



2024-2025 Handbook
Recital Program

273 Woodbury Avenue, Martinsburg, WV 25404
<http://mbcparks-rec.org/programs/youth-programs/dance/>
Email: jessica.meacham@mbcparks-rec.org

2024-2025 Dance Year Calendar

Please note that we DO NOT follow the county school system operating schedule

*****Dates are subject to change*****

September

- **First Day of Classes:** Sept. 9th
- **Bring a Friend to Dance Week** - Sept. 23rd-27th

October.

- **Costume/Dress Up Week** - Wear an appropriate costume to class each day: Oct. 24th-30th
- **Halloween** - Studio Closed, No Classes: Oct. 31st

November

- **Costume measurements will be taken for costume ordering.**
- **Parent Observation Week:** Nov. 15th-21st (Tap 1 only will be Nov. 14th)
- **Thanksgiving Break** - Studio Closed, No Classes: Nov. 26th-29th

December

- **Costume balances will be invoiced.**
- **Bring Your Grown Up to Dance Week:** Dec. 16th-20th
- **Winter Break** - Studio Closed, No Classes: Dec. 23rd-Jan 1st

January

- **Classes resume:** Jan. 2nd
- **Final Costume Payments Due:** Jan. 2nd

April

- **Spring Break** - Studio Closed, No Classes: Apr. 11th-18th

May & June

- **Dance Pictures:** TBD

- **Memorial Day** - Studio Closed, No Classes: May 26th
- **Tech Week:** May 27th-May 29th (tentative) backup date June 3rd-5th
- **Dress Rehearsal:** May 30th or 31st (tentative) backup date June 6th or 7th
- **Recital Dates:** May 31st & June 1st (tentative) backup date June 7th & 8th

Ballet Class Attire

Attire: Leotard (style and color of your choice) Ballet skirt or dance shorts over leotard optional

Ballet Shoes: Beginners - Full sole pink soft shoe-leather or canvas

Juniors & Teens - Split sole, pink soft shoe-leather or canvas

Pointe Shoes for Pointe - Fitting is dancer specific; please check with the instructor for additional information. We strongly suggest: FOOTLIGHTS in Frederick, MD (call for appt./fitting hours)

Tights: Beginners: Footed Tights (any color)

Junior and Teens: Convertible or footed tights (any color)

Ballet Boys: White t-shirt with black boys/men's tights or dance pants with white or black split sole Ballet shoes

- Undergarments do not need to be worn under leotards unless absolutely necessary. Tights act as undergarments for girls.
- **Bra straps should match** the color of the leotard being worn and should not be visible in the back of the leotard. Nude leotards with built in bras or dance bras may be purchased if necessary. (Highly recommended)
- **Dance Sweaters** (*not hoodies*) and **leg warmers** are permitted in warm-up. Then, these items will have to be removed in order for instructors to see proper placement. T-shirts, sweatpants, baggy, or loose-fitting items will not be permitted.
- No jewelry (other than stud earrings).
- **Ballet Hair:** Pulled back in a secure bun for class.

All Other Class Attire

Tap, Jazz and Pom Dance Attire:

-Top: Leotard, tank top or camisole top

-Bottoms: Jazz pants, dance shorts with tights or leggings

Tap Shoes: Black tap shoe-Capezio or Bloch preferred, slip-ons or ties

Jazz Shoes: Beginner - Full sole-Black (slip-on) Jazz shoe

Junior & Teen - Split sole-Black (slip-on) Jazz shoe

Pom Dance Shoes: Black (slip-on) Jazz shoe

Hair: Pulled back in a secure ponytail or bun for class.

Hip Hop Attire: Any dance attire, athletic wear, sweatpants, leggings, etc.

Restrictions are jeans, booty shorts or any revealing tops; midriffs must be covered, may wear any NON-STREET WORN sneaker.

Acro, Contemporary and Modern Attire:

Any style leotard or tank top and any color convertible/footless tights, leggings or dance shorts.

Shoes: Barefoot or "FootUndeez" (May be purchased in any color, but nude will be required for Recital and performances) "Acro Shoes" or "Agility Gym Shoes" may be worn for Acro if desired. You may find them at dancewearolutions.com, designsfordance.com or discountdance.com

Hair: Pulled back in a secure ponytail or bun for class.

All Classes: -No jewelry (other than stud earrings)

-Dancing in socks is NOT permitted as it poses a safety risk.

Please label any and all items that your child brings to the dance studio! Please note that any student that comes unprepared may not be permitted to take class.

Arrival and Dismissal Policies and Procedures

- Students taking class in large studio should park on the end facing the pool and enter through to door 2. Parents of older dancers may wait in parking lot and return to pick up their dancer 5 minutes prior to class ending.
- Students taking class in small studio should park on the opposite end and enter door 8. (Main Gymnastics entrance). Parents of older dancers may wait in lobby or parking lot and return to lobby to pick up their dancer 5 minutes prior to class ending. Parents of younger dancers should remain in lobby during class in case their dancer

needs to use the restroom. Older dancers may go through Gymnasium to get to the studio. Younger dancers should wait for their instructor to come to the lobby and escort them into the studio. Please do not block the Gymnasium entrance while waiting.

