



INFORMATION AND POLICIES 2018- 2019

Dear Dancer,

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 wonderful 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 2018.2019 Season runs July 9, 2018- June 15, 2019.**
- We spend July through January training our students in dance technique and performance in preparation for our end of season Honors Performance **6.10.19 – 6.15.19. Please reserve these dates on your calendars now.**
- We request parents to only observe the first and last 10 minutes of class so as not to distract the dancers during their learning experience. Observation is done outside of the classroom. This is an exciting time when we build teamwork, discipline, life-long friendships and a passion for dance.
- In the months of October/November we begin preparations for the end of the year Honors Performance Series for FOCUS Universal (non-competing) dance classes. At this time, we collect the **\$85.00 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 performance in June is 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 import is our **FOCUS Talk weekly newsletter;** This weekly e-mail is sent to all FOCUS clients to communicate 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 Dance Center 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 **\$15.00 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 by the first of the month. There are no contracts for non-competing dancers!
- Tuition is due at the beginning of each month until a drop form is completed by the parent and received at the front office.
- Withdrawals cannot be accepted over the phone.
- Reminder, 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)**
- **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 will allow you to attend a similar class of the same level or one level below.
- 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.
- At registration, please be sure you provide us with your **EMAIL ADDRESS.** Our main form of communication with you is via email and our FOCUS Talk Newsletter. Please ensure we have your correct address on file and notify us if you change it.

DANCE CENTER POLICIES

We appreciate your cooperation in upholding the following policies at FOCUS DANCE CENTER for the benefit of all concerned.

Dancers:

- Please arrive on time at the designated class time, ready to dance. For safety reasons, dancers who arrive more than 10 minutes late will need to observe class.
- 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 class, younger 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.
- 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 three months then taken to a local charity.
- Please keep the hallways clear. **No Strollers are allowed in hallways.** Due to the fire department 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 5.26.18

- 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 Creative Dance 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.

Creative Dance/Pre-Ballet 1/Pre-Ballet 2

<u>Hairstyle:</u>	In a bun
<u>Leotard:</u>	Solid Pink (any style)
<u>Tights:</u>	Capezio Pink #1815C (footed) Capezio Pink #1816 (convertible)
<u>Ballet Shoes:</u>	Girls – Pink canvas split sole (Buy either style below) Juliet #2028C (Child) or Juliet #2028 (Adult) Hanami #2037C (Child) or Hanami #2037 (Adult) Boys – Black canvas split sole (Buy either style below) Juliet #2028C (Child) or Juliet #2028 (Adult) Hanami #2037C (Child) or Hanami #2037 (Adult)
<u>Ballet Skirt:</u>	Pink (optional, but no tutus or sequins)

Pre-Ballet 3 & Ballet 1 – Ballet Training Blocks

<u>Hairstyle:</u>	In a bun
<u>Leotard:</u>	Solid Black (any style)
<u>Tights:</u>	Capezio Pink #1815C or #1815 (footed) Capezio Pink #1816 (convertible)
<u>Ballet Shoes:</u>	Girls – Pink canvas split sole (Buy either style below) Capezio Juliet #2028C (Child) or Capezio Juliet #2028 (Adult) Capezio Hanami #2037C (Child) or Capezio Hanami #2037 (Adult) Boys – Black canvas split sole (Buy either style below) Capezio Juliet #2028C (Child) or Capezio Juliet #2028 (Adult) Capezio Hanami #2037C (Child) or Capezio Hanami #2037 (Adult) Pointe Shoes (with teacher approval only, teacher will advise)

Jr Tap/Tap

<u>Hairstyle:</u>	In a bun or ponytail. Hair must be pulled back from face
<u>Top:</u>	Solid colored tight fitting (any style)
<u>Tights:</u>	Capezio Light Tan #1816 (convertible)
<u>Bottom:</u>	Athletic leggings or booty shorts with tights
<u>Tap Shoes:</u>	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**))

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 Tan** #1816 (convertible)
Bottom: Athletic leggings or booty shorts with tights
Shoes: **Boys and Girls see styles below**
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 Tan** #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 Tan** #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 or shorts See ballet dress code for shoes
Tap Plain white T-Shirt, black basketball shorts. See tap dress code for shoes
Jazz/MT Plain white T-Shirt, black basketball shorts. See jazz/MT dress code for shoes
Lyrical Plain white T-Shirt, black basketball shorts. See lyrical dress code for shoes
T & T Plain white T-Shirt, black basketball shorts. See t & t dress code for shoes
Tumbling Plain white T-Shirt, black basketball shorts. See tumbling dress code for shoes

The FIT (@ FDC)

For your convenience, we now have a NEW retail store

“The FIT” IN THE LOBBY OF FOCUS!

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

IMPORTANT FDC DATES **2018/2019**

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

2018-2019 SEASON NEW CLASS REGISTRATION WITH AN APPOINTMENT

Inquire in the office when and how to make an appointment

Currently Enrolled Students	June 2 nd 9:00am – 1:00pm	June 3 rd 9:00am – 3:30pm
Inactive Returning & New Students:	June 3 rd 4:00pm – 6:00pm	

General walk in registration (without an appointment) will be available starting June 4th. All appointments will be accommodated first.

Thanksgiving: Classes resume: Monday – 11/26/18	Thursday – 11/22/18 ~ thru ~ Sunday – 11/25/18
Christmas: Classes resume: Thursday – 1/3/19	Thursday – 12/20/18 ~ thru ~ Wednesday – 1/2/19
Easter: Classes resume: Monday – 4/22/19	Friday – 4/19/19 ~ thru ~ Sunday – 4/21/19
Memorial Day: Classes resume: Tuesday – 5/28/19	Monday – 5/27/19

2018/2019 - CONCERT DATES

Monday - 06.10.19 Thru Saturday – 06.15.19

Friendly Reminder:

Don't plan vacations until after June 15th!