



INFORMATION AND POLICIES 2019- 2020

Welcome to FOCUS Dance Center where our “FOCUS” is to provide you with the very best instruction in the art and entertainment of dance.

We are thrilled you have chosen our Performing Arts Center, and look forward to the opportunity to work with you. Here’s to a year filled with new and exciting beginnings!

- **Our 2019.2020 Season runs July 8, 2019 - June 20, 2020.**
- We spend July through January training our students in dance technique and performance, in preparation for our end of season Honors Performance Concert Series **6.15.20 – 6.20.20. Please reserve these dates on your calendars now.**
- We request parents only observe outside the classroom, the first and last 10 minutes of class, so as not to distract the dancers during their learning experience, when we build teamwork, discipline, life-long friendships and a passion for dance. There are monitors in the lobby for your viewing pleasure.
- In the months of October/November we begin preparations for the end of the year Honors Performance Concert Series for FOCUS Universal (non-competing) dance classes. At this time, we collect the **\$95.00 plus tax required PERFORMANCE COSTUME/MATERIALS FEE** for each class your child performs. **Please be aware that you may have some additional costs for the performance,** i.e. accessories for costumes, basic makeup, theatre tickets etc., and optional costs if you’d like to order pictures, DVD’s and flowers.
- In January we begin **choreography for your Honors Performance Presentation. The Concerts in June are very important to the process of your dance training, learning how to display your skills, and the art of performance. The dancer gains confidence, teamwork, and self-esteem from the experience. Dancers who complete the season of training and perform in the Honors Performance, will also receive the honor of a Certificate of Participation presented to them at the Theatre.**
- In April we will begin taking a list of **Volunteers** to help and assist with Dress Rehearsals and Performances. **Volunteers and Volunteer Coordinators will receive first priority Performance Tickets.**
- In April the faculty evaluates each student, filling out a report card for placement for the up coming New Season in July. These evaluations will be given to you as a guide for the new season registration.

WELCOME to Social Media: Most important is our **FOCUS Talk weekly newsletter;** This weekly e-mail is sent to all FOCUS clients and is our main form of communication with valuable ongoing information, reminders, promotions, Holiday closures and important time-sensitive information throughout the season. Also Check us out on: facebook at [focusdancecenter](https://www.facebook.com/focusdancecenter) Follow us on: instagram at [focus_dance_center](https://www.instagram.com/focus_dance_center), to be informed and aware.

TUITION POLICIES

- A non-refundable \$25.00 registration/re-activation processing-fee per student is applied at time of registration, and when re-activating your account.
- **FOCUS operates on one twelve-month annual season installment, for the months of July-June.** As a courtesy, the total annual season fee, has been divided into consistent monthly tuition installments, month by month regardless of how many weeks are in a month. This is both a courtesy to our clients and an efficient way for us to operate.
- **Payment Options: You can choose to pay upfront for the entire year or on a month-by-month basis.**
- Monthly Tuition installments are due on the **1st of every month** and must be paid prior to attending class.
- Tuition received after the **10th of the month** will result in a **\$25.00 late fee.**
- Tuition is due regardless of attendance in class. Policies for Make-ups for classes missed, listed below.
- **Note:** Any client may cancel their membership before the first of the month. There are no contracts for non-competing dancers!
- Clients are responsible for the monthly tuition until they withdraw from the class. You may email your request or stop by the front desk to complete the add/drop form. Your class is not dropped until you receive a confirmation email. Withdrawals will not be accepted over the phone.
- June tuition fees need to be collected by **May 10th** in order for us to settle accounts and close our season's books before the Honors Performance series.
- **Holiday-Vouchers are available at the front desk for students affected by the following holidays:**
 - **Thanksgiving (Thursday, Friday, Saturday)**
 - **Easter (Friday, Saturday, Sunday)**
 - **Memorial Day (Monday)**
 - **Labor Day (Monday)**
 - **Halloween (Thursday) no classes held after 5:30pm**
- **Holiday-Vouchers** cannot be applied to tuition.
- In the event you miss a class, you may request a **Make-Up Pass** at the front desk. This pass allows you to attend any class of the same level or one level below in your age.
- Make-up passes are only issued to students that are still enrolled in the studio.
- **Make-Up Passes must be requested** within one month **of the missed class.**
- There will be **no refunds** for missed classes.
- **FOCUS Dance Center is not responsible for lost or stolen Vouchers or Passes.**
- Students with **poor attendance** may be required to take private lessons to learn missed material.
- Be sure you provide us with your **EMAIL ADDRESS.** Our main form of communication is via FOCUS Talk Newsletter, and e-mail. Please ensure we have your correct e-mail on file, and notify us in the office if you change it on the parent portal.
- Returned checks, will be charged the initial amount plus the bank and FOCUS processing fees. After 3 returned checks we will accept payment in cash only.
- Special circumstance refunds are accompanied by a \$25.00 processing fee

