



DcD Policies and Procedures Academic Year 2011-2012

Tuition & Registration:

Tuition is due no later than the 7th of each month. If you are currently having a check sent by your financial institution, make sure it is set up to arrive by the 7th! Any payments not received by the 14th will have a \$5 late fee added. Payments can be mailed to 1958 Elm Street, Denver CO, 80220 or dropped in the payment box outside of Studio B.

Tuition *cannot* be pro-rated! DcD is a 10 month program, if you plan to miss classes in June or December, make-up classes can be scheduled through the DcD office. Once enrolled in classes, you will be billed for each month of classes through June.

A \$25 registration fee applies to every student for every academic year. We offer a Family Discount of 10% off lesser tuition(s.) There is no registration fee for Summer Intensive for currently enrolled students, but there is a \$50 deposit to hold the student's space in class. The deposit is non-refundable and will be applied towards summer tuition.

The \$25 Registration Fee & tuition (once paid) is non-refundable. DCD is closed for Memorial Day weekend, Labor Day weekend, Halloween, Wednesday-Sunday Thanksgiving Weekend, 2 weeks for Holiday Break in December, and 1 week for Spring Break and all major holidays. Like any other school, your monthly tuition reflects these closures!

Discontinuing Dance:

To discontinue classes at DcD, a full 30-day notice must be given to the office via email to danceconservatory@gmail.com. If you do-not send a notice you will be billed until you do so. Once discontinued, another registration fee will apply to re-register.

Communication:

DcD communicates primarily via email and through the Office 720-837-1578. If you have questions, please direct them to one of the above avenues. Miss Jennifer, Miss Staci and Miss Katie cannot answer questions during teaching hours. DcD will always respond quickest via email and we try to answer each email within 24 hours, so plan accordingly!

Mr. Michael will be at the studio every Wednesday from 3:30 pm till 6:00 pm and every Saturday from 10:00 am till 12:00 pm or by phone @ 720-837-1578.

Volunteers:

DCD has the need for numerous volunteers throughout the year. Volunteer assistance helps us to bring opportunities to students that may not otherwise be possible, especially during performance time. If you would like to volunteer, please contact us. Thank you!

Address Changes:

Please contact DCD with any changes in student information. E-mail and cell phones are our primary way of communication, so please make sure that we have all updated information for each student.

Weather:

In the event of inclement weather that may cause class cancellations, please call (720) 837-1578. Cancellations will be recorded on voicemail, as well as updated on the DCD Facebook page.

DcD Company & Jr. Company:

DcD offers a unique opportunity for its dancers to join our Performance Company or Jr. Company for the Children's Nutcracker and Summer Performance in June. Joining the Company is a commitment for both parent and student. The Company Contract is available to view or download at our website:
danceconservatoryofdenver.com

Please be advised that ALL of the requirements within the contract will be enforced. Your signature on this document assures us that you have read, understand and agree to the Company and Jr. Company Contract (if applicable.)

DcD Student Handbook Academic Year 2011-2012

Rules and Regulations

- Students must attend all classes for which they are registered. Progress in class is dependent upon regular and consistent participation. Excessive absence slows student and class progress.
- Students must arrive on time for class, and should be dressed and ready at scheduled class time. If students arrive late, they must wait for acknowledgement from the Instructor before joining the class. Students arriving late for class may be asked to observe class and not participate due to injury if not properly warmed up.
- Students are expected to be attentive, quiet, and courteous while at the Dance Conservatory of Denver. Parents and students are expected to clean up after themselves in the hallways and playroom before they leave. DCD reserves the right to expel any student whose conduct or attendance is unsatisfactory.
- Students are not allowed to leave class without permission. Students are not allowed to be dropped off for class early unsupervised.
- Students should not bring valuable items to the studio. DCD is not responsible for any items that are lost or stolen.
- ONLY students are allowed in the studio during class time. Parents and others should remain in the hallway during class as it is disruptive to the teacher and students.
- All DCD areas are smoke-free.
- Parents are expected to maintain control of their children while at DCD. Please refrain from loud and boisterous activity within the school building.
- Students should remain in the building when waiting for their ride. Parents are asked to establish a policy with children regarding their own pick-up and drop-off procedures. There is no supervision of students provided by DCD before or after class. Students should wear a "cover-up" over their leotard and tights when arriving and departing from the studios. Dance shoes should not be worn outside.

Promotion Policy

DCD students are only promoted when they have demonstrated a mastery of the material in their current level. Students are not promoted automatically after one year, regardless of age. It is not uncommon for students to spend more than one year in a particular level. Age is only considered for placement of young dancers in beginning levels. DCD staff will decide class placement for returning students.

