

The DANCE CENTRE

Coby G. Richardson, Artistic Director / Owner

(404) 633-2144

www.VistaGroveDanceCentre.com

The 2017 –18 Student Handbook

Welcome to The Dance Centre at Vista Grove!

We are proud to offer quality dance education to our students. We have been a part of the Atlanta Dance Community for over 75 years – the studio was originally owned & operated by Lottie Hentschel for 48 years and has been under the direction of Coby Richardson for the past 38 years. We are pleased that you will be a part of our family of dance.

All students are enrolled in classes that are suitable for their individual abilities. Each dancer is evaluated and placed by their teachers and the director where we feel they will most benefit. Students are evaluated throughout the season and may be asked to move to better suit their dancing needs within the season.

Please take a moment to look through this handbook to familiarize your self with the studio policies & procedures.

Here is what's new this season at a glance:

~ We wish Mr. Clay best wishes on his move home to Jacksonville, FL. He will be making guest appearances throughout the season, so even though he doesn't live in Atlanta, we will be fortunate enough to have him come in for special events & classes.

~ Molly Howel will be working full-time as Dance Director for Acadia Mountain High School. She will still be doing choreography for special events.

~ Welcome back to Pam Carter, Maxi Howel, and Anna Weibel, as well as Guest Teacher, Paul Bruschi. Throughout the year, we will be adding to our faculty.

Thank you so much for choosing The DANCE CENTRE and we look forward to a fun year of dance education with you & your student!

Forever dancing . . .
Coby Richardson
Artistic Director

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Class Placement:

All students are placed according to their physical ability and talent. Class placement is reviewed and evaluated throughout the season by the teachers and the director. Previous dance experience may or may not be considered in placement consideration.

Poor attendance will have a direct result in advancement of a dancer. Regular attendance is essential to maintain or advance in your designated level.

Class Etiquette:

Proper dance requires discipline. It is the discipline that is gained through dance training that makes dance such a positive and valuable activity. Please be on time for class and wear proper dance attire. See Dress Code Information for more details. Anyone arriving ten minutes late to a class may be asked to sit and observe class instead of participating.

Please call the studio if you are missing a class or arriving late so we may let your instructor know.

ABSOLUTELY no chewing gum or eating will be permitted in class or on the premises. The studio is a "NO GUM ZONE."

Disruptive behavior is not tolerated. Any disruptive behavior, use of profanity, or ridiculing of another student will result in immediate expulsion from a class. The DANCE CENTRE reserves the right to terminate lessons to any student for any acts of behavior deemed inappropriate that hinders the progression of a class. A refund for unused lessons will be given.

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Hours of Operation:

Fall / Winter/ Spring Office Hours: Monday – Thursday 4pm – 7:30
Saturday 10am – 1pm
Friday & Sunday – office is closed

(Office Hours are subject to change – please call the office to confirm for that day)

Summer Office Hours: Tuesday – Thursday 12pm – 4pm
Office Closed Friday, Saturday, Sunday

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Calendar for 2017-18:

Tue, Sept 5th – Studio Opens for 2017-18 season for Pre-School, Combo, Elementary, Middle School & High School

Fri, Oct 6th – Wed, Oct 11th – Studio Closed for DeKalb Fall Break

Tue, Oct 31st – Studio Closed / Halloween

Sun, Nov 19th – Sun, Nov 26th – Studio Closed / Thanksgiving Break

Sun, Dec 17th – Tue, Jan 2nd – Studio Closed for Christmas Break

Mon, Jan 8th - Pre-School Classes begin for Winter/Spring Session

Mon, Jan 15th - Studio Open / MLK Day even though DeKalb Schools closed

Mon, Feb 19th – Mon, Feb 15th – Studio Open / President’s Day even though DeKalb Schools are closed

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Sun, Mar 25th – Sun, Apr 1st - Studio Closed / Spring Break
Thu, May 24th – Last day of regular classes at the studio
Fri, May 25th – Mon, May 28th – Studio Closed / Memorial Day Weekend

Please note: Studio Closings due to inclement weather will coincide with DeKalb County public school closings. Saturday classes will be contacted by cell phone if classes are closed.

