



Maine Dance Center

WWW.MAINEDANCECENTER.COM

STUDIO HANDBOOK

Welcome to Maine Dance Center.
This handbook contains everything you
need to know for our 2025-2026 season.

2025
2026

1233 Roosevelt Trail, Raymond, Maine



207-655-1600

mainedancecenter@gmail.com

REGISTER

Visit our website at www.mainedancecenter.com and click on the “Register” link (preferred registration method). You may also register in person at the studio.

REGISTRATION begins in May and continues through January and is on a first-come, first served basis. Many popular classes fill before September, so we recommend registering early to secure placement in class. For full classes, we will have a waiting list and students will be notified if a spot becomes available.

ATTENDANCE is crucial for a successful year. When students miss class, it impacts the entire class. We understand that students may miss class due to illness, family emergencies, or vacations, and we don’t consider these absences problematic. However, if a student misses class regularly, the staff may require the student to schedule private lessons with an assistant or teacher at a rate of \$70.00 per hour to catch up.

MDC reserves the right to remove a student from a routine if absences become excessive.

Students should arrive 10-15 minutes before class starts. Tardiness disrupts the flow of the class. If you know that you or your child will be late or absent, please call us in advance.

**Please ensure that students, especially younger children, use the bathroom before class begins. This helps minimize interruptions during class time, as when one student needs to go, it often leads to others needing breaks as well.*

A minimum of 5 students is required to keep a class open. If enrollment falls below this threshold, we may combine the class with another or reschedule it to a different day or time. We will notify you promptly if this happens.

CLASS LEVEL PLACEMENT

We are committed to placing each student in the class that best suits their skill level, ensuring a safe and enjoyable learning environment. All classes are carefully planned, and students are placed based on their skills and abilities.

Our goal is for each class to progress together at a similar pace. However, slight differences in levels may naturally arise throughout the year. If a teacher determines that a student is not in the appropriate class, we will contact the parent/guardian immediately to discuss a possible change. We aim to make any necessary placement changes as quickly as possible.

New Students: The first class will serve as a trial, and the teacher will assess whether the placement is appropriate. If a switch to a different class is needed, the teacher will notify the parent/guardian after the trial class.

WITHDRAWAL POLICY/REFUNDS If a student wishes to drop a class, please email mainedancecenter@gmail.com or stop by the front desk. Notifying the teacher of the wish to drop is not sufficient to drop a class. Tuition charges will cease at the **end of the current month once the main office is notified**. Discounted Semester or Annual tuition payments are non-refundable as we have reserved the student’s place in class for the term. Absence from class is non-refundable. Due to class capacities, we are not able to accomodate make-up lessons for absences.

Tuition, registration fees, costume payments, and recital tickets, are non-refundable and non-transferable. If you drop you may receive a different costume than your class of equal value.

****ADD/DROP** period ends February 1st. No class changes will be allowed after this date. You will be responsible for the tuition for the remainder of the year.

*Costumes not claimed by recital will no longer be available for pick up.

TUITION

TUITION is based on the full school year beginning with classes in September and culminating with recital in May. Tuition is not prorated for student absences, sickness or scheduled holiday breaks. There is an annual registration fee of \$25 per student/\$50 per family.

PAYMENT OPTIONS For your convenience we offer 2 tuition payment options for our September - May school year.

TUITION OPTION 1: MONTHLY INSTALLMENT PAYMENTS Annual tuition can be divided into 9 monthly installment payments to make budgeting easier. This makes the monthly payment the same amount every month regardless of missed classes or holidays/school vacations. Equal installment payments will be posted on the 20th of the previous month and are due on the 1st of each month beginning with September and ending with May for a total of 9 installments. Payments received after the 1st of the month will be assessed a \$15 late fee. *Tuition remains the same regardless if there are 2 weeks in a month or 5. Please be aware that you are not paying on a per month basis. Paying monthly is a convenience to you.

TUITION OPTION 2: ONE 10% DISCOUNTED ANNUAL PAYMENT Tuition is paid in full for the year by the last day of summer intensives (August 7, 2025). Only Cash is accepted for this option. The registration fee is waived and a 10% tuition discount is applied. Students enrolling after August 7, 2025, are not eligible for the annual discount. If payment is not received by August 7th, the discount will be removed, the registration fee will be reapplied, and the student's account will be reverted to monthly tuition.

RETURNED CHECK FEES are \$25.00.

**Tuition payments for regular weekly classes must be current prior to applying any payments toward costumes, purchases or private lesson fees. Any payments received are applied to past due amounts first.

****AUTO PAY** – to ensure that tuition is paid in a timely manner, **auto pay enrollment is now required by all students/families**. You will still have the option to pay your tuition/balance prior to autopay being run by stopping by the front desk or making a payment online in your parent portal. Autopay will be run on the 1st of each month and the monthly tuition will be charged. Costume payments and any charges made in the MDC store should still be paid by you prior to the due date. If items become past due we will charge them to the on file credit card. All families must have a valid card on file. Failure to have a card on file will result in removal of any multi class/family discounts.