- **Students should be escorted to and from the door by an adult. All Dancers should wait inside the building when waiting for a ride. We will not allow dancers to exit on their own this year. Please come into the building to be ready to retrieve your dancer 5 minutes before class ends.**
- DANCE SHOES MAY NOT BE WORN OUTSIDE OF THE DANCE STUDIO. Leotard and tights should be covered up when outside of the studio.
- Dancers should arrive **5-10** minutes prior to their given class time and **be fully dressed** in uniform **with hair placed securely**. **There is not a separate lobby /waiting area in large studio**, students will quietly enter the studio and place personal items in the cubbies and have a seat on the chairs. Parents are not permitted to watch class unless it is Observation Week.
- Instructors reserve the right to ask dancers to sit out of class if late and/or if wearing improper Dance attire.
- Dancers should be picked up promptly at the end of class. If a student needs to leave class early, please notify the Dance Coordinator or instructor at the beginning of the class.
- Please have **younger dancers** use the restroom prior to class. Due to safety concerns, we are not able to let younger dancers leave small studio during class to use the restroom unless parent is present in lobby to assist them.

Attendance and Absence Policies

- If possible, we ask that students attend class to observe when injured; however, not when ill or contagious. We respectfully request a written permission note or email from a parent or guardian to sit out of class. These notes will be kept on file for excused absences.
- Absences from injury or illness are considered excused if accompanied by a doctor's note.
- There are no make-up classes for being out of class, and there is no tuition reimbursement for absences.
- Absences due to a long-term illness or injury may allow a suspension of tuition payments but does not ensure a space will be available upon the dancer's return.

- If a dancer misses 10 or more classes, they may not be able to participate in Recital without mandatory Private Lessons priced at \$50/lesson to catch up on their dances.

Behavior Policy

For safety and for a nurturing learning environment, the following rules are for all dancers:

- Negative Attitudes and gossiping will not be tolerated by anyone. We try to create a positive, nurturing learning environment for all.
- No gum or dangly jewelry.
- No hanging or climbing on Ballet barres or touching mirrors.
- No running or horseplay in the studio.
- Only water (in bottles or containers) will be permitted in cubbies and dance studio.
- Please no street shoes on the dance studio floor at any time.

Communication

- E-mail: Please make sure that the office has an up-to-date e-mail address in our system to be able to receive information.
- Monthly newsletter sent via e-mail and on display at the studio.

We ask that parents refrain from asking instructors questions between classes so as not to infringe on the next class. Also, we would like to render the proper attention to questions via phone or e-mail:

Dancer or Policy Questions/Concerns:
E-mail Dance Coordinator, Jessica Meacham
jessica.meacham@mbcparks-rec.org

Updating information, Billing, or Class Information?
Speak with Administrative Offices
(304) 264-4842

Cancellation of Classes

Inclement weather cancellations are usually made after 2PM We **do not** follow the Berkeley County Schools weather policy; If classes are canceled, an e-mail will be sent along with a post on the M-BC Parks & Recreation page on Facebook. Canceled classes **will not** be made up.

Tuition Payments and Policies

1. Tuition is based off a 34-Week season. The 34 weeks are broken up into 9-monthly payments.
2. Please note that since tuition is based on the 34 weeks that instruction is being provided, you are NOT being charged for the weeks that classes are not held.
3. The tuition rate is broken down to reflect the total hours of instruction for the season based on class length.
4. See payment breakdown below:
 - a. 45 minute classes: \$324/full season broken up into 9 months = \$36/mo.
 - b. 60 minute classes: \$432/full season broken up into 9 months = \$48/mo.
 - c. 90 minute classes \$648/full season broken up into 9 months = \$72/mo.
5. Tuition is due by the last business day of every month before 5PM and can be paid in the dance office in person, by 11:59 PM online, or through the “drop box” on front porch or inside studio”. There will be no prorated classes/months.
5. All students are expected to be in the Recital. **All TUITION and COSTUME FEES must be PAID to participate in Recital.**
6. There will be no discounted class rates.

Late Fee Policy and Procedures

- Failure to receive reminders does not excuse late payments.
- **If payment is not received on time, a payment-processing fee of \$10 is assessed.**
- If payment is not received, you will also receive a telephone call from our office after the statement has been sent. If payment is not then received, the student may be **suspended from classes** until the account is settled.
- Students with past due accounts will not be permitted to participate in Recital or performances until the account has been paid to date.
- A returned check fee is \$25.
- Patrons are notified and must settle the account within 10 days, or the student will be suspended from class until the account is settled.

Costumes Fees

Costumes for our performances and Recital are special orders. Measurements of students will be taken during class time to help limit

alterations to costumes upon their arrival. This does not mean that alterations will not be necessary for your child's costume. Payment is due by January 2nd. Please understand that each class performs a different role or number, therefore requiring a different costume for each class. If your dancer is enrolled in multiple classes, there will be more than one costume fee. ***These fees are not refundable, and costumes cannot be exchanged.***

- Costume fee for each class costume invoiced in December (Payment due in full by January 2nd) Expect to pay up to \$75 per costume per class.
- New shoes, tights, etc. for Recital-depends on costume and instructor
- You are responsible for seamstress fees for costume alterations if needed
- You will be responsible for exchange fees of \$5 per costume, should a size exchange be necessary.

Optional Recital/Performance Costs

- Pictures and Picture Packages
- DVD or Digital Download of Recital
- Flowers
- Candygrams

Registration, Tuition, Costume Fees, and Recital Tickets are non-refundable All TUITION and COSTUME FEES must be PAID in order to participate in Recital.

Recital Information

During the second half of the season, we will begin sending out important Recital and Performance information. This information will give you more detailed information about our Recital including costume requirements, rehearsal schedule, hair and make-up requirements, and any additional information.

Lost and Found

- **Label all belongings!** Label dance shoes on the inside only as writing on the bottom of shoes can be seen from stage during performance.
- The lost and found bin can be found beside studio doors by student cubbies.

We are not responsible for lost or stolen items. We highly recommend a dance bag to keep all belongings in during class. Please do not bring items of high value to the studio.

Welcome to Turning Pointe Centre for Dance!
We look forward to a wonderful dance season!