

*Center*

*Memorial Dance*

POLICY &  
PROCEDURE GUIDE



2023-2024

# WELCOME TO MEMORIAL DANCE CENTER



At MDC, we pride ourselves on enthusiasm, professionalism and dedication to our students. Please refer to this guide regarding our policies and procedures to ensure a smooth and enjoyable experience for all. Thank you for enrolling at MDC!

## REGISTRATION

Registration requires the completion of a registration form, payment of a registration fee and your signature on our enrollment agreement. The registration fee is annual - from August of this year through recital in June.





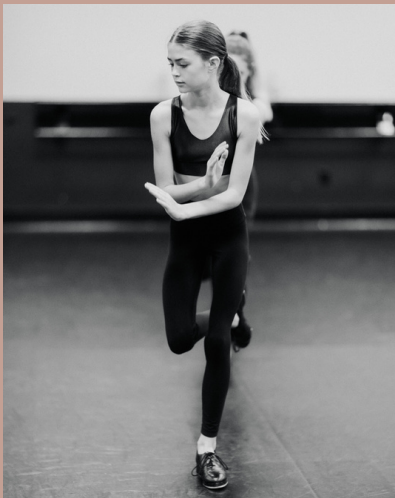


## TUITION

Tuition is due on the 1st day of every month. If you pay before the 1st of the month, you will receive a \$5 discount. Tuition is the same each month and does not change due to holidays. Automatic credit card accounts may be set up through the office.

## MISSED CLASSES

For each child's safety as well as those of our instructors, we cannot allow sick children to attend class. If you know in advance that your dancer will miss class, please contact the office to schedule a make-up class. No make-ups will be allowed March-May.



## WITHDRAWAL

To withdraw from a class, an email should be sent giving the request in writing and will be effective as of the following month. To withdraw from all classes, a termination of enrollment form must be submitted and is effective the month following receipt of the form.

2023-2024

# Calendar

## STUDIO HOURS

### School Year

Monday-Thursday: 3pm-9:30pm

Friday- 3:30-6:30pm

### Summer

Monday-Friday- 9am-4pm

- August 7- Classes begin
- September 4- Closed for Labor Day
- September 18-22- Open Curtain Week - Part 1
- September 25-29- Open Curtain Week - Part 2
- October 16- Recital Fee Due
- October 25-31- Costumania
- November 6-10- Recital Costumes Ordered - No Classes
- November 20-24- Closed for Thanksgiving
- December 11-15- Recital Class Winter Showcase (schedule TBA)
- December 18-January 7- Closed for Holiday
- January 8- Classes Resume
- January 29-February 2- Open Curtain Week - Part 1
- February 5-9- Open Curtain Week - Part 2
- February 12-16- Recital Costumes handed out
- February 19-23- Recital Costume Check & Pictures - No Classes
- March 11-15- Closed for Spring Break
- March 29- Closed for Good Friday
- April 29-30- Recital Tech Rehearsals
- May 13- Recital Programs available for pick up
- May 24- Last Day of Classes
- May 31 & June 1- Recitals



# Dress Code

*Dancewear and dance shoe sizing runs differently than normal streetwear. We strongly recommend purchasing dancewear at a store while your dancer is present and not online. We sell dancewear and shoes at our store, Memorial Dancewear, located in the Echo Lane Shopping Center between Kroger and Walgreens. Dance shoes should only be worn in the classroom. Dancers should enter and exit the studio in street shoes. Hair should be worn secured in a ponytail or bun. Jewelry is not to be worn with the exception of stud earrings. This includes Fitbits & Apple Watches. We thank you in advance for your cooperation in following our dress code.*

## BALLET

- Leotard (any style or color)
- Pink tights (pulled over toes)
- Pink leather ballet shoes
- Dancers 4th grade and older must wear a bun
- Boys - Preschool & Kindergarten - White short-sleeved shirt, black socks & black leather ballet shoes

## JAZZ & DRILL TEAM

- Leotard & tights or any other dance/athletic clothing that is form-fitting
- Crop tops are okay
- Knees must be covered
  - If wearing shorts, tights must be worn
- Jazz shoes
- Hair should be worn in a ponytail
- Boys - Athletic top & knee-length shorts or athletic pants

