

Memorial Dance Center

POLICY & PROCEDURE GUIDE



2024-2025

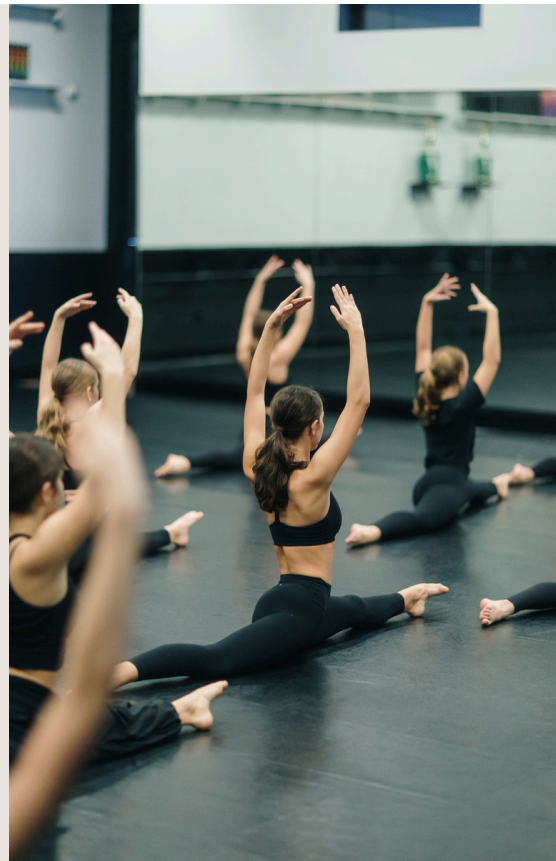
WELCOME TO MEMORIAL DANCE CENTER



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 May.





TUITION

Tuition is due on the 1st day of every month. If you pay before the 1st of the month or have a credit card on file, you will receive a \$5 discount. Tuition is the same each month and does not change due to holidays. Credit card accounts can be updated through the office or the online parent portal, available for access as of August 10th.

MISSED CLASSES

For each child's safety as well as that 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, we must receive one month's notice. 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.

2024-2025

Calendar

STUDIO HOURS

School Year

Monday-Thursday: 3pm-9:30 pm

Summer

Monday-Friday: 9am-4pm

- August 10- MDC Meet & Greet
- August 12- Classes begin
- September 2- Closed for Labor Day
- September 16-19- Open Curtain Week - Part 1
- September 23-26- Open Curtain Week - Part 2
- October 15- Recital Fee Due
- October 21-24- Recital Costumes Ordered - No Classes
- October 28-31- Costumania
- November 25-28- Closed for Thanksgiving
- December 9-12- Recital Class Winter Showcase (schedule TBA)
- December 16-January 5- Closed for Holiday
- January 6- Classes Resume
- January 27-30- Open Curtain Week - Part 1
- February 3-6- Open Curtain Week - Part 2
- February 10-13- Recital Costumes handed out
- February 17-20- Recital Costume Check & Pictures - No Classes
- March 10-14- Closed for Spring Break
- May 5-6- Recital Tech Rehearsals
- May 12- Recital Programs available for pick up
- May 30 & 31- 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

We will hold one Open Curtain Week in the Fall and one in the Spring where you can view your child's class.

OPEN CURTAIN PART ONE

Classes held in studios 1, 3, 5 & 6

September 16-19

January 27-30

OPEN CURTAIN PART TWO

Classes held in studios 2 & 4

September 23-26

February 3-6

We will hold an in-studio Winter Showcase for parents of Recital class dancers the week of December 9-12. 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.



