

**Dance Unlimited, LLC**  
**7850 North Academy Blvd.**  
**Colorado Springs, Colorado 80290**  
**719-528-5715**  
**[www.DanceU.com](http://www.DanceU.com)**

**Student/Parent Handbook**

**Revised 7/10**

## MISSION STATEMENT

Dance Unlimited's mission is to provide a positive environment with professional staff to nurture children in the arts. Our dance programs are designed to meet the physical, social and emotional needs of children and to give them the skills needed to express themselves with confidence, in a structured, positive, disciplined environment.

## PHILOSOPHY

We are dedicated to providing professional dance instruction with diversified programs, which meet the needs of dancers and instill a desire to learn. We look forward to each day with your child, remembering the quote by Charles Stezel- *"I believe in my job. It is God's job for me. He has a purpose in my life with reference to His plan for the world's progress. No other fellow can take my place. It isn't a big place, but for years I have been molded in a peculiar way to fill a peculiar niche in the world's work. Yes, I believe in my job. May I be kept true to the task which lies before me-true to myself, and to God, who entrusted me with it."* We continue to be blessed with parents who trust us to make a small imprint on the lives of those most special in the world.

## GENERAL POLICIES

Dance Unlimited runs a 40-week dance session, therefore we do not adjust tuition for closures on our calendar, and we do not charge for excess days during the billing period. Thanksgiving break is in November, Christmas Break is in December/January and Spring Break is in March or April. There is no adjustment to tuition due to closure for vacations, holidays, student absences, or inclement weather. Students can make up missed classes. **Monthly tuition payments, annual, and semi annual tuition payments are nonrefundable as are the registration fees per student.** Monthly tuition is charged by the number of class hours per week. A \$30 fee will be assessed for all returned checks.

By signing up for classes you are agreeing to pay all tuition fees until DU is notified in writing that classes are being dropped.

As a special gift, dancers are given one free class per month. This class may be taken in their chosen field of dance, or they may choose to try another dance form. Should you wish to take advantage of this study opportunity, please contact us.

**All information will be provided via email.** If you change your email address during the dance season, it is your responsibility to let the front desk staff know.

Any dancer schedule changes must be submitted on a drop/add form. If you do not fill out a form you will continue to be billed. Class space may be forfeited if a dancer misses 3 consecutive weeks or more of class, unless special arrangements are made.

If weather conditions are questionable, check the website for closure information. If classes are cancelled a message will be found on the home page one hour before the cancellation. Please use your own judgment when driving in inclement weather.

Parents are responsible and expected to supervise all children accompanying them at Dance Unlimited. Please ensure that you are on time when picking up your dancer and that they are instructed to stay inside until your arrival. For safety purposes classrooms, the storage room and outside playgrounds are not open for use.

The staff of Dance Unlimited is not responsible for dancers' belongings. Please label all dancewear and dance shoes with the dancer's name. We are not responsible for lost, stolen or misplaced items. The "lost and found" box is located near the girl's restroom. Unidentified and unclaimed items will periodically be given to charitable organizations.

Statements will be available at the front desk on the 1<sup>st</sup> of each month. Statements are not distributed to students, the parent or guardian is responsible for obtaining this statement. Payment is due by the 15<sup>th</sup> of each month. If payment is received after the 15<sup>th</sup> there will be a \$20 late fee. All payments must be in the Dance Unlimited office by 8:00pm on the 15<sup>th</sup>. A billing period is defined as a 4 week period of dance (i.e. the September 1<sup>st</sup> billing is for the September 16<sup>th</sup>-October

15<sup>th</sup> cycle). In addition a 20% APR will be assessed on any unpaid balance. If your bill is not paid by the 1<sup>st</sup> of the next month your child will not be able to attend their classes. This includes all performance and competition dancers.

There is a 10% discount for all annual tuition payments and a 5% discount on all semi-annual tuition payments.