Dress Code

Students who do not comply with the following dress code may not be permitted to participate in class. No jewelry is allowed in class, with the exception of small, stud earrings for pierced ears. Hair must be in a bun, no ponytails.

Girls: Black leotard, pink ballet (footed tights), pink ballet slippers. Split-sole, canvas, ballet slippers are recommended for Pre-Professional and Advanced dancers.

Boys: White t-shirt, black, footed boy's tights, black ballet slippers.

Lost & Found

The Dance Conservatory of Denver is not responsible for lost or stolen items. Lost items will be placed in the Lost & Found. Dancewear should be marked with each student's name so that items can be easily identified.

Performance Opportunities

Fully registered students have the opportunity to perform in our annual "Children's Nutcracker" and Summer Performance in June. Performance is an integral part of serious dance training, and what students work so hard in class for all year. Students must commit to the entire schedule of rehearsals and performances and are strongly encouraged to read through the Company Contract with their families prior to auditions.

**DcD Schedule of Classes:
Fall 2011-Spring 2012**

Pre-Ballet (\$60/month)
(ages 3 & older)

Tuesdays	3:30-4:15 p.m.
Wednesdays	3:30-4:15 p.m.
Thursdays	9:45-10:30 a.m.
Saturdays	9:00-9:45 a.m.

After-School Classes

Stretch	Tuesdays	3:30-4:15 p.m.
Dance Combo	Wednesdays	3:30-4:30 p.m.
Jazz	Thursdays	3:30-4:15 p.m.

Elementary Ballet & Tap (\$75/month)

Ages 5 & older

*15 minutes of tap every other week

Mondays	3:30-4:30 p.m.
Wednesdays	4:15-5:15 p.m.
Saturdays	9:45-10:45 p.m.

Intermediate I Ballet & Jazz (\$100/Month)

Ages 7 & older

Mondays	4:30-6:00 p.m.
Fridays	4:00-5:30 p.m.

Intermediate II Ballet & Jazz (\$100/month)

*Must complete Intermediate I

Wednesdays	5:15-6:45 p.m.
Saturdays	10:45 a.m.-12:15 p.m.

Level I Ballet (\$125/month must attend two classes per week)

Tuesdays & Thursdays	4:30-6:00 p.m.
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Level I Pre-Pointe/ Pointe (\$75/month)

Tuesdays	6:15-7:15 p.m.
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Level II Ballet (\$125/month must attend two classes per week)

Mondays & Wednesdays 4:30-6:00 p.m.

Level II Pointe (\$75/month)

Wednesdays 6:15-7:15 p.m.

Level III Ballet (\$125/month)

Tuesdays & Thursdays 4:30-6:00 p.m.

Level III Pointe (\$75/month)

Thursdays 6:15-7:15 p.m.

Advanced Ballet & Pointe (\$300/month)

Mondays	6:00-8:45 p.m.	Ballet & Lyrical
Tuesdays	6:00-8:45 p.m.	Ballet & Pointe
Thursdays	6:00-8:45 p.m.	Ballet & Variations
Saturdays	11:00-12:30 p.m.	Ballet & Pointe

Beginning Lyrical (\$75/month)

Mondays 3:30-4:30 p.m.

Private Lessons (\$80/hour)

Private lessons are by appointment only, at the rate of \$80 per hour.
Please e-mail DcD to schedule a private lesson.

DcD Calendar of Events

August 27.....Nutcracker auditions
September 6.....Fall classes begin
October 31.....Halloween (no classes)
November 23-27.....Thanksgiving break
November 28.....Classes resume
December 16-18.....Nutcracker performances
Dec. 19-Jan. 3.....Winter break
January 4.....Classes Resume
January 16.....Martin Luther King Jr. (no classes)
January 21.....Summer Performance :Triple Bill Auditions
February 20.....Presidents Day (no classes)
March 26-April 1.....Spring Break (no classes)
April 2Classes resume
May 28.....Memorial Day (no classes)
June TBA.....Summer Performance: Triple Bill
June 23.....Last day of classes

I, _____, have read and understand the Student Handbook.
(print name)

(Student's Signature)

As a parent, your signature below indicates you have read and agree to the Policies and Procedures of DcD in addition to those listed in the Student Handbook.

(Parent Signature)

DcD Company and Jr. Company

As a parent of a DcD Company or Jr. Company Dancer, I have read and agree to the requirements set forth in the Company Contract.

(Parent Signature)

I, _____, have read and understand the Company
(print name)

Contract.

(Company/Jr. Company Member Signature)

PLEASE RETURN THIS PAGE ONLY TO DCD!