

Memorial Dance Center

POLICY & PROCEDURE GUIDE



2026-2027

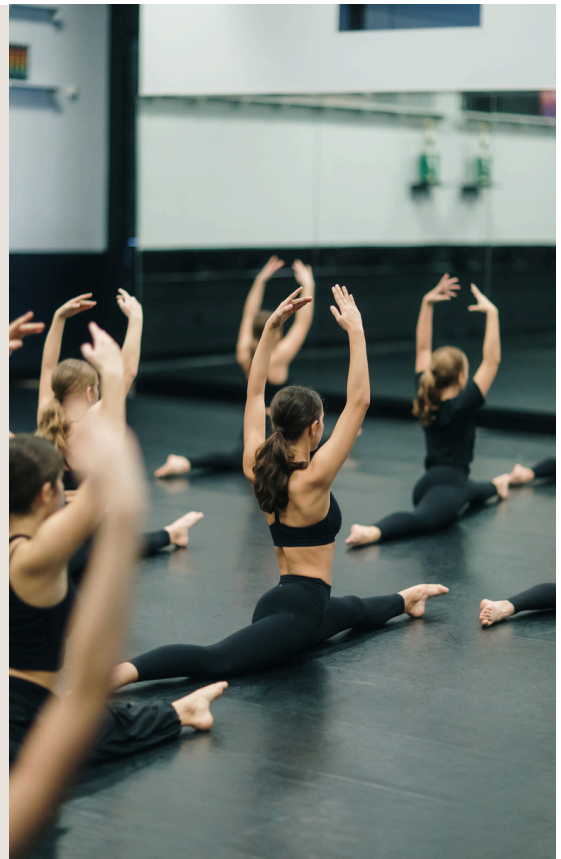
WELCOME TO MEMORIAL DANCE CENTER



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 our online registration form and the payment of a registration fee per student. The registration fee is annual - from August of this year through recital in May.





TUITION

Tuition is due on the first day of each month from September through May and will be automatically charged to the credit card on file. Tuition is the same each month and does not change due to holidays.

All registrants are required to maintain an active credit card on file for automatic billing. Credit card information may be updated through the MDC office or the online Parent Portal.

MDC will notify registrants of any unsuccessful charges. Any unpaid balance not resolved within one week of the original charge date will be subject to a \$35 late fee for each week the balance remains unpaid. Dancers with an outstanding balance after three weeks will not be permitted to participate in classes until the account is paid in full. Late fees apply to all outstanding charges.

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, or during Open Curtain observation weeks.



WITHDRAWAL

To withdraw from a class, we require one month's written notice via email. The withdrawal will take effect starting the following month.

To withdraw from all classes, a Termination of Enrollment Form must be submitted by the 15th of the month. The termination will take effect the month after the form is received.

Parent Portal

In our parent portal, you will be able to find your dancer's class schedule, make payments, update your credit card information, and view your child's attendance history. If you have multiple dancers in your family, everything is linked to one account. If you experience any difficulties accessing your account DO NOT create a duplicate account. Please contact the office for a temporary password.



Your login is your main guardian's email address

Your temporary password is Dance#16

**You may go to My Account to change your password.*

In the Student section, you will be able to update your address, email, and phone number. This section will also display the classes your dancer is enrolled under the Class Details portion on the right.

You can make a payment, update your credit card information and find a list of paid and unpaid invoices in the Billing & Payments section of the portal. All registrants are required to maintain an active credit card on file for automatic billing. This means that your credit card will be charged on the day the invoice is due unless you make other arrangements with the studio.

If you would like to make changes to your dancer's class schedule, please email the office at info@memorialdance.com.

COMMUNICATION

You will receive a monthly studio newsletter via email. This newsletter is where we will share all important studio news and dates. Please be sure to read these each month so you are aware of studio happenings! We will also post each month's newsletter under the "News & Events" section of our website.

2026-2027

Calendar

STUDIO HOURS

School Year

Monday-Thursday: 3pm-9:30 pm

Summer

Monday-Friday: 9am-4pm

- August 15- MDC Meet & Greet
- August 17- Classes begin
- September 7- Closed for Labor Day
- September 21-24- Open Curtain Week - Part 1
- September 28-October 1- Open Curtain Week - Part 2
- October 15- Recital Fee Due
- October 19-23- Recital Costumes Ordered - No Classes
- October 26-29- Costumania
- November 23-27- Closed for Thanksgiving
- December 7-10- Recital Class Winter Showcase (schedule TBA)
- December 14-January 3- Closed for Holiday
- January 4- Classes Resume
- January 18-21- Open Curtain Week - Part 1
- January 25-28- Open Curtain Week - Part 2
- February 8-11- Recital Costumes handed out
- February 15-19- Recital Costume Check & Pictures - No Classes
- March 8-12- Closed for Spring Break
- May 3 & 4- Recital Tech Rehearsals
- May 10- Recital Programs available for pick up
- May 22- Recitals



Dress Code

Our dress code is designed so faculty can properly see dancers' body lines, including posture, arms, legs and feet. Dancers who arrive for class out of dress code will be reminded of the requirements at the end of class with a Dress Code Card. MDC has an in-house dancewear boutique, Memorial Dancewear, conveniently located in the Echo Lane Shopping Center next to Walgreens. We carry all clothing and accessories that your dancer will need for class and it is required that you purchase all dance shoes from Memorial Dancewear.

Please click the following link for the full [2026-2027 MDC Dress Code Handbook](#).

Additional Reminders:

- Dancers must arrive and leave the studio wearing street shoes. Dance shoes should only be worn inside the classroom to protect the floors and preserve shoe condition.
- Hair must be secured in a ponytail or bun for all classes.
- Jewelry is not allowed, with the exception of small stud earrings. This includes wearable tech such as Fitbits, Apple Watches and Oura rings.
- All dancers must be potty-trained and are not permitted to wear diapers or pull-ups.