**For accounts over 30 days past due the student will not be allowed to attend classes until the account is current and any monthly/multi student discounts will be removed for the remainder of the season.

STUDIO POLICIES

EXTREME WEATHER/CANCELLATIONS In the event of a storm we will post updates on Facebook, Instagram and on television channels WGME and WCSH. Decisions on closing the school are not made until after 12:00 pm. MDC does not necessarily cancel classes when the local school districts do. Please use your own judgment when deciding to drive in inclement weather. The safety of our students is our first priority! Make-up classes will be scheduled only if there are 2 or more cancellations for a class.

Make-up classes will be held during school breaks.

STUDENT SAFETY - MDC is responsible for our students during the time of their class with us. We are not staffed to provide before and after childcare. We are concerned about the safety of every individual and we want everyone to be aware of how to be safe when coming to and from classes. Please park your vehicle and walk with your child to our door. We also suggest that you come to the door to pick up your child after class. Please make every effort to pick students up from the studio on time. We cannot assume responsibility for young students after class is dismissed. Students should remain inside the building while waiting for their parents to pick them up. . If a student has to remain at MDC for an extended period of time (longer than 15 minutes) while waiting for a ride, a \$10 charge will be added to their account. It is not the responsibility of MDC staff to babysit students whose parents did not arrive on time. If our staff have to remain after closing hours the charge will be \$1 per minute.

CODE OF CONDUCT FOR STUDENT AND PARENT Proper respect of the director, faculty, office staff, curriculum, fellow students and parents is expected of all students, parents and siblings. Every student should behave in a disciplined, responsible manner both at the studio and at offsite performances. The studio reserves the right to suspend or dismiss any student or family whose attitude, attendance or conduct is found to be unsatisfactory.

SOCIAL MEDIA POLICY FOR STUDENT AND PARENT We have a ZERO TOLERANCE for cyber bullying or slander against Maine Dance Center and its associates on public forums. Inappropriate/slandorous remarks towards dancers or faculty can result in dismissal from the studio. Dance should be an uplifting, positive, and fun part of your student's life. We appreciate your help in maintaining that. By enrolling at Maine Dance Center, you consent to your child's image being photographed or recorded in class, performances, or events and potentially shared on our social media platforms or used for promotional purposes.

CLASSROOM ETIQUETTE AND POLICIES

- *Students may bring water in a closed container into class.
- *Observers are not permitted in the classrooms unless invited by an instructor.
- *Cell Phones are not permitted in the dance rooms.
- *Gum chewing is not allowed in class.
- *All students must be in proper dance attire & footwear.
- *Hair must be secured back off the face.
- *Students should not touch mirrors or hang on barres.
- *Absolutely no running in the classroom.
- *Students are not allowed in classrooms without instructor.
- *Street shoes are not allowed on the dance floors.
- *Disruptive behavior will not be tolerated.

Teachers reserve the right to remove any student(s) from class if the policies are not followed or abided by.

RECITAL

MAY RECITAL Performing is an important part of a student's dance education and our annual recital gives students an exciting opportunity to perform in a professional setting. We typically present 2 shows on the same day, and students will appear in both shows.

Students wishing to see the performance from the audience must purchase a ticket. Students will not be allowed in the theater while wearing any pieces of their costumes. Parents are asked to only leave/return to their seats in between dance numbers.

***A zero account balance is required prior to purchasing recital tickets and participating in performances.

COSTUMES Costume payments are posted in October and due by November 15th, ranging from \$85-\$105. Tights and shoes will be ordered through the studio. Late payments incur fees. Costumes not paid for by December 1st will not be ordered. Students require a costume for each class that they are enrolled in. All accessories such as headpieces or gloves are included in the cost. If a costume needs tights, a new pair will be required for each costume for each new dance season at an additional cost. The studio orders all tights to ensure they are the same shade. (Students enrolled in a "combo" class perform only one number in the recital and have only one costume). You may submit payments towards your Costume Fee at any time. We are unable to order costumes without payment as the manufacturer requires payment in full.

*Costumes not paid for by December 15th will receive a \$15 late/separate ship fee per costume. Costumes are non-exchangeable and payment is non-refundable once ordered. Costume companies offer sizes in small, medium, large and XL. Although rare, if alterations are needed, they will be the responsibility of the student's parents. If you do not have a seamstress we can make a recommendation for you.

VIDEOS of the recital will be available to all families that participate. A "media fee" will be added to every family's account and a download link will be provided. Family members are welcome to videotape dress rehearsals. Photography and Videography is prohibited at the recital.