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“Special” Studio Events:

Wed, Oct 25th – Tickets go on sale for “Christmas With Hans Christian Andersen”
@ 10am online (EST) / TuTuTix.com
Tue, Oct 24th – Mon, Oct 30th – Dress-Up / “Bring a Friend to Dance” Week
Sat, Nov 10th – Dance Troupe Performance @ 6pm
“Christmas With Hans Christian Andersen” @ St Pius X Theater
Sat, Dec 16th – Pre-School In-House Performances for Fall / Winter session (Times t/b/d)
Sun, Apr 8th - Pre-School In-House Performances (Winter/Spring)
End of season show – Thu, May 31st – Stage Rehearsal / 1 – Middle + High School
Fri, June 1st – Stage Rehearsal / 2 - Elementary
Sat, June 2nd – Stage Rehearsal / 3 – Combo & Elementary
Projected shows: Sat, June 2nd Matinee / Sat, June 2nd Evening
Sun, June 3rd Matinee / Sun, June 3rd Evening
Combo, Elementary, Middle & High dancers
Recital & Rehearsal times to be confirmed & announced in January

Watch Days will be announced throughout the season for you to come observe your dancer’s progress. Please be mindful of younger children during these special observation events. A sitter might be preferable for younger siblings, so that the classroom experience is not interrupted. We plan for 2 during the season.

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Payment Information:

Registration:

A non-refundable fee of \$45.00 per student is required yearly at the time of registration along with the recital fee \$65.00 per student. On August 20th, the first & last month tuition is payable for each dancer. These are non-refundable fees.

Tuition throughout the season is due on the 20th of the month for upcoming month. We give a 10-day grace period in which to pay. On the first of the month a late fee of \$20.00 may be assessed. Any fees that are more than 3 months overdue will not allow the dancer to take participate in class. Please stay current! [Exception: our Pre-School dancers pay a \$100.00 deposit to hold their position in class for that session The balance of the session costs are due the first lesson of the session. The \$100 deposit is put toward the entire cost of the session.]

Costume deposits (\$25.00 per costume) are due in October.

Costume balances are due in 3 installments: Jan, Feb, Mar. Additional Installment plans for multiple students per family can be arranged through the front office.

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Please note: Recital fee (\$65.00 per dancer) & Costume Deposits (\$25.00 per costume) are refundable up to 12/1/17. Dancers registering for classes beginning in January 2018, must pay all fees up front & these fees are non-refundable.

Payment of fees:

Tuition may be paid in one of three (4) methods:

- 1) Automated checks from the bank that must be received on the 20th of the month or during the 10-day grace period. If checks are received on the first of the month or after the first of the month, they will be subject to a \$15.00 late fee.
- 2) Monthly payments by check, cash or credit cards to the front office due on the 20th of the month for the upcoming month starting Aug 20th running through April 20th. Please note: check payment is determined by the date the check is received not by the actual date on the check. For your convenience, we accept VISA, MC, Discover, & American Express.
- 3) Credit Card Deductions can be set up through the front office with a credit card on file. Auto debits will occur on or close to the 20th of the month. Please be advised: if your credit card cannot be charged for whatever reason, you will be assessed a late fee until we can get a replacement card on file. It is the responsibility of the guarantor to keep the credit card information on file current.
- 4) We will be using an online web accounting service & you will be able to check your payments online. We are expecting to establish an online payment system once this website is up & going.

Persons responsible for tuition will receive a notice if any additional fees are incurred (examples: late fees due / incorrect amount paid - balance due or credit to your account). We do not send out monthly billing statements. Any account that is more than 3 months past due will not allow your dancer to participate in classes until the amount due is paid in full.

Additional information: Make checks payable to The DANCE CENTRE.

There is a \$35.00 charge for any & all returned checks.

The monthly tuition rate will remain the same throughout the year regardless of the number of classes in a given month. Tuition is calculated on a yearly total of classes divided by 9 equal payments, not by the actual number classes per month.

We do not pro-rate classes. Classes are calculated either monthly or by the class. You may not make up classes once you have dropped a class. Those classes are forfeited.

Class Withdrawal:

A written notice from a parent must be received (handwritten or by email) before a student is considered dropped from a specific class. Withdrawal must occur in the first 7 days of a month. (For example, if you wish to withdraw January 1st, then we must receive written notice by December 7th to withdraw in January). Otherwise, tuition will continue until written notice is received.

