

*Turning Pointe Centre for Dance*  
*2020-2021 Dance Hand Book*

273 Woodbury Avenue, Martinsburg, WV 25404

<http://mbcparks-rec.org/programs/youth-programs/dance/>

Email: [tpcdance10@gmail.com](mailto:tpcdance10@gmail.com)

FACEBOOK-friend us at Turning Pointe Centre For Dance – MBC Parks &  
Rec

**On days of inclement weather please call after 2pm for evening classes and  
after 8am for morning classes  
(304) 264-4842 Ext.15 for cancellation announcements**

*Turning Pointe Centre for Dance*

**Table of Contents**

School Calendar	3
Faculty Biographies	4-5
Ballet Attire	6
Tap, Jazz, Hip Hop, Lyrical, and Modern Attire	7
Where to Purchase Dance Attire	8
COVID Waiver	9
TPCD COVID Guidelines	10-12
Arrival and Dismissal	13
Attendance and Absence Policies	13
At the Studio	13
Parent Observation day	14
Communication	14
Cancellation of Classes	14
Tuition Payment and Policies	15
Late Fee Policies and Procedure	15
Additional Costs	16
Costume Fees	16
Lost and Found	
Performance Information	17

*Turning Pointe Centre for Dance*  
**2020-2021 Dance Year Calendar**

**\*\*Please pay \$20 for each class to go towards costumes to help reduce the final balance due in December\*\***

**\*Any remote day of learning the studio is OPEN, and classes will operate as normal\***

**September**

7<sup>th</sup> -Labor Day-**Studio Closed.**

8<sup>th</sup> -**First day of classes of the new dance season!!!**

**October**

Oct.26-31<sup>st</sup> Costume/Dress Up week! Wear an appropriate costume to class each day!

(This is a great time to get another use out of old dance costumes from recital)

**November**

1<sup>st</sup> week of Nov.- costume measurements will be taken in each class for costume ordering.

3<sup>rd</sup> – **Dance studio is OPEN** – Election Day.

11<sup>th</sup> **dance studio is OPEN** but no public school.

Mid-November –Remaining costume balances will be invoiced.

26<sup>th</sup> – 28<sup>th</sup> -Thanksgiving Break- **Studio Closed –No Classes.**

**December**

16-**Final Costume Fees Due**

16<sup>th</sup>-22<sup>nd</sup> -Parent Observation Week/Holiday Party-please join in watching your child take class to see all that they have learned thus far!

Dec 23<sup>rd</sup> -January 3<sup>rd</sup> **No Classes** Christmas/Winter Break

**January 2021**

January 4<sup>th</sup> **classes will resume!!**

18<sup>th</sup> - M.L.K. Day - **dance studio is OPEN.**

**February**

15<sup>th</sup> President's Day - **dance studio is OPEN.**

**April**

2<sup>nd</sup>-9<sup>th</sup> -**No Classes** Spring Break/Easter.

10<sup>th</sup> -classes will resume

Costumes should be in by the end April

**May/June**

Costume Pictures- TBA

31<sup>st</sup> -Memorial Day- **Studio Closed –No Classes**

STAGE PRACTICE: TBA

RECITAL DATES: TBA

*\*\*Please note that additional rehearsals for special performances, finale rehearsals, etc. may be held in the evenings or on Saturday afternoons\*\**

**On days of inclement weather please call after 2pm for evening classes and after 8am for morning classes (304) 264-4842 Ext.15 or check Facebook at "Turning Pointe Centre For Dance – MBC Parks & Rec" for cancellation announcements**

## **Introducing our TPCD Faculty!!**

**Amy Scofield** has seventeen years of dance training with concentrations in ballet, jazz, modern, tap, lyrical, pointe, and hip-hop. She has performed in multiple recitals as well as competed on the regional and national levels. She has had the honor of taking dance classes under well-known choreographers and performers. Amy attended West Virginia University where she was a member of the National Winning WVU Dance Team and part of the WVU dance ensemble while minoring in dance. Throughout her dance career, Amy has choreographed for award winning high school dance teams, show choirs, and various dance routines for all ages. Amy is currently in her tenth year as a dance instructor for Turning Pointe Centre for Dance and is extremely honored to be dance coordinator.

