY IN THE CUBBIES  
TAKE BELONGINGS WITH YOU AT THE END OF CLASS.**

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**PLEASE DISPOSE OF WASTE AND RECYCLING  
IN THE RECEPTACLES PROVIDED.**

*Thank you so much for helping make our studio home a clean, safe and positive environment!*