The DANCE CENTRE reserves the right to keep a student's enrollment status "active" and charge accordingly if class withdrawal occurs prior to a notice being given.

No discounts are given if classes are missed. Classes may be made up in a lower level class if same level classes are not available at a convenient time for the student. We urge all students to make-up classes missed whenever possible.

Additional late fees may be added the first of each month until a payment is received unless payment options have been arranged through the front office.

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Yearly Dance Performance Opportunity:

This season’s final performances will be held at the St Pius X Theater on Saturday, June 2nd (matinee & evening performances) & Sunday, June 3rd (matinee & evening performances). Not all students will perform in all 4 shows

Please be aware of posted information in the studio lobby as the date approaches. We do all of our recital information by email. Make sure that we have the correct email address for you.

MANDATORY:

We ask that all students involved in our final show leave the days listed above (pg 3) open for Stage Rehearsals & Performances. Performance dates & times will be given out in mid-Winter. We make every effort to keep families together, but it is not always possible. We do try to minimize rehearsal time for all dancers. Your patience is appreciated for this weekend! The stage rehearsal is crucial to the success of the show – remember your dancer is part of this success.

End of Season Dance Performance:

A \$25.00 costume deposit is required for each costume due in October. The costume balances are to be paid in 3 installments: Jan, Feb, Mar. All costumes must be paid in full by April 2, 2018 in order to receive your costume. No exceptions. For students who have multiple classes / costumes & families with multiple dancers, you may divide your costume payments throughout the year which can be added to your regular tuition payments.

This must be set up through the front office. If you are paying on the monthly plan, then all costumes monies collected are non-refundable & must be paid in full by April 2, 2018.

The recital fee (\$65.00) is due at registration & is used to cover our costs on putting on the show: rental of theater, tech crew, sets (if used), lighting, music & props. Due to complications with Comp tickets in years’ past, we will no longer be giving out comp tickets. Tickets need to be sold to help off-set the cost of the production: music, theater rental, props, sets & additional costumes, as needed. In years past, we have not met our budget so we will be discontinuing the Comp tickets for this year. Tickets may be purchased for family & friends and will be available after Spring Break.

Please note: During this busy time, teachers may need to schedule extra rehearsals to better prepare our students for the show. If a student’s attendance is poor, the teacher may require private lessons to help prepare them for the show (see Price Information).

Students, parents & friends will be given an opportunity to support the dancers by purchasing business & personal ads for the program. See front desk for more details and opportunities. Flowers are also on sale for parents & friends to give to your shining “star”.

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We also offer a commemorative T-shirt of our end of season show. This is an optional item, but a wonderful way to remember your dancer's year at the studio. These will be on sale for a limited time only.

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Private Lessons:

Private lessons may be set up for those needing extra help, performing a routine, or for those who are interested in perfecting their technique. Since DANCE CENTRE instructors are in high demand, pre-scheduling is required for all private lessons & must go through the front desk. Cancellations must be made at least 24 hours prior to your slotted time or you will be charges for the lesson. All private lessons are to be paid directly to the instructor.

	Coby Richardson		Other Teachers' Rate	
	DC student	Non-DC student	DC Student	Non-DC Student
½ hour	\$40.00	\$45.00	\$30.00	\$35.00
45 min	\$50.00	\$55.00	\$40.00	\$45.00
1 hr	\$60.00	\$65.00	\$50.00	\$55.00

We also offer a one-time fee of \$150.00 per Dance Centre student / \$200.00 for non-Dance Centre student regardless of hours needed to learn the routine or to work on technique.

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Semi-Private Lessons:

Same requirements as Private lessons listed above.