**Jambriel Sowers**, a 2002 cum laude graduate of Shenandoah University, holds a Bachelor of Fine Arts degree in Dance Education (pre-K-12 certified). Her concentrations include: ballet, modern, jazz, tap, lyrical, hip-hop, Asian dance, ballroom, choreography and extensive work in dance pedagogy, child development and foundations for dance education. She has performed in 30+ main stage dance productions including a professional concert at Dance Place Theatre of Washington, DC as a member of the Flying Lions Dance Company and as a guest performer for NextReflex Dance Company. Her professional studies include instruction with celebrated artists Mia Michaels, Denise Walls, Mandy Moore, Tony Dovolani, Greg Russell, Dave Scott, Sheila Barker, as well as other faculty of the Pulse, Broadway Dance Center, River North, and Hubbard Street Company. Jambriel's most honorable time was spent dancing under the legendary, Gus Giordano Jazz Dance Company of Chicago as a scholarship student in 2004.

She has been granted with two prestigious awards from SU in recognition of her commitment to artistic growth, dance education, and service to the dance communities of the Mid-Atlantic Region. She had the honor of being selected by faculty to showcase her choreography at the American College Dance Festival in Buffalo, NY. In 2012, she received a certificate in the "Leap N Learn" program for 3-6 yr. olds held at the Alvin Ailey Studios of NYC in 2012. She attends NYC dance conventions each year to continue her dance education. Jambriel is now going into her twenty-first year of teaching and choreographing dance including seventeen years as a public high school teacher. Jambriel is extremely honored to be going into her tenth year as an instructor for Turning Pointe Centre for Dance.

**Lindsay Watkins** is a May 2019 graduate from Shenandoah Conservatory with a Bachelor of Fine Arts in Dance. Currently, Lindsay is back at Shenandoah receiving a graduate certificate in Performing Arts Health and Fitness. Lindsay is a West Virginia native, where she trained at the Inwood Performing Arts in West Virginia for 15 years. She has traveled to perform at ACDA at WVU's Creative Arts Center and again at Meredith College in Raleigh, NC, the Guang Ya School in China, and various Regional Dance America Festivals in the U.S. and in Canada. During her time at Shenandoah Conservatory, Lindsay has performed in eight main-stage concerts in choreographic works by Tiffanie Carson, Christian von Howard, Shylo Martinez and Eddy Ocampo. Lindsay has most recently traveled to Spain, Greece, and Italy with Ekilibre Dance Company under direction of Maurice Fraga. Lindsay currently teaches ballet, jazz, and contemporary at various studios, and she is super excited to be returning to Turning Pointe for her third year!

**Gabrielle Dixon** lives in Martinsburg with her husband and a baby boy while attending nursing school at Shenandoah University. She has been dancing since the age of 4 and teaching on and off for the last 7 years. While she loves all forms of dance, her background is mainly in classical ballet which expanded to modern and contemporary, in high school. This is her third year as an instructor at TPCD and she teaches ballet, pre-pointe, lyrical/contemporary, modern and jazz. Dancing and choreography are some of her favorite things to do, but in her free time, she also loves to read and spend time with her family and friends.

**Lauren Junkins** is a graduate of Spring Mills High School and an alumna of TPCD. She will be entering her third year at Shepherd University this Fall where she will also be dancing on the SU Dance Team. She has been dancing for ten years and her training includes ballet, jazz, tap, modern, lyrical, pointe, and hip-hop. Her performance experience not only includes her main-stage dance recitals, but she was also a member of the SMHS Fusion Dance Team for three years. She is excited to return to Turning Pointe Centre for Dance for her third year as dance instructor this fall!

