



MAINE DANCE CENTER

1233 Roosevelt Trail, Raymond, ME 04071

Parent/Student Handbook

Welcome to the Maine Dance Center Student Handbook and Code of Conduct, designed to foster a positive and respectful environment for all dancers. This handbook serves as a guide outlining our expectations and policies to ensure a safe, inclusive, and supportive space for learning and creative expression. At Maine Dance Center, we are committed to upholding the highest standards of professionalism, discipline, and integrity, while nurturing each student's passion for dance. This handbook outlines our shared responsibilities and expectations, empowering dancers to thrive and contribute positively to our vibrant dance community.

FINANCIAL POLICIES

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 a one-time registration fee of \$25 for the first student, \$15 for the second and \$10 for the third. Maximum registration fee is \$50/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 10th 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 September 1st. **Only Cash and Check are accepted for this option.** The registration fee is waived and a 10% tuition discount is applied. Students enrolling after August 31, are not eligible for the annual discount. If payment is not received by September 1st the discount will be removed, the registration fee will be reapplied and the student will revert 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 any goods or services purchased at MDC become past due, we will charge them to the on file credit card.

****For accounts over 30 days past due the student will not be allowed to attend classes until the account is current.**

REGISTRATION begins in April and continues through January. Registration is on a first-come, first serve 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.

HOW TO REGISTER FOR CLASSES: Visit our website at www.mainedancecenter.com and click on the “Register” link. You may also register in person at the studio.

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. 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. If a student is absent from class due to sickness or inclement weather, they may attend a makeup class of the same format by request/scheduling with MDC administrative staff. Tuition, registration fees, costume payments, and recital tickets, are non-refundable and non-transferable.

ADD/DROP: 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 if a class is dropped after February 1st.

ATTENDANCE is a very important aspect of a successful year. When students miss class it affects the entire class. We do understand that people get genuinely sick, have family emergencies, take family vacations etc, and can’t attend, and that is not a problem. However, habitual absences, and “just because absences” are not acceptable. Our staff reserves the right to require a student to participate in scheduled private lessons with assistants or the teacher at the rate of \$60.00 per hour to catch up. MDC reserves the right to remove a student from a routine should absences from class become extreme. Students should arrive to class 10-15 minutes before the scheduled start time. We try to keep classes running in a timely manner and tardiness inhibits that.

Habitual tardiness is not acceptable, and may result in removal from the class. If you know that you or your child is going to be late or absent, please call us to inform us so that we don’t hold class.

****Please make sure that dancers use the bathroom before class (especially with the little ones... once one goes, they all have to go). We want to limit the number of interruptions during class.**

LOW-ENROLLMENT: A minimum of 5 students is needed to keep a class open. If a class has low enrollment it may be combined with another class or rescheduled on a different day/time and we would notify you immediately.

CLASS LEVEL PLACEMENT We are committed to finding the absolute best class for each student so that we can ensure proper training and a safe and enjoyable learning environment. All classes are thoughtfully planned out. We place children in classes according to skill and ability. **Our goal is to keep each class progressing together at a similar pace while paying attention to the slight mixed level that will naturally arise and change throughout the year. If it is determined by the teacher that a student has not been enrolled in the proper class, the studio will contact the parent/guardian immediately. We try to make all placement changes as quickly as possible. New Students: Once the initial placement is determined, the first class is then used as a trial. After the first class the teacher will make an assessment and advise if proper placement has been achieved or if a switch to another class is a better fit.

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

*Ballet: students must wear a leotard and pink, footed or convertible tights. Short, dance skirts are optional. Tights must be clean with no extreme holes or snags. Hair should be in a clean bun. Canvas, pink ballet slippers are required to take class (not satin bedroom slippers). Underwear should not be worn with a leotard and tights. Older students may wear appropriate warm-ups for the first 15 minutes of class time at the discretion of the teacher.

*Hip Hop: loose clothing or dancewear. Black high-top dance sneakers. They can be ordered at the front desk.

*Jazz: leotard or fitted top with tights, dance pants, leggings, capris or dance shorts. Tan, slip-on, split sole jazz shoes are required. Hair must be in a ponytail or bun.

*Lyrical & Contemporary: leotard, footless tights, or bare legs. Dance shorts or fitted capri dance pants, tan dance pants.

*Pointe: Same requirements as ballet but with properly fitted pink pointe shoes.

*Tap: Leotard or fitted top; tights, dance pants, leggings, capris or dance shorts, black tap shoes. To avoid class interruption, younger students must have tap shoes that are buckle, slip on or have an elastic lace. No satin or ribbon ties. Hair pulled back from the face in a tight ponytail or bun.

*Tumbling: leotard or tight fitting top and non-baggy shorts. Bare feet or cheer sneakers. Hair is to be pulled away from the face in a tight pony tail or bun.

We understand that kids grow out of their shoes quickly, but please don't send your child to class in dance shoes that are 2 sizes too big. They cannot correctly learn the techniques as they should be if they have ill-fitting shoes.

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!

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 one show or possibly both shows. We are not always able to accommodate putting all of a student's or sibling's classes in the same show. 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 Students require a costume for each class that they are enrolled in. Costume payments will be posted in October and due November 15th. Costume fees for our annual May recital are \$75-\$100 per costume. 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 at an additional cost. All tights and shoes must be ordered through the studio. 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 November 15th will receive a \$15 late/separate ship fee per costume. *Costumes not paid for by December 1st will not be ordered. 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/parent. If you do not have a seamstress we can make a recommendation for you.

*Students enrolled in a "combo" class perform only one number in the recital and have only one costume.

VIDEOS of the recital will be available to all families that participate. A "Media Fee" charge 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.

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 while waiting for a ride a 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/slandering 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

STUDIO SOCIAL MEDIA MARKETING As part of enrollment at Maine Dance Center, we request permission to use footage and images of enrolled students for promotional and educational purposes on our official social media platforms and website. This may include but is not limited to performance clips, rehearsal snapshots, and event highlights. Your participation grants Maine Dance Center the right to showcase student talent and celebrate achievements within our dance community. If you have any concerns regarding the use of your footage or images, please contact us to discuss further.

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 bars.
- *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.

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 AROUND YOU.

LOCKER RENTALS The studio provides a limited number of locker rentals for students to store their dance attire and shoes. Locker rental forms are available online at our website or at the front desk. Locker rentals will be on a first come first serve basis. Payment in full is required for locker reservation. A 12 month agreement is \$80 from September –August. Fees are not refundable. Sticker application is not allowed anywhere on lockers (inside or outside surfaces). Magnets are a great way to personalize. Each dancer is responsible for keeping his or her locker clean.

**Please do not keep perishable food items in your locker.

*Any defacing of the lockers will result in cleaning and/or replacement fees from \$25-\$200.