	Coby Richardson		Other Teachers' Rate	
	DC student	Non-DC student	DC Student	Non-DC Student
1 hr / duet	\$90.00	\$100.00	\$80.00	\$90.00
	(\$45.00 ea)	(\$50.00 ea)	(\$40.00 ea)	(\$45.00 ea)
1 hr / trio	\$99.00	\$120.00	\$90.00	\$99.00
	(\$33.00 ea)	(\$40.00 ea)	(\$30.00 ea)	(\$33.00 ea)

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Coby's Closet Virtual Store:

We are providing all students with a Virtual Store through Curtain Call For Class. This is a service we provide for our parents – not a necessity, but something we feel is needed since there are no dancewear stores in the immediate area. Throughout the season, we will have "special" fitting appointments. This will allow you to size your dance & then order online. Items will be sent directly to your home. We do keep tights on hand for dancers who need them throughout the season, but all other items should be ordered through the Curtain Call Virtual Store.

Dance Attire:

- PRE-SCHOOL: (Pre-Ballet) Pink Leotard with attached skirt
- Ballet Pink tights
- Pink leather ballet shoes
- (Pre-Tap) Add: Tan Velcro Tap shoes

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COMBO LEVEL: All classes - Yellow Leotard with attached skirt

Light Toast tights

(Combo Ballet) Pink split sole ballet shoes or Full sole ballets

(Combo Tap) Tan Velcro Tap shoes

(Combo Theater Jazz) Tan Slip-On Jazz Boots

ELEMENTARY LEVEL: Any solid color / style leotard

Ballet - Light Tan tights, Pink Ballet Shoes

Tap - Black Slip-On Tap shoes

Jazz / Theater Jazz - Black Slip-On Jazz Boots

Hip Hop - Black / White Low-rise sneakers

Contemporary - no shoes / dancers need convertible tights

Additional items you may want to purchase:

Ballet skirts, Bootie shorts

MIDDLE & HIGH SCHOOL: Any solid color / style leotard

Ballet - Light Tan tights, Pink Split Sole Ballet Shoes

Tap - Black Slip-On Tap shoes

* Adv only - Black / White Spectator Tie Tap shoes

Jazz / Theater Jazz - Black Slip-On Jazz Boots

Hip Hop - Black / White Low-rise sneakers

Lyrical - Tan Slip-On Jazz boots

Contemporary - no shoes / Girls need convertible tights

Additional items: Ballet skirts, Bootie shorts, Black tights

Other dance attire notes: Hair must be pulled away from face in all classes & off the back of the neck.

Ballet - please use hairnets & hairpins when putting hair into a bun

Younger dancers may wear bun holders

Pointe - Pink shoes to be fitted at a dancewear store

Tap / Jazz - No jeans, loose pants or Sloppy T-shirts allowed

Hip Hop - No street shoes allowed in class

Please reserve Hip Hop sneakers for class only

T-shirts & pants preferred (No vulgar T-shirts allowed)

Boys Attire - Solid Colored T-shirt (no writing) with black jazz pants

(Ballet) Black or white ballet shoes

(Tap) Black Slip-On Jazz Taps

(Jazz + Theater Jazz) Black Slip-On Jazz Boots

(Elementary & Above / Hip Hop) Black & White low-riser tie sneakers

Older boys should wear a dance belt

Special note to parents: All students participating in the end of the season recital will be required to wear the specific dance shoe as listed above. Usually the shoes worn in class are the same as those required for the show. However, in some cases, we may require a different color / style shoe that is different from the dress code.

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Additional Information:

Parent’s Responsibility to be aware of Dates & Events:

It is the responsibility of the parent or adult student to be aware of all studio activities such as Watch Days, extra classes, studio closings, specific school holidays when the studio is open, & recital information. The studio will post all such notices on the front lighted board in the lobby, as well as monthly calendars on the front door / front glass area. It is important that we have all your current contact information (address, telephone, email address changes), as we will sometimes send reminders via email.

Care of students:

The studio is not responsible for providing before & after class care for students. Parents with Pre-School & Combo Level students should remain in the building during class time or plan to return before the class time ends so as to not cause stress to our younger dancers. Students of all ages should not be left at the studio for excessive time before or after class time.

Injuries:

Parents, legal guardians of minor students & adult students waive the right to any legal action or any injury sustained on school property from normal dance activity or any other activity conducted by the students before, during or after class time.

Photo Release:

The school is hereby granted permission to take photographs of the students to use in brochures, websites, posters, advertisements & other promotional materials the studio creates. Permission is also granted for the school to copyright such photographs in its name.