**Whitney Bryan-Chapman** is originally from Berkeley Springs, West Virginia. She is a graduate from Slippery Rock University with a Bachelor's Degree in Dance and Adaptive Physical Activity. While in college, Whitney also received her 200 hour yoga certification, and is certified in 85 hours of prenatal yoga. She has been dancing for 14 years, and teaching for 8 years. She specializes in teaching Ballet, Jazz, Tap, Modern, Musical Theater, Contemporary/Lyrical, and Adapted Dance Classes. She has experience teaching individuals of all ability levels and specializes in making dance fun and accessible to all. She has had the honor of learning the modern techniques of Martha Graham and Merce Cunningham. Throughout her dance career, Whitney has had the honor of presenting choreography in SRU's Winter Dance Concert, her Independent Dance concert Reflections, and various routines for all ages. This will be Miss Whitney's first year as an instructor for Turning Pointe Centre for Dance.

## Proper **Ballet** Attire

### **Girls Leotard Style: Can be chosen by parent/students**

Twinkle Babies, Tots, Toes and Mommy and Me-Light Pink leotard, light pink tights, pink leather or canvas ballet shoes.

Ages 6 & 7: Light Blue leotards, ballet pink tights, pink leather or canvas ballet shoes

Little Stars III-V Ages 8-9-10: Light Purple leotards, ballet pink tights, pink leather or canvas ballet shoes

Ages 11+ (Junior and Teen Ballet)-Black leotards, pink tights, pink ballet split sole shoes (leather or canvas)

### **Ballet Slippers:** Capezio, Bloch, or Sansha brands preferred

Suggested:

Beginner-full sole pink soft shoe-leather or canvas

Juniors-Teens - split sole, pink soft shoe-leather or canvas

### **Pointe Shoes**

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

### **Girls' Tights**

Mommy and me, Twinkles, and all Little Stars: Light Ballet Pink Footed Tights

Junior and Teens: Light Ballet Pink Convertible Tights or full tights

### **Ballet Boys**

White T-shirt with black men's tights or dance pants with white or black Split Sole Ballet shoes

### **Information for Ballet Attire**

- For the younger student: Panties **should not** be worn under leotards unless absolutely necessary. Tights act as undergarments for girls. **(3-5 yr. olds)-Tutus may be worn only at the end of class at teacher's discretion. (6 +) Ballet skirts are optional during center work only.** It is necessary for instructor to see proper alignment during barre work!
- For older students, Panties **should not** be worn under leotards. Tights act as undergarments for girls. If necessary, specific dance undergarments can be purchased. Ballet skirts are **optional during center work only.** It is necessary for instructor to see proper alignment during barre work!
- **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) please.
- **Ballet Hair** is to be placed **securely** in a bun using a hair net and bobby pins. **No Bangs.** If you have short hair-pulled back away from face.

## Proper **Tap/Jazz/Hip Hop/Lyrical/ Modern/Acro** Attire

### **Tap Attire**

Tap: Ballet Leotard and tights with a ballet skirt or tank top and dance shorts/caprice with tank top. (Sport bra if needed) may also wear jazz pants and tank.

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

**Tap Hair:** Please pull hair back in a secure ponytail or bun for class.

### **Jazz Attire**

All jazz classes: leotard/tights with jazz pants or shorts or leggings as well as a tank top or cami with black jazz pant or black jazz caprice.

### **Jazz Shoes**

Suggested:     Beginner-full sole Black (slip-on) jazz shoe  
                  Inter/Adv.-split sole-Black (slip-on) jazz shoe

**Jazz Hair:** Please pull hair back in a secure ponytail or bun for class.

**Hip Hop:** Any dance attire, athletic wear, sweat pants, or caprice. **Restrictions** are jeans, booty shorts or any revealing tops, tummies must be covered, may wear black jazz shoes or jazz sneakers (Capezio, block, Sansha etc.)

### **Lyrical and Modern Attire/Acro**

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

### **Lyrical/Modern Shoes**

All classes: bare foot or "FootUndeez" (May be purchased in any color, but nude will be required for recital and performances)

**Lyrical/Modern/Acro Hair:** Please pull hair back in a secure ponytail or bun for class.

**"Acro Shoes" or "agility gym shoe"** - are suggested for acrodance, however bare feet will also be acceptable. For acro shoes, you may find them at [dancewearolutions.com](http://dancewearolutions.com), [designsfordance.com](http://designsfordance.com) or [discountdance.com](http://discountdance.com)

No dangly jewelry (studs are permitted), chains, zippers, or loose fitting clothes.