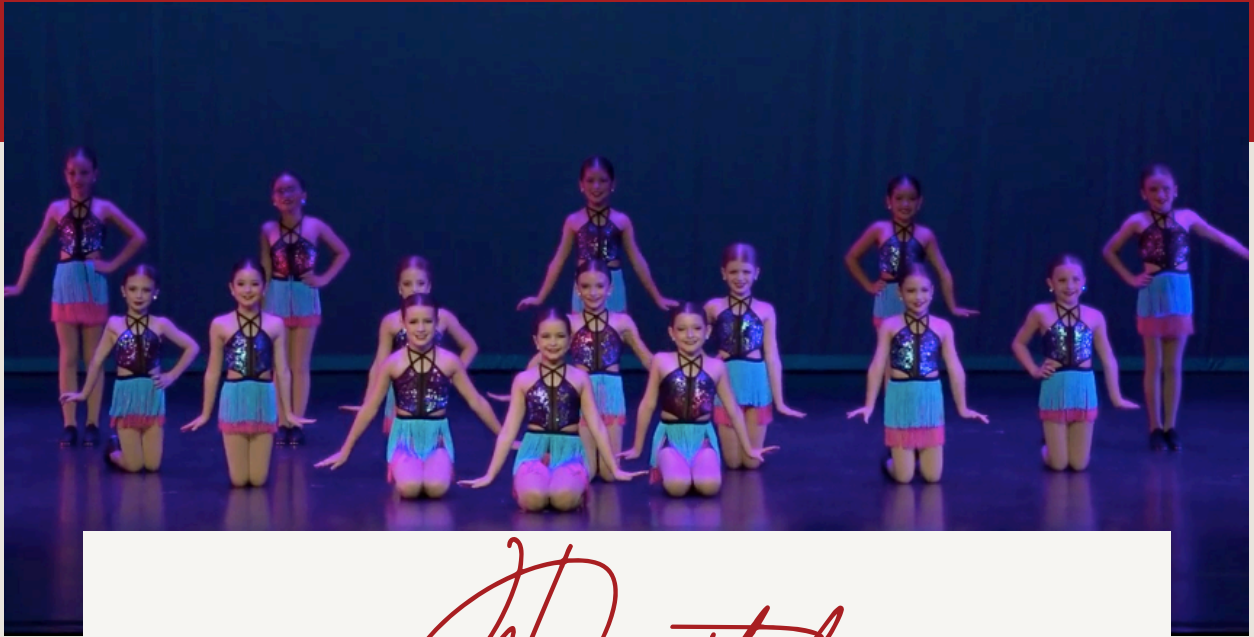
Drop-Off & Pick-Up

AGES 2.5 YEARS-1ST GRADE

- Dancers should be walked to the front door by an adult.
- Please form a line along the side of the building beginning at the bottom of the ramp.
- Dancers will be admitted into the building five minutes before their class start time.
- Parents will separate from their dancer at the top of the ramp.
- An adult will need to park and walk into the building five minutes before class end time to pick up their dancer.

AGES 2ND GRADE & OLDER

- Dancers are to be dropped-off at the door and enter the studio independently.
- Dancers should not arrive earlier than five minutes before their class start time.
- Parents will enter the parking lot, traveling westbound, to pick up their dancer.
- Dancers are to wait inside the building until they see their ride at the door.



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

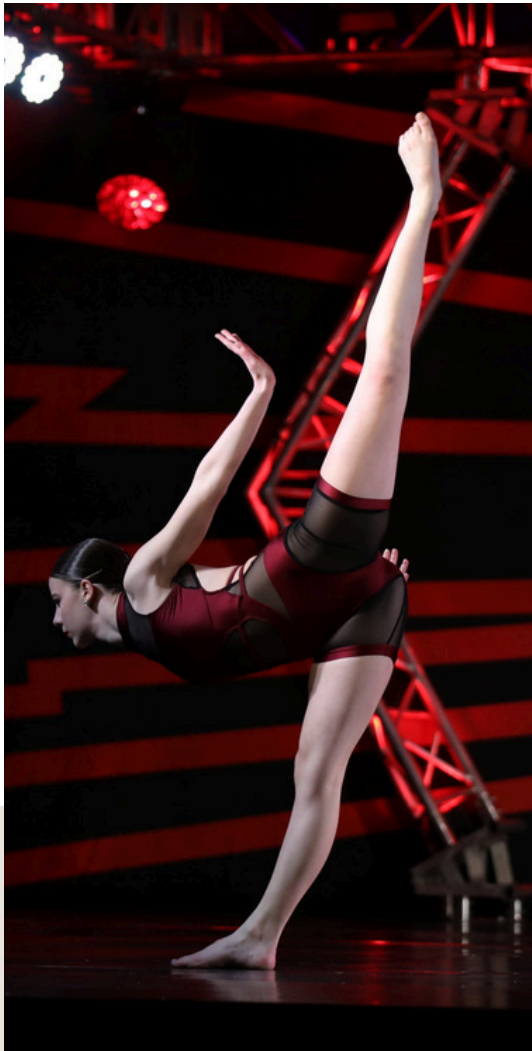
- All dancers participating in Recital must pay the Recital Fee by the date listed in the calendar to receive the discounted rate.
- The Recital Fee is non-refundable.
- Fees will pull automatically if there is a card on file.

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 October.

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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