First Aid / Safety:

Students & teachers have access to first aid supplies when necessary for minor injuries. Pointe students should supply their own band-aids & tape. In cases of emergency, we do have bobby pins, hair ties & hairnets available. If a student forgets their hair supplies, we ask that parents help fill our supply equipment. The office is not responsible for providing these materials for all students.

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Pricing Information:

Please note all prices are subject to change. We do not pro-rate classes. Payments can be made by cash, checks (payable to The DANCE CENTRE) VISA, MC, Discover or American Express.

Yearly Instructional Rates:

- Pre-School (2 / 12 week sessions per season)
- Pre-Ballet only: \$295.00 / per session
- Pre-Ballet + Pre-Tap: \$345.00 / per session

If your dancer takes both Fall/Winter & Winter/Spring in one season, we will deduct \$45.00 (Registration fee) from your 2nd session.

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Combo Level - (2 style minimum):

2 styles (30 min ea) - \$68.00/mo

3 styles (30 min ea) - \$78.00 /mo

4 styles (30 min ea) - \$88.00 /mo

Combo Class options: Ballet, Tap, Theater Jazz, Hip Hop

Elementary Level (each class individually taught):

1 / 45 min class - \$65.00/mo

2 / 45 min classes - \$85.00/mo

3 / 45 min classes - \$105.00/mo

4 / 45 min classes - \$125.00/mo (For ea additional dance style @ 45min, add \$20.00/mo)

1 / 1 hr class - \$68.00/mo

Elementary Class options: Ballet, Tap, Theater Jazz, Hip Hop,

Fundamental Ballet – by invitation only

Middle School + High School Levels (each class individually taught):

1 / 45 min class - \$65.00/mo

1 / 1 hr class - \$68.00/mo

1 / 1.25 hr class - \$70.00/mo

1 / 1.5 hr class - \$72.00/mo

1 / 2 hr class - \$75.00/mo

Unlimited Class rate - \$275.00/mo ^

Unlimited Class Rate for Troupe dancers only: \$255.00/mo ^

^ Family Discount + Multi-Class Discount does not apply

Class options for older dancers: Ballet, Pointe, Tap, Jazz, Theater Jazz, Hip Hop,

Contemporary & Lyrical - must take Classical Ballet

Adults (each class individually taught):

1 / 1 hr class - Pay by the class - \$20.00

1 / 1.25 hr class - Pay by the class - \$22.00

Try-Out / Walk-In Rates:

Tuition is payable before each class.

1 single class - \$20.00 per class (45 min & 1 hr classes)

1 single class - \$22.00 per class (1.25 hrs & 1.5 hr classes)

1 single class - \$25.99 per class (2 hr class)

A Registration fee (\$45.00) applies after the first trial class. You may continue to pay the “walk-in” rate after the first trial class, but we have found that our monthly rate is far more economical and allows the dancer to make-up any classes they have missed. If a student enrolls in a class, the walk-in fees paid will be deducted from their monthly tuition for that particular dance style. No switching from one payment plan to another once the dancer has registered.

Class Cancellation policy:

Classes that do not meet the class minimum (6 dancers) will be offered an alternate class to take. If this class does not work into the dancer’s schedule, then a refund will be given for the classes not already taken.

Discount Rates:

Family Discount: \$5.00 off per student applies to all level classes except dancers paying by the class. Pre-School will have \$5.00 deducted from session costs
Elementary, Middle + High School will deduct \$5 from total monthly tuition fees.

Multi-Class Discounts: \$5.00 off per dancer for Middle & High levels only
Pre-School, Combo & Elementary levels are already discounted.

Unlimited Class rate: \$275.00 / per dancer
Discounts do not apply since these classes are already discounted

Dance Troupe Special Rates:

Dance Troupe / Unlimited class fee - \$255.00/mo
Discounts do not apply since these classes are already discounted

Company Class / Yearly dues - \$200.00
+ \$90.00 Master Classes (3) for the season per dancer

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Please keep this handbook for future reference. We try to maintain our website, but it is not always up to date. www.VistaGroveDanceCentre.com

If you have any questions or concerns we are here to help you! You may contact us at the studio during regular business hours @ 404-633-2144.

Again, we welcome you & your dancer to The DANCE CENTRE at Vista Grove. We are here to serve your dancing needs! You are important to us . . .