*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.**

\*

## Where to Purchase Dance Attire

**Footlights: Dance & Theatre Boutique** (301) 696-1558  
306 East Church Street  
Fredrick, Maryland 21701 <http://www.dancefootlights.com>

**Wilkins' Shoe Center**  
7 South Loudoun St, Winchester, VA 540-667-5600

**The Dance Shop** 304-267-6788  
1591 Winchester Ave.  
Martinsburg, WV

**ONLINE ORDERING- much cheaper BUT-BEST IF YOU ALREADY HAVE BEEN FITTED AND KNOW THE BRAND THAT YOU LIKE-different brands size differently.**

**DanceWear Solutions**  
[www.dancewearsolutions.com](http://www.dancewearsolutions.com)

**Discount Dance Supply** (800) 328-7107  
<http://www.discountdance.com/index.php>

**Just For Kix** (800) 762-3347  
<http://www.justforkix.com/>  
[Designsfordance.com](http://Designsfordance.com)

Please note that there are many other places to purchase dancewear; however, these are some of our favorite places (with great prices) to shop!

## COVID-19 LIABILITY RELEASE

I acknowledge the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing.

I further acknowledge that M-BC Parks & Recreation has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19.

I further acknowledge that M-BC Parks & Recreation cannot guarantee that I will not become infected with the Coronavirus/Covid-19. I understand that the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of myself and others.

I voluntarily seek services provided by M-BC Parks & Recreation and acknowledge that I am increasing my risk to exposure to the Coronavirus/COVID-19. I acknowledge that I must comply with all set procedures to reduce the spread while attending your facilities.

I attest that:

\* I am not experiencing any symptom of illness such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell.

\* I have not traveled internationally within the last 14 days.

\* I have not traveled to a highly impacted area within the United States of America in the last 14 days.

\* I do not believe I have been exposed to someone with a suspected and/or confirmed case of the Coronavirus/COVID-19.

\* I have not been diagnosed with Coronavirus/Covid-19 and not yet cleared as non-contagious by state or local public health authorities.

\* I am following all CDC recommended guidelines as much as possible and limiting my exposure to the Coronavirus/COVID-19.

I hereby release and agree to hold M-BC Parks & Recreation harmless from, and waive on behalf of myself, my heirs, and any personal representatives any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to myself and/or property that may be caused by any act, or failure to act of M-BC Parks & Recreation, or that may otherwise arise in any way in connection with any services received from M-BC Parks & Recreation. I understand that this release discharges M-BC Parks & Recreation from any liability or claim that I, my heirs, or any personal representatives may have against M-BC Parks & Recreation with respect to any bodily injury, illness, death, medical treatment, or property damage that may arise from, or in connection to, any services received from M-BC Parks and Recreation. This liability waiver and release extends to the administration, staff, partners, and employees.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Turning Pointe Centre For Dance COVID19 Guidelines

### Student & Parents

#### Arrival/Check In

-Each student will need to be checked in by a parent/guardian (unless old enough to drive) in the lobby area of the Big Studio

-A temperature check will be performed to ensure student is able to take class. Students that do not have a fever of 100.4°F or higher, flu like symptoms, cough, or shortness of breath will be able to enter for class and parents/guardians must leave the building.

-Parents of younger students are asked to wait in the parking lot in their vehicles in case there is need for us to get the parent.

-At the time of temperature check we will request to obtain a contact number and color/make of vehicle to locate parent in case of emergency

-Students taking multiple classes that evening will only need to have their temperature wellness check taken once unless he/she needs to leave the building for whatever reason and return at a later time

-Student needs to have a dance bag with all belongings-shoes, water bottle, etc. and keep with him/her at all times. Cubbies and water fountains will not be able to be utilized at this time.

-Student needs to come prepared for class BEFORE entering the studio. Bathrooms will be limited for emergency use and will not be utilized as dressing rooms.