A "Recital Packet" will be emailed in the spring. Please make sure you are checking your email regularly to be sure you don't miss important information.



FINEPRINTS

GUIDELINES

Health and Safety Guidelines: Students should stay home if they are feeling unwell, especially if they have symptoms of contagious illnesses (cough, fever). Please inform the studio if your child will be absent due to illness. Students must be off of fever reducing meds and remain fever free before coming into the studio.

All injuries must be reported to the instructor immediately. An incident report will be completed, and parents will be notified. In case of a serious injury, emergency medical services will be contacted. .

Dress Code Enforcement: Students must adhere to the dress code at all times. Non-compliance may result in being asked to sit out of class until proper attire is worn.

Students are expected to clean up after themselves and maintain a tidy environment. Please do not send messy snacks such as popcorn, goldfish, or chips. Students should use the waiting areas for resting between classes.

Lost and Found Policy: Lost items should be reported to the office. Unclaimed items will be kept in the lost and found for 30 days before being donated. Please check the lost and found regularly for any missing items.

WAITING AREA is for your convenience. Please keep the waiting room lobby areas as quiet and clean as possible. Free Wi-Fi connection allows our older students to work on homework between classes and keeps parents connected while they are in our studio. Please keep cell phones on vibrate when you are inside.

THE WAITING AREA SHOULD BE AN ENJOYABLE AREA FOR EVERYONE, THOUGH NOT A PLAYGROUND FOR YOUNG CHILDREN. PLEASE KEEP THE WAITING AREA AT A NORMAL NOISE LEVEL AS TO BE RESPECTFUL TO THOSE AROUND YOU AND THE STAFF THAT IS WORKING.



ATTIRE

Proper dance attire must be worn at all classes for the purpose of seeing bodylines and proper placement. Students are expected to arrive in the appropriate dance attire for the class that they are taking.

Acrobatics	Leotard without tights or tights pulled off the feet <u>or</u> tight athletic shirts with shorts/leggings. Bare feet is required for this class. Hair must be tightly pulled back from the face. No jewelry or accessories.
Ballet	Leotard and pink tights for girls with pink ballet slippers and hair in a clean bun. Boys should wear a white fitted athletic t-shirt with black male ballet tights and black ballet slippers.
Ballet/Tap Tap/Jazz	Leotard and tights for girls with hair pulled back, snug fitting t-shirt and pants/shorts for boys. Pink ballet slippers for girls, black ballet slippers for boys, black tap shoes, or tan jazz shoes for the corresponding classes.
Contemporary	Leotard or snug fitting athletic wear. No shoes
Creative Movement	Leotard and tights or snug fitting comfortable clothing. Pink ballet slippers for girls, black ballet slippers for boys Hair should be pulled into a clean ponytail.
Hip Hop	Loose fitting shirts, sweatshirts, pants, shorts and clean hip hop shoes. Hair pulled back off the face. Shoes cannot be shoes that have been worn outside!
Jazz Musical Theater	Leotard and tights are preferred. Athletic shorts over the leotard is acceptable. Athletic leggings/shorts and a snug fitting top are acceptable. Hair pulled back into a tight ponytail or bun. Tan jazz shoes.
Lyrical	Leotard and pink convertible tights pulled off the feet. Hair in a clean ponytail or bun.
Tap	Leotard and tights are preferred but athletic shorts or leggings and athletic top are acceptable. Black tap shoes and hair pulled back into a tight ponytail or bun.

Most clothing items and accessories can be purchased at our in studio boutique, which is open anytime classes are being held. **Students should not be changing clothing in between classes. Please bring clothes to layer depending upon styles taken in a given day.

IMPORTANT DATES

September 15 – Classes Begin! 1st month tuition was paid at registration

October 1 – Tuition Due - 2nd Installment

October 13 – Yes! We have class today!

November 1 – Tuition Due - 3rd Installment

November 11 – Yes! We have class today!

November 15 – Recital Costume Payments Due 

November 24-29 – Thanksgiving Break - NO Classes 

December 1 – Tuition Due - 4th Installment

December 22-January 5 – Christmas Break - NO Classes 

January 1 – Tuition Due - 5th Installment

January 5 – Classes Resume

February 1 – Tuition Due - 6th Installment

February 7 – Elite Team Showcase at WHS or FPAC

February 16-21 – Winter Break - NO Classes 

March 1 – Tuition Due - 7th Installment

April 1 – Tuition Due - 8th Installment

April 12 – Recital Tickets pre-sale 10am Must have a \$0 balance including May tuition

April 20-25 – Spring Break - NO Classes 

April 27-29 – Recital Photos/Dress Rehearsal - No regular classes Please see chart for schedule 

May 1 – Tuition Due - 9th Installment

May 8 – Rehearsal at Windham High School

May 9 – Recital at Windham High School (11:00 and 4:00) 