Thank you for your cooperation in helping us maintain a safe and professional dance environment!

BALLET AND CREATIVE MOVEMENT

- Leotard of any style and color. They may also wear a ballet skirt or dance dress (leotard with attached skirt). No costumes are allowed.
- Pink tights (pulled over toes).
- Pink Capezio Luna Leather Ballet Shoe (2.5 year olds-3rd grade) or Capezio Hanami Canvas Ballet Shoe (4th grade and older)
- Dancers 4th grade and older must wear their hair in a bun.
- Boys - Preschool & Kindergarten - white short-sleeved shirt, black shorts, black socks & black leather ballet shoes.
- Adult dancers may wear leggings and a fitted athletic top.

JAZZ & DRILL TEAM

- Leotards, tank tops and crop tops or any other athletic top that is form-fitting.
- Leggings or bike shorts that are fitted to the leg. Butterfly and unlined shorts, as well as tennis skirts, are not permitted.
- Capezio E-Series Slip-On Jazz Shoes.
- Hair should be worn in a ponytail.
- Boys - Athletic top & knee-length shorts or athletic pants.

TAP - SAME AS JAZZ

- Combo Classes- Capezio Jr. Tyette Tap Shoes in black patent leather.
- 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

- Capezio Hanami Canvas Pirouette Shoes.

HIP HOP

- Capezio E-Series Slip-On Jazz Shoes or non-slip-on tennis shoes may be worn.
- In addition to the jazz dress code, dancers may wear T-shirts or sweatpants.



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 21-24

January 18-21

OPEN CURTAIN PART TWO

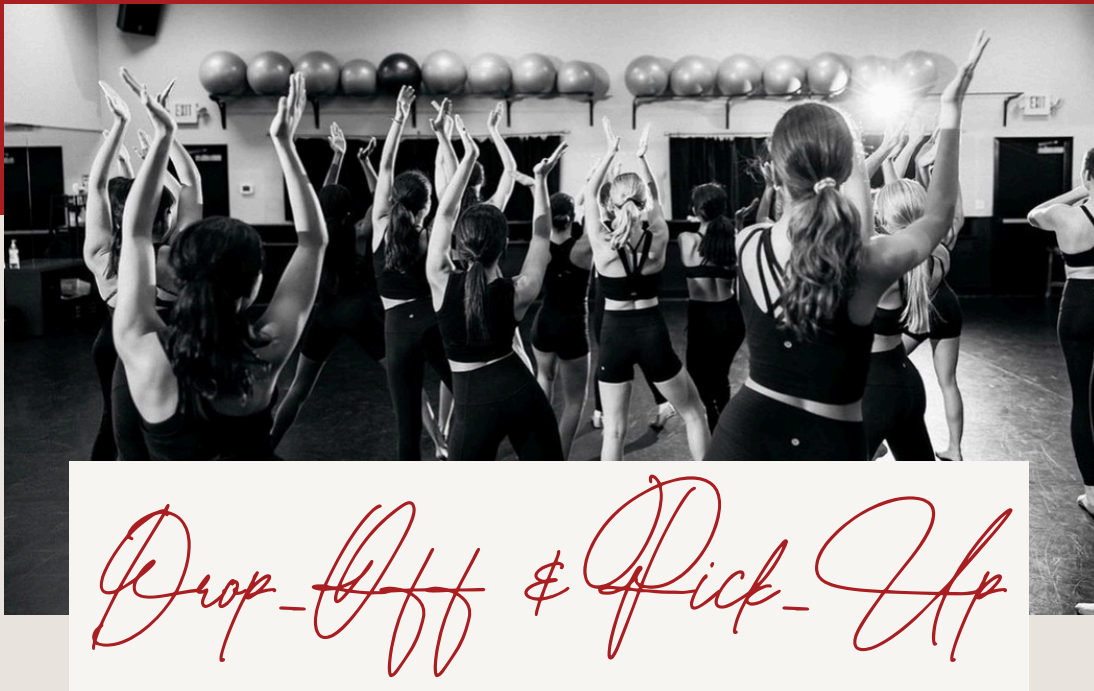
Classes held in studios 2 & 4

September 28-October 1

January 25-28

We will hold an in-studio Winter Showcase for parents of Recital class dancers the week of December 7-10th. 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

To ensure we always know who is in the building:

- Dancers must be dropped off and picked up at their assigned entrance. Walk-throughs between the studio and store sides are not permitted.

Entrance Guidelines:

- Studios 1-4: Use the main entrance on Gaylord (studio side)
- Studios 5 & 6: Use the Memorial Dancewear entrance (store side)

Room assignments are posted on our website—please check them carefully so you know whether your dancer's drop-off and pick-up will be on the studio or store side.

Late Pick-Up Policy.

Dancers must be picked up promptly at the conclusion of their scheduled class. A 10-minute grace period will be provided. Pick-ups occurring 11-15 minutes after class ends will incur a \$15 late fee, with an additional \$1 per minute charged after 15 minutes. Late fees will be automatically charged to the credit card on file. Repeated late pick-ups may result in additional action. MDC understands that emergencies occur and reserves the right to make exceptions at its discretion.

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.
- 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.



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 from the card on file, unless arrangements are made in advance with the office.

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.
- A mandatory Costume Check and optional Picture Week will be held in February.

REHEARSALS

- One tech rehearsal will be held in preparation for the Recital at Houston Christian University.
- This rehearsal is mandatory for participation in Recital.



CONTACT INFO

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Website : www.memorialdance.com



@memorialdancecenter