-Please make sure student uses the restroom BEFORE entering the studio. This will help prevent the use of restrooms during class and less utilization of our restroom

#### Class Restrictions

-Students will be required to wear mask at all times before, during, and after class until they leave the building.

-Students should ALWAYS bring a water bottle to any class to ensure they stay properly hydrated. Water fountains will be off limits until further notice.

-Students must keep his/her hands to themselves at all times and try to maintain a safe social distance where possible.

#### Dismissal/Pick up

-Students will collect his/her belongings and wait to exit the building until a Parent/Guardian is present to pick him/her up

-Late parent/guardian pick up may result in the student sitting in on the next dance class to ensure supervision at all times

## Student, Parents, & Staff

### Sickness

- If the student/staff member, anyone in his/her immediate family, or has been around anyone with a fever of 100.4°F or higher, flu like symptoms, cough, or shortness of breath he/she will not be permitted in the building. We will contact you on steps needed to return to class once symptom free.

### Travel

- If you travel on vacation, we ask that you do not come to class for 14 days. As long as you are symptom free after that time, you may return to class. Please communicate with the dance coordinator Amy Scofield if this occurs.

## Staff Guidelines

### Arrival/Check In

- Staff are required to show up 15-20min before his/her class begins to ensure adequate time for check in
- Staff will need to take his/her temperature before beginning to check in your students to ensure you do not have a fever of 100.4°F or higher.
- Each instructor will have his/her own role book and pen to prevent use of multiple individuals using common items that may not be easy to clean. You are responsible for keeping the role book and pen in your possession or in your closed mailbox drawer at all times. These items should be wiped down before and after each use.
- If you are subbing a class for a teach you will take roll on a separate roster sheet and give to the primary instructor so she can properly record attendance in her roll book
- Cubbies and water fountains will be off limits. Restrooms will be for emergencies only to try and limit use and class disruption.

### During Class

- Bars, mats, dots must be wiped down before and after every use
- Ensure students are as spaced out as much as possible
- Masks must be worn at all times--please allow for enough water breaks/cool down time
- Across the Floor exercises will need to be modified to limit students being too close to one another—students waiting his/her turn will stand spaced out along the mirror until it is his/her turn to go. Once finished, he/she will stand spaced out along the back wall of the studio.
- Center work must allow for adequate space for each dancer, this may require doing the same exercise multiple times in smaller groups if needed
- Partner/group work that requires touching or extremely close proximity will not be allowed until further notice
- Classes, such as modern, where bare feet and floor work may be used instructor will disinfect the floor before and after the exercises are complete.
- Touching the students for corrections/alignment/spotting should be refrained from if at all possible. In the case assisting is a must, you must sanitize your hands before and after each student

### After Class

- Allow for enough time to sanitize any and all equipment that has been used
- Sanitize the stereo, cabinet, cords, handles, table etc. for the next instructor
- Wait until all students have been picked up by a parent/guardian. If you must leave and students still remain you may have the student sit in on the next class to ensure supervision. You must communicate with the instructor BEFORE leaving the student

**Turning Pointe Centre For Dance COVID19 Guidelines Acknowledgement**

I acknowledge that I have read all of the COVID19 Guidelines set in place by Turning Ponte Centre For Dance.

I acknowledge that it is my responsibility to ensure that myself and my student(s) will abide by these guidelines at all times.

I further acknowledge that refusal to abide by these guidelines will result in not being able to attend/participate in class and no tuition reimbursement will be given.

Name of Student: \_\_\_\_\_

Name of Parent/Guardian (Printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Turning Pointe Centre for Dance*  
**Arrival and Dismissal Policies**

**\*\*Please see COVID19 Guidelines for current modifications\*\***

- **Young students should be escorted to and from the door by an adult. All Dancers should wait inside the building when waiting for a ride.**
- Students should not leave the building if they are unable to locate their parent or ride. They should return to their instructor or the office, notify the secretary or instructor, and wait in the studio until someone comes to pick them up.
- **DANCE SHOES SHOULD 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** or in a bun (depending on the class). **There is not a separate lobby /waiting area**, 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 December Observation Week.
- Dancers should be picked up **no later** than 15 minutes after ending class time. If a student needs to leave class early, please notify the instructor at the beginning of the class.
- Please have **younger dancers** use the restroom prior to class.

