



## INFORMATION AND POLICIES 2017-2018

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 2017-2018 season runs July 5, 2017- June 24, 2018.**

- We will spend July through January training our students in dance technique and performance in preparation for our end of the year dance concert 6/18/18 - 6/24/18.
- 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 Dance Concert Series for the FOCUS dance classes. At this time, we will collect the **\$85.00 plus tax required CONCERT COSTUME/MATERIALS FEE** for each class your child performs during concert week. **Please be aware that you may have some minor additional costs for the concert, (i.e. pictures, DVD's, accessories for costumes, tickets etc.)**
- In January we begin **Choreography for your Concert dances. This part is very important to the process of dance, and learning how to display your skills and training, and learn the art of performance, (just like one would do for a piano recital etc.).**
- In February 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 of Concert Tickets.
- During the month of April, the faculty evaluates each student and fills out a report card for placement for the up coming New Season in July. These evaluations will be emailed to you.

## TUITION POLICIES

- An annual, non-refundable \$25.00 processing-fee per student is applied at time of registration.
- **FOCUS Dance Center operates on a one-season year.** One twelve-month season (July-June). Your monthly tuition is billed in consistent installments, month by month. This is both a courtesy to our clients and an efficient way for us to operate. Making more time for teaching, by spending less time billing.
- Tuition is 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!
- Tuition is due until a drop form is completed and received in the front office.
- Withdrawals will not be accepted over the phone.
- **Payment Options: You can choose to pay upfront for the entire year or on a month-by-month basis.**

- **Holiday-Vouchers are available at the front desk for students affected by the following holidays:**
  - **Thanksgiving (Thursday, Friday, Saturday)**
  - **Easter (Friday, Saturday, Sunday)**
- **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.
- There will be **no refunds** for missed classes.
- 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.**
- **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. 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.

## **DANCE CENTER POLICIES**

## 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.
- Please make sure the dancer arrives on time, ready to dance.
- Tuition is due the 1st of each month. We appreciate your promptness! A \$15 late fee will apply if payment is received after the 10<sup>th</sup> of the month.
- **Please complete an add/drop form in the front office if needing to make a change to your dance schedule. Dancers must be officially enrolled in order to take each class. Your tuition will remain the same until an add/drop form has been received in the front office.**
- Photography or videotaping of the students is strictly prohibited. It is not always easy for another student or parent to discern when a photograph or video is being taken of them or another student. 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.
- Parents are welcome to observe any class their child is participating in during the **first and last ten minutes of the class ONLY**. All observations are done outside the classroom. The hallways get filled up, jammed up, and messed up when too many bodies are settled in for the long haul. More importantly, the ongoing observation is a distraction to the dancers who are trying to take class.
- FOCUS reserves the right to cancel classes due to low enrollment.
- Please call in advance to check on the status of a particular class.
- For Creative Dance levels and higher...In Dance, tights are considered underwear. It is distracting from the dancers lines to see underwear.

## FOCUS DANCE CENTER DRESS CODE

The following list will assist you in your dancewear purchases.

As of May 2017

- 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 Performance Technique 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, depending on the final costume design for your concert dance, you may be additionally required to purchase a specific model/style/color of sneaker.**

**Light tan tights will be required to wear for the June concert. See Jazz for specific style.**

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

<u>Hairstyle:</u>	In a bun
<u>Leotard:</u>	Solid <b>Pink</b> (any style)
<u>Tights:</u>	Capezio <b>Pink</b> #1815C (footed) Capezio <b>Pink</b> #1816 (convertible)
<u>Ballet Shoes:</u>	Bloch <b>Pink</b> #S0205G (full sole leather) Bloch <b>Pink</b> #S0277G ("pump" canvas split-sole)
<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 <b>Black</b> (any style)
<u>Tights:</u>	Capezio <b>Pink</b> #1815C or #1815 (footed) Capezio <b>Pink</b> #1816 (convertible)
<u>Ballet Shoes:</u>	Bloch <b>Pink</b> #S0277G or #S0277L ("pump" canvas split-sole) Bloch <b>Pink</b> #S0271L ("pro-arch" canvas split-sole) 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 <b>Light Tan</b> #1816 (convertible)
<u>Bottom:</u>	Athletic leggings or booty shorts with tights

Tap Shoes: Bloch **Black** #S0301G or #S0301L (lace up)  
(If the lace up Block is too big, purchase the Mary Jane style #S0350G in black 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: Bloch #S0495L ("neo-flex") or #S0495G ("neo-flex")  
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: Non-marking rubber soled shoes or sneakers.....**NO BOOTS**

## **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: Capezio **Nude** #H063C or #H063W ("turning pointe 55", pirouette shoe by Sophia Lucia)

## **Boys Dress Code**

Ballet: Plain white T-Shirt, black jazz pants and black ballet 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

## ***FDC - Endorsed Dancewear Retailors***

*(FDC endorses stores not simply by proximity, but by the professionalism, integrity, and honorable business practice demonstrated within the Dance/Business Community)*

**Dans La Danse Dancewear**

(First Recommended – Also Offers FDC Client Discount)

**(Irvine)**

17961 Sky Park Circle St. J  
(949) 553-9900

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**Discount Dance Supply**

**(Santa Ana)**

1931 North Tustin Ave  
(714) 835-7275

**(Laguna Hills)**

24801 Alicia Pkwy  
(949) 770-7107

**(Anaheim)**

1501 N Raymond Ave. Suite E  
(714) 999-0955

**(Rancho Santa Margarita)**

29900 Aventura Suite B  
(949) 858-0322

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**Cathy's Paradise Dancewear**

**(Fountain Valley)**

18589 Brookhurst Street  
(714) 962-5600

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**Coming Soon.....**

**The FIT** (by FDC)

Please help FOCUS in welcoming the new retail store "The FIT"

**Grand Opening Coming Soon at the new FOCUS location....Wait for it!!!**

**We will be offering all dancewear and tights**

**IMPORTANT FDC DATES**

**2017/2018**

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

## **2017-2018 SEASON CLASS REGISTRATION WITH AN APPOINTMENT**

Currently Enrolled Students:	Sunday – 6/4/17	9:00am – 6:00pm
Inactive Returning & New Students:	Sunday – 6/11/17	9:00am – 6:00pm

**GENERAL WALK IN REGISTRATION (WITHOUT AN APPOINTMENT) WILL BE AVAILABLE STARTING JUNE 12<sup>TH</sup>. FOCUS WILL ACCOMODATE ALL APPOINTMENTS FIRST.**

## **2017-2018 SEASON**

**July 5, 2017 through June 24, 2018**

### **2017-2018 - HOLIDAY DATES-BREAKS**

<b>Summer Break:</b>	Monday – 8/28/17
Classes resume:	~ thru ~
Monday – 9/11/17	Sunday – 9/10/17
<b>Thanksgiving:</b>	Thursday – 11/23/17
Classes resume:	~ thru ~
Monday – 11/27/17	Sunday – 11/26/17
<b>Christmas:</b>	Monday – 12/18/17
Classes resume:	~ thru ~
Tuesday – 01/2/18	Monday – 01/1/18
<b>Easter:</b>	Friday – 3/30/18
Classes resume:	~ thru ~
Monday – 04/2/18	Sunday – 4/1/18
<b>Memorial Day:</b>	Monday – 5/28/18
<b>Concert Prep Week:</b>	Tuesday – 5/29/18
	~ thru ~
	Sunday – 6/3/18

### **2017/2018 - CONCERT DATES**

**Monday - 06/18/18 Thru Sunday – 06/24/18**