### **LOBBY**

You are invited to wait in the lobby while your children dance. Absolutely NO FOOD is allowed in the classroom. Food in the classroom creates a safety hazard. Please clean up after yourself. NO GUM is permitted anywhere in the studio. Observation windows are available for you to view your child while he/she is taking class. We ask that if you have been observing awhile that you step aside to allow others to observe. DO NOT allow your child to play in the clothing area.

### **CELL PHONE POLICY**

Cell phones are to be turned off during all classes. There is a phone at the front desk to make and receive emergency calls.

### **EXPECTATIONS**

Students must remain in the lobby until they have been invited into the classroom. Proper attire and attitude is most important in dance class. Students that are well prepared upon entering class are mentally ready and open to learn new material and create greater self esteem. The responsibility to have a dance bag packed and ready to go (dance shoes, leotards, tights, notebook, pencil, hairbands, etc...) shows pride even in our youngest dancers. Students are expected to be properly dressed and ready to dance prior to class time. Preparation before entering the classroom is the first step towards successful dance training. If a dancer is more than 10 minutes late for class they will be asked to observe, this limits the possibility of injury.

## **DRESS**

Ballet Students must dress in a black leotard, pink tights, and pink ballet shoes. Hair should be secured in a proper ballet bun. As you reach new levels in ballet you will be given more information from your teacher.

Boys Ballet- Black shorts, white t-shirt, black jazz or ballet shoes.

Combo Student can wear any color leotard and tights for class. Tan tap shoes and pink ballet shoes are required.

Jazz, tap, hip hop, lyrical, musical theatre, cheer and acro students must wear appropriate dance attire (shorts, sweats, tanks, etc...). The appropriate shoes are decided by the studio/teacher for that class. For safety reasons you may not wear socks alone.

## **COSTUMES**

All costumes must be paid in full by the Christmas break for the June recital. When costumes arrive they will be handed out to students whose accounts are paid in full. Costumes will cost approximately \$65-85, plus tax per costume. Students will be measured for recital costumes before ordering, allowances are given for growth. Direction on costume accessories will be given in class. All second order costumes will require an extra \$20 charge. Because costumes take 8-12 weeks arrive, we cannot place orders after a specific date. Please visit the website for deadline.

Costumes are ordered by your dancer's largest measurement. Some costumes may be too large, alterations may be necessary. You are welcome to ask for a recommendation at the front desk or use the seamstress of your choice. All alterations will be your responsibility.

Any costumes that are exchanged will be charged a 15% restocking fee and shipping. These fees are charged by the costume companies. You will have the final say on the size of costumes ordered for your child.

There will be no refunds given for costumes once they are ordered.

## **PICTURES**

Recital pictures will be in the annual yearbook and will be taken at the studio in late April or early May. Times for class pictures will be posted at the studio and/or on the website. You may also sign your child up for individual pictures, please see the photographer for any fees associated with these pictures.

## **RECITAL**

**A non-refundable RECITAL fee** is due by **November 30<sup>th</sup>**. This entitles each family to four tickets for the recital (usable for any one performance) and one yearbook. This fee will be automatically added to your November statement. Please advise the desk in writing by November 30<sup>th</sup> if you are unable to or do not wish to participate in recital so that the charge can be removed.

Yearbooks must be picked up by the last night of the performance.

Recital is typically a Friday and Saturday night. If your child is in more than one dance or you have multiple dancers we cannot guarantee you will be dancing on the same night.

**Recital** will happen in June. Please see the online calendar for exact dates.

**All rehearsals for your designated performance are mandatory.**

## **VIDEOS**

Recital will be professionally video taped and made available for parents to purchase. There will be **NO** personal video taping during recital performances and **No** flash photography.

## **COMMUNITY SERVICE**

Community service projects are available at various times during the year, especially during the Christmas season. Dance Unlimited students perform shows for nursing homes, children's organizations, community centers and malls. Also a food and clothing drive is done every year for several families in the community. All Dance Unlimited students and families are invited to participate.