DANCE CENTER POLICIES

Dancers:

- Please arrive at the designated class time, ready to dance. For safety reasons, dancers who arrive more than 10 minutes late will need to sit and observe.
- Instruction begins 5 minutes into each class and instruction ends on the hour or half hour depending on when class is scheduled.
- Please wear proper attire and appropriate shoes for dance. For safety reasons, dancers without proper attire will not be able to participate.
- Please write the dancers name inside all dance attire and shoes.
- Dancers in all ballet classes must wear their hair in a bun. For all other classes, hair must be secured off the face and neck.
- During class, dancers may ask instructors questions. All other talking is inappropriate.
- Please be respectful and considerate of instructors and fellow students.
- Disruptive behavior will result in temporary or permanent loss of class participation privileges.
- Ask instructor for permission to leave the classroom. After tiny dancer classes, dancers will remain in the dance room until their parents arrive. FOCUS Dance Center is not responsible for students once they have left the Dance Center.
- No food, drinks, candies, or gum is allowed in the dance rooms or down the hallway. Closed water bottles are acceptable and encouraged. All food must be eaten in the study area or outside. No cell phone use during class. Please keep all cell phones on vibrate and in your dance bag.
- Students with inconsistent attendance may be required to take private lessons to learn missed material.
- Lost & found boxes are located in each dance studio. Each container is held for one month then taken to a local charity.
- Please keep the hallways clear. **No Strollers are allowed in hallways.** Due to the fire Marshall rules, we need to maintain a 36" clearance in the hallways.

Parents:

- Please do not interrupt classes to speak with instructors. Contact the FOCUS Dance Center office with any questions or concerns you may have regarding our instructors, classes, or placement. Please contact the office to make an appointment to speak with the instructor.
- Photography or videotaping of the students is strictly prohibited. It is a distraction to the dancers, instructors, and class, as a whole. Please respect the privacy and comfort of all involved, and reserve your videotaping and photography for outside of the studio.
- FOCUS reserves the right to cancel classes due to low enrollment.
- Please call in advance to check on the status of a particular class that is listed as Call First.
- For Creative Dance levels and higher...In Dance, tights are considered underwear. It is difficult to dance with too many layers when wearing tights, leotard and also underwear.
- Please be advised the front office doors are locked promptly at 9pm. All dancers still have the ability to Exit from any exterior door after 9pm. Just no one will be able to enter without assistance.
- Parents of Tiny dancer classes, please stay during their class time to assist if they need to use the bathroom. Please also always have them go to the bathroom before class.

FOCUS DANCE CENTER DRESS CODE

The following list will assist you in your dancewear purchases. Updated 5.29.19

- Dancers must wear appropriate dance shoes to each class.
- Please wear tights to class to protect the legs and keep the muscles warm.
- Warm-up attire is at the discretion of the instructor.
- Please do not wear baggy clothes to class. The instructor needs to be able to see your posture and alignment to properly assist you in your lessons.
- No sports bras or bra straps to be shown in Ballet classes.
- For Pre-Primary levels and higher...In Dance, tights are considered underwear. It is distracting from the dancers lines to see underwear.

Note: Please be aware that, our Class dress code will also be required and worn on stage, with your Honors Performance dance costume. For Hip-Hop you may be required to purchase a specific model/style/color of sneaker, and some costumes will require fishnet tights, not listed below.

Pre-Primary/Primary-A/Primary-B/Primary-C/Ballet

Hairstyle: In a bun

Leotard and

Ballet Skirt: **FOCUS/ABT required colors and styles sold exclusively at The FIT**

Tights: Capezio **Pink** #1815C (footed)
Capezio **Pink** #1816 (convertible)

Ballet Shoes: **Girls – Pink canvas split sole** (Buy either style below)
Hanami #2037C (Child) or Hanami #2037 (Adult)
Boys – Black canvas split sole (Buy either style below)
Hanami #2037C (Child) or Hanami #2037 (Adult)

Competing Ballet Training Blocks

Hairstyle: In a bun

Leotard: Solid **Black** (any style)

Tights: Capezio **Pink** #1815C or #1815 (footed)
Capezio **Pink** #1816 (convertible)