**Attendance and Absence Policies**

- If possible, we ask that students attend class when injured; however, not when ill or contagious. We respectfully request a written permission note or e-mail 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 and may be made up within one month of the missed class. Please see your instructor of the class missed to be assigned an appropriate make up class.
- With the exception of the previous instances, there are no make up classes for being out of class, and there is not 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.

**At the Studio**

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.**

*Turning Pointe Centre for Dance*  
**Parent Observation Day**

Please feel free to come and observe your child's normally scheduled classes during the last week before Christmas Break! There will not be any other observation days; we like to keep things the girls have been working on as a surprise for the end of the year recital!!

**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.
- Literature may be sent home with students at the end of class from time to time.

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: (dance coordinator) Amy Scofield** please email:  
tpcdance10@gmail.com

**Updating information, Billing, or Class Information? Speak with administrative offices**  
(304) 264-4842

**Cancellation of Classes**

**Inclement weather cancellations** are usually made after 2pm for evening classes and after 8 am for morning classes. We **do not** follow the Berkeley County Schools weather policy; **please Friend us on Facebook at "Turning Pointe Centre for Dance –MBC Parks & Rec"** for updates or **call the office at (304) 264-4842 Ex. 15** to listen for a cancellation recording or

If conditions at your location do not permit you to drive, please do not risk it!

*Turning Pointe Centre for Dance*  
**Tuition Payments and Policies**

*TPCD* works under an ANNUAL TUITION agreement. With an annual tuition agreement, your tuition is based on a nine-month timeframe, not a month-to-month basis. Tuition is due by the last business day of every month before 5pm and can be paid in the dance office in person, or by 11:59pm online, or through the “drop box” on front porch or inside studio. There will be no prorated classes/months.

*TPCD* students are expected to be in the May/June recital.

**All TUITION and COSTUME FEES must be PAID in order to participate in recital.**

To receive DISCOUNTED RATES, you must register for all classes at the same time for the computer system to allow the discount action.

**\$ Late Fee Policy \$**

- The first month's payment will be paid at registration for September. Subsequent **payments are due the last business day of each month (October-May)**.
- 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 issued complimentary tickets, or permitted to participate in recitals or performances until the account has been paid to date.
- No Personal Checks will be accepted for “dance tuition” after May 15<sup>th</sup> –only certified cashiers check, cash, or credit card.
- A returned check fee is \$25.
- Patrons are notified and must settle the account within 30 days or the student will be suspended from class until the account is settled.

*Turning Pointe Centre for Dance*

**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 December 15<sup>th</sup> as ordering separately incurs additional fees. 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.*

- **\$20.00 a month (September, October, November) per costume will be collected to go toward costume fees to avoid an overwhelming balance in December.** (any "overpayment" will be refunded or contributed to class tuition per parent choice)
- Costume fee for each class costume invoiced in November (Payment due in full by December 15<sup>th</sup>)
  - \$35-60 per class for Twinkle Tots-Little Stars
  - \$45-80 per class for Intermediate-Advanced Classes
- New shoes, tights, etc. for recital-depends on costume and instructor
- Seamstress fees for costume alterations-opt
- Special cast assignments or additional rehearsals

**Optional Recital/Performance Costs**

- Attire with studio logo
- Pictures and Picture Packages
- DVD of recital-est. \$35
- Flowers, cards, and gifts

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

*Turning Pointe Centre for Dance*

### **Performance Information**

*During the second semester, we will begin handing 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 additional information.*

*Pictures and extra rehearsals may take place during the April and May months. We will send home literature in advanced.*

### **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.

*Turning Pointe Centre for Dance or MBC Parks and Rec*

*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.*

*Thank you and welcome to the Turning Pointe Centre  
for Dance! We look forward to a wonderful dance  
season!*