

Policies

FOCUS Information and Policies 2020-2021

Welcome to FOCUS Dance Center for the Performing Arts where our "FOCUS" is on inspiring students and athletes of all ages and levels in the pure fun and artistry of dance performance and fitness. Our talented master faculty will provide you with the benefits of physical, mental and emotional health and wellness, through the very best quality training and techniques. 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, fresh, exciting, and inspiring beginnings!

- Our 2020.2021 Season runs Sept 14, 2020 - August 28, 2021. While our end of season Honors Performance Concert Series is on a pandemic hold, we will be training our students in dance technique, performance, and fitness in preparation for our quarterly class showcases set for December, March, June, and August. You will be able to enjoy the growth and positive improvements of the students that our classes provide, as well as the opportunity to be creative with student created costumes and fun home backgrounds for the quarterly Showcases.
- We continue to maintain a hopeful attitude, while also realizing a return to normal times is still indefinite. We would love to be able to resume full in-person classes as soon as possible, but there is at this time no way to do that responsibly while in Phase 2. Until the Governor announces a return to Phase 3, (Dance Studios are considered part of Phase 3) and the community is in a much better place with respect to Covid-19, we will continue to offer group classes remotely, with individual in-person privates available at the Studio.
- We have optimized our new "Season 18" Virtual Live Interactive dance and fitness training schedule to motivate our dancers and provide the absolute best training and inspiring experience possible, by engaging dancers in a positive program that will progress almost as much as in a full in-person experience.
- At this point, the new schedule is expected to be virtual from September through December, (with our hybrid program of both Virtual and in-person classes ready and standing by) so If conditions improve dramatically before December we will of course adapt to the new conditions with Hybrid class options. But until that time, we will continue to re-evaluate our schedule as the pandemic ebs and flows and stay virtual.

- Since the safety of holding in-person classes, during this time, greatly depends on the number of dancers in the class, we anticipate the possibility of having very small groups of dancers before easing into a normal sized class. This is separate from and in addition to the Virtual Live Interactive Classes. We will start with individual dancers, (privates) but as conditions improve we will accommodate classes with a small number of dancers. We expect to use a bubble concept (customized group privates of no more than 6 students) where students choose to train with other students per an agreement. We do not have a firm date for this, (due to the current state and city mandates) but hope to be able to start in September. In the mean time we will move forward with fresh new inspiring and engaging Virtual classes.
- When we are in a position to offer any in-person options, our safety guidelines will be implemented. Our Safety guidelines and disaster emergency preparedness plan is attached. We appreciate you taking the time to read it if you have not done so already.
- In July the faculty evaluates each student, filling out a report card for placement for the up-coming New Season in September 2021. These level recommendations will be given to you as a guide for the new season registration.
- On-going evaluations throughout the season are always available upon request
- 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 Follow us on: instagram at focus_dance_center, to be informed and aware.
- NON COMPETING STUDENT 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.
 - There are two tuition rates. One for Virtual and one for in-person classes. FOCUS operates on one twelve-month annual season installment, for the months of September-August. 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 to request an add/drop form. Your class is not dropped until you receive a confirmation email. Withdrawals will not be accepted over the phone.
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 2021)
- Holiday-Vouchers cannot be applied to tuition.
- In the event you miss a class, you may request a Make-Up Pass. 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.
- 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:

- For future In-person class instruction – please read attached safety guidelines
- Virtual Classes:
 - 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.
 - Virtual class Instruction begins 5 minutes into each class and instruction ends 5 minutes before the end of 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.
 - 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.

- Please put yourself on mute until the instructor requests otherwise.
- Make sure to never go barefoot if you are needing to dance on carpet. Socks or dance shoes only.
- Make sure your dance space is safe to move around in.
- During class, dancers may ask instructors questions, please raise your hand. 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 screen.
- No food, drinks, or gum is allowed in the dance class. Closed water bottles are acceptable and encouraged. All food must be eaten before or after class.
- No cell phone use during class.
- Students with inconsistent attendance may be required to take private lessons to learn missed material.

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.
- 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.
- Parents of Tiny dancer classes, please stay during their class time to assist if they need to use the bathroom or have other needs. Please also always have them go to the bathroom before class.

FOCUS DANCE CENTER DRESS CODE

The following list will assist you in your dance-wear purchases. Updated 8.15.20

- Dancers must wear appropriate dance shoes to each class.
- 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-Ballet 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 shoe and tights dress code will also be required and worn for Showcases and performances.

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 dance-wear and active wear needs including;

tights, leotards, leggings, dance shoes, training tools, FOCUS gear and MUCH more...

IMPORTANT FDC DATES

2020/2021

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

Thanksgiving:

Thursday – 11/26/20~ thru ~Sunday – 11/29/20

Classes resume: Monday – 11/30/20

Christmas: (No make-ups are provided during this studio scheduled break)

Sunday – 12/20/20~ thru ~Sunday – 1/3/21

Classes resume: Monday – 1/4/21

Easter:

Friday – 4/2/21~ thru ~ Sunday – 4/4/21

Classes resume: Monday – 4/5/21

Memorial Day:

Monday – 5/31/21

Classes resume: Tuesday – 6/1/21

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

INFORMATION AND POLICIES 2020.2021

I understand and agree to uphold the FOCUS Information and Policies. I have read and received a copy of the Information and Policies 2020/2021 package.

Received by:

Please print clearly

Signature:

Date:

File Copy

Registration Policy

Thank you for registering for classes at FOCUS Dance Center. The following is a reminder of some important policies: Please read all points.

I understand the FDC Activation Fee Policy

There is an annual \$25.00 non-refundable registration fee for each dancer.

Families must give a 30-day notice if you choose to take a break from FOCUS. If a dancer takes a break mid-season, you are required to re-activate and pay the \$25.00 re-activation fee.

I understand the FDC tuition policy

- Tuition is due on the 1st of every month.
- Tuition received after the 10th of the month will incur a \$25.00 late fee.
- Tuition is due regardless of attendance of class.
- I understand the FDC class withdrawal policy.
- I am responsible for the monthly tuition until I withdraw from the class.
- I withdraw from a class by completing an add/drop form.
- Withdrawals will not be accepted over the phone. You may email your request to complete the add/drop form. Your class is not dropped until you receive a confirmation email.
- understand the FDC e-mail is the primary method of contact.

- Please be sure to include an email address so important information can find you.
- Your email address, as with all of your information, is used for FDC purposes only.
- I understand missed classes must be made up within 30 days.
- Make-up passes are only issued to students who are still enrolled in one or more classes.

I have read and agree to FOCUS Dance Center Policies and Information

Signature_____Date_____

Credit Card Policy

I understand that by submitting my registration online, my credit card will be charged a \$25.00 registration fee along with the first month's tuition for all active students on my account.

By checking re-occurring billing, I authorize FDC to bill my credit account on/after the first of every month for the full amount of said student's monthly tuition or to bill my credit account for competition costs and/or any other mutually agreed upon amount.

[Print](#)

Your signature

Type account name (your signature)

Agreement date

08/14/2020

By checking the box and signing, I acknowledge that I agree to the above studio policies.