

Maine Dance Center Student Handbook

1233 Roosevelt Trail, Raymond, ME 04071

Welcome

Welcome to the Maine Dance Center Student Handbook and Code of Conduct. This guide outlines our policies and expectations, fostering a respectful, safe, and supportive environment for all dancers. At Maine Dance Center, we uphold the highest standards of professionalism, discipline, and integrity while nurturing each student's passion for dance.

Financial Policies

Tuition

Tuition covers the full school year from September to May. It is not prorated for absences, illness, or scheduled breaks. The registration fee is \$25 for the first student, \$15 for the second, and \$10 for the third, with a family cap of \$50.

Payment Options

Option 1: Monthly Installment Payments

Annual tuition can be divided into nine equal monthly installments, due on the 1st of each month from September to May. Payments posted on the 20th of the previous month. A \$15 late fee applies to payments received after the 10th.

Option 2: One Annual Payment (10% Discount)

Tuition paid in full by September 1st receives a 10% discount and waives the registration fee. Only cash and checks are accepted. Late payment results in the loss of the discount and registration fee waiver.

Payment Policies

- **Credit Card Requirement:** All students must have a valid credit card on file for automatic payments.
- **Failed Payments:** A \$5 fee applies weekly for unpaid tuition due to declined transactions. Ensure credit card information is current and sufficient funds are available.
- **Returned Check Fees:** \$25 per returned check.
- **Auto Pay:** Enrollment in auto pay is required. Payments can be made before the 1st of the month via the front desk or online. Overdue charges for goods or services will be billed to the card on file.
- **Delinquent Accounts:** Accounts over 30 days past due will result in suspension of class attendance.

Registration

Registration begins in April and continues through January on a first-come, first-served basis. Early registration is recommended. For full classes, we maintain a waiting list.

How to Register

Visit www.mainedancecenter.com and click on "Register," or register in person at the studio. If you are unsure of what class is best-suited for your student, please email mainedancecenter@gmail.com or call the front desk (207-655-7429) or the director, Rhiannon (207-838-2423).

Withdrawal Policy/Refunds

To drop a class, email mainedancecenter@gmail.com or stop by the front desk. Tuition charges cease at the end of the current month. Semester or annual payments are non-refundable. Absences due to sickness or weather can be made up by scheduling with MDC staff.

Add/Drop

The add/drop period ends February 1st. Dropping a class after this date incurs tuition responsibility for the remainder of the year.

Attendance

Regular attendance is crucial. Habitual absences may require private lessons at \$60 per hour or removal from the routine. Arrive 10-15 minutes early. Habitual tardiness may result in removal from the class. Notify us of absences or tardiness in advance.

Low Enrollment

Classes with fewer than five students may be rescheduled or combined. We will notify you immediately of any changes.

Class Level Placement

Students are placed according to skill and ability to ensure proper training. New students will have an initial trial class for assessment. Placement changes are made promptly if necessary.

Attire

Proper dance attire is mandatory:

- **Ballet:** Leotard, pink footed or convertible tights, and canvas pink ballet slippers. Hair in a bun.
- **Hip Hop:** Loose clothing or dancewear, black high-top dance sneakers.

- **Jazz:** Leotard or fitted top with tights, dance pants, leggings, capris, or dance shorts. Tan slip-on split sole jazz shoes. Hair in a ponytail or bun.
- **Lyrical & Contemporary:** Leotard, footless tights or bare legs, dance shorts, or fitted capri pants.
- **Pointe:** Same as ballet with properly fitted pink pointe shoes.
- **Tap:** Leotard or fitted top, tights, dance pants, leggings, capris, or dance shorts, black tap shoes. No satin or ribbon ties. Hair in a tight ponytail or bun.
- **Tumbling:** Leotard or tight-fitting top and non-baggy shorts. Bare feet or cheer sneakers. Hair in a tight ponytail or bun.

Extreme Weather/Cancellations

In case of storms, updates are posted on Facebook, Instagram, and local TV channels WGME and WCSH. We make closure decisions after 12:00 pm. Use your judgment for safe travel.

May Recital

Our annual recital is a key part of dance education. We typically present two shows, and students may perform in one or both. Students need a ticket to watch from the audience and must not wear costumes in the theater. Accounts must be balanced before purchasing recital tickets and participating.

Costumes

Costume payments are posted in October and due by November 15th, ranging from \$75-\$100. Tights and shoes must be ordered through the studio. Late payments incur fees. Costumes not paid for by December 1st will not be ordered.

Videos

A "Media Fee" covers recital videos, and a download link will be provided. Photography and videography are prohibited during the recital but allowed during dress rehearsals.

Student Safety

We are responsible for students during class time only. Please escort your child to and from the studio and pick them up on time. Late pickups incur a \$1 per minute fee.

Code of Conduct

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

Zero tolerance for cyberbullying or slander against MDC. Inappropriate remarks may result in dismissal.

Studio Social Media Marketing

Enrollment includes permission to use student images and footage for promotional purposes. Contact us with any concerns. Dance should be an uplifting, positive, and fun part of your student's life. We appreciate your help in maintaining that

Classroom Etiquette and Policies

- Bring water in closed containers.
- Observers are not permitted unless invited.
- No cell phones, gum, or street shoes in the dance rooms.
- Proper attire and hair must be secured.
- No touching mirrors or hanging on barres.
- No running or disruptive behavior.
- Students may be removed from class for policy violations.

Waiting Area

Keep the waiting room quiet and clean. Free Wi-Fi is available. Maintain a respectful noise level.

Locker Rentals

Lockers are available for rent on a first-come, first-served basis for \$80 annually. No stickers allowed; use magnets. Keep lockers clean. Fees for defacing lockers range from \$25-\$200.