## TAP - same as Jazz

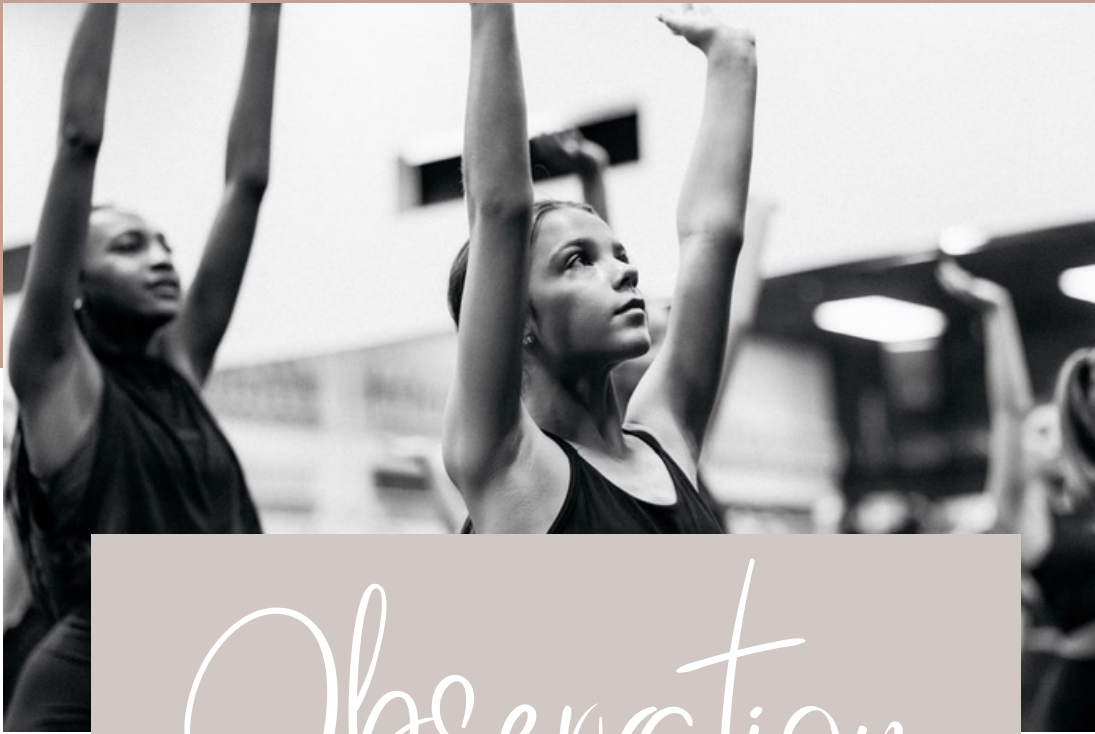
- 1st Grade- Capezio Shuffle or Jr. Tyette tap shoes in black patent leather
- 2nd Grade & older- Capezio Cadence tap shoes in black
- Boys- Capezio Cadence tap shoes in black

## CONTEMPORARY - same as Jazz

- Pirouette shoes

## HIP HOP - same as Jazz

- Jazz shoes or non-slip-on tennis shoes may be worn



# Observation

*In September and February we will hold Open Curtain weeks where you can view your child's class.*

OPEN CURTAIN PART ONE  
Classes held in studios 1, 3, 5 & 6

*September 18-22*  
*January 29-February 2*

OPEN CURTAIN PART TWO  
Classes held in studios 2 & 4

*September 25-29*  
*February 5-9*

We will hold an in-studio Winter Showcase for parents of Recital class dancers the week of December 11-15. Your dancer will perform on their normally scheduled dance day; however, performance times may vary. An exact schedule will be included in the November Newsletter.



# Recital

*MDC holds an annual recital. Performing in the recital is optional; however, we assume your child is participating unless you give advanced written notice.*

## RECITAL FEES

- All dancers participating in the recital must pay the recital fee by the date listed in the calendar to receive the discounted rate.
- The recital fee is non-refundable.
- Fees will pull automatically if there is a card on file.

## COSTUMES

- A costume is required for each dance style taught for every class.
- Students will be measured in class in September.
- Full payment will be due at the time of ordering in November.

## REHEARSALS

- One tech rehearsal will be held in preparation for the recital.
- This rehearsal is mandatory for participation in recital.





## CONTACT INFO

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