Ballet Shoes: **Girls – Pink canvas split sole** (Buy either style below)
Capezio Hanami #2037C (Child) or Capezio Hanami #2037 (Adult)
Boys – Black canvas split sole (Buy either style below)
Capezio Hanami #2037C (Child) or Capezio Hanami #2037 (Adult)
Pointe Shoes (with teacher approval only, teacher will advise)

Jr Tap/Tap

Hairstyle: In a bun or ponytail. Hair must be pulled back from face

Top: Solid colored tight fitting (any style)

Tights: Capezio **Light SunTan** #1816 (convertible)

Bottom: Athletic leggings or booty shorts with tights

Tap Shoes: **Girls and Boys Black lace up** tap shoes
Capezio Cadence #CG19C (child) or Capezio Cadence #CG19 (adult)
(If the lace up is too big, purchase the Mary Jane Capezio #3800 (child) in black leather (**NOT patent**))

Jump Start/Jr. Jazz/Jazz/Lyrical/Turns & Tech/Musical Theater

Hairstyle: In a bun or ponytail. Hair must be pulled back from face
Top: Solid colored tight fitting (any style)
Tights: Capezio **Light SunTan** #1816 (convertible)
Bottom: Athletic leggings or booty shorts with tights
Shoes: **Boys and Girls**
Capezio Show Stopper #CP05C (child) or Capezio Show Stopper #CP05 (adult)
Jazz/MT (**Black**)
Lyrical (**Tan**)
T & T (**Tan or Black**)

Jr. Hip-Hop and Hip-Hop

Hairstyle: In a bun or ponytail. Hair must be pulled back from face
Top: Loose or long fitted tops....No crop tops
Tights: Capezio **Light SunTan** #1816 (convertible) **Will be required for the concert.**
Bottom: Athletic leggings, sweat pants, basketball shorts, or cargo shorts.....**NO JEANS**
Shoes: **Boys and Girls see styles below**
Non-marking rubber soled shoes or sneakers.....**NO BOOTS**
Concert Shoes: Converse style sneaker. Low top, black with white toe cap and white rubber side & white laces. Can be purchased at Target, Payless, DSW

Tumbling & Tricks

Hairstyle: In a bun or ponytail. Hair must be pulled back from face
Top: Solid colored tight fitting (any style)
Tights: Capezio **Light SunTan** #1816 (convertible) **Tights will be required for the concert.**
Bottom: Athletic leggings or booty shorts with tights
Shoes: **Boys and Girls see styles below**
Capezio **Nude** Turning Point #H063C (child) or Capezio **Nude** Turning Point #H063W (adult)

Boys Dress Code

Ballet: Plain white T-Shirt, black jazz pants, joggers or shorts
See ballet dress code for shoes

Tap/Jazz/MT/Lyrical/T & T/Tumbling:
Solid colored T-Shirt, black basketball shorts, joggers or sweats
Tap/Jazz/MT/Lyrical/T & T/Tumbling see dress code for shoes

The FIT (@ FDC)

For your convenience,

“The FIT” RETAIL STORE IS IN THE LOBBY OF FOCUS!

**Providing all dancewear and active wear needs including;
tights, leotards, leggings, dance shoes, training tools, FOCUS gear
and MUCH more...**

IMPORTANT FDC DATES 2019/2020

Please Mark The Following Dates On Your Family Calendar!!!

Labor Day: Classes resume: Tuesday – 9/3/19	Monday – 9/2/2019	
Halloween: No Classes after 5:30pm	Thursday – 10/31/19 No Classes after 5:30pm	

Thanksgiving: Classes resume: Monday – 12/2/19	Thursday – 11/28/19 ~ thru ~ Sunday – 12/1/19
Christmas: Classes resume: Monday – 1/6/20	Sunday – 12/22/19 ~ thru ~ Sunday – 1/5/20
Easter: Classes resume: Monday – 4/13/20	Friday – 4/10/20 ~ thru ~ Sunday – 4/12/20
Memorial Day: Classes resume: Tuesday – 5/26/20	Monday – 5/25/20

2019/2020 - CONCERT DATES

Monday - 06.15.20 Thru Saturday – 06.20.20

Friendly Reminder:

Don't plan vacations until after June 20th!

PLEASE COMPLETE NEXT PAGE.
REGISTRATION IS NOT COMPLETE WITHOUT
SIGNATURE PAGE. THANK YOU.



INFORMATION AND POLICIES 2019- 2020

I understand and agree to uphold the FOCUS Information and Policies. I have read and received a copy of the Information and Policies 2019.2020 package.

Received by: _____
Please print clearly

Signature: _____

Date: _____

File Copy