

# GUIDELINES 2020 - 2021



# DANCE WORKS

**2261 NW Broad St.  
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**Dance Works**

**Brenda Wolfe Brunelle**  
*Studio Owner & Instructor*

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**Welcome Dancers and Parents** to Dance Works' 24th season! We are very excited about the upcoming season and look forward to meeting our new students and welcoming back our returning dancers. We thank you for choosing our program and are confident that you will be pleased with the dance education your child receives.

**Providing each student with a positive and enriching dance education is the primary goal at Dance Works.** We appreciate the unique aspects of each student and are dedicated to giving personal attention while providing a nurturing social outlet. Dance Works specializes in ballet, tap, jazz, lyrical dance, and hip-hop. As instructors, we will challenge students to excel in all areas of dance and encourage self-discipline and confidence.

**For the parents,** we aim to provide organized studio management and open communication. We will keep you informed of your child's progress and upcoming events. We feel that frequent communication between parents and instructors is a necessity in order to provide the utmost progress in your child's training. Our courteous and knowledgeable office staff can handle all questions with regard to billing, studio activities and retail sales of shoes and dance wear. If you ever have any questions or comments, please feel free to contact us. It is important to always check the monthly newsletter for pertinent information and current events.

Again we thank you for the opportunity to work with the area's finest young dancers!

Sincerely,

*Brenda Wolfe Brunelle*

**Brenda Wolfe Brunelle**

**Owner/Director**

## **Dress Code and Dance Wear Needs**

Proper dance attire is a must in order to provide free movement and proper mind- set. Baggy clothing is not acceptable for dance class. Instructors must be able to see the student's body lines in order to ensure the dancer's proper form and placement. Some classes may require additional or alternate shoes and dance wear. You will be advised of your child's class requirements if it deviates from the standard dress code. If you need suggestions or advice, please inquire at the front desk. We have a full line of dance shoes and clothing and will be happy to help.

### **Proper dance attire includes:**

- Leotards or Unitards, Tights
- Skirts (optional)
- Dance Pants, leggings (capri or ankle)
- Dance Shorts (fitted leg with tights)

### **Proper Shoes:** (Label all shoes with student's name)

- Ballet Shoes (preferably pink)
- Tap Shoes (black, some classes will need the "jazz" tap shoe)
- Jazz Shoes (preferable for jazz students, ballet shoes can also be worn)
- Dance Soles ("foot mittens")
- Hip Hop: Tennis shoes or jazz shoes may be worn.

**Students should never wear dance shoes outside. This ruins the grip of the shoes and tracks dirt onto our dance floor. Street shoes are not allowed on the dance floor, with the exception of tennis shoes for hip-hop. In addition, tap shoes are not to be worn outside of the carpeted dressing area or classrooms.**

### **Tips for Class:**

- Put names in all dance shoes and accessories. We are not responsible for lost items. We provide a lost and found area beside the snack machine for misplaced items.
- Hair must always be pulled neatly away from the face. (Ponytail, bun, etc.)
- No jewelry is to be worn.
- Always check at the end of class to see if your child has all of her belongings.
- No ribbon ties are allowed on tap shoes. Please replace with elastic ties.

### **Class Conduct**

A positive attitude and respect for other students and instructors is a must. Dance Works reserves the right to refuse instruction to any student who displays rude or disrespectful behavior. The child will receive a first warning, after the first warning

the child's parents will be notified. If the child continues to misbehave, the students will be asked to sit in the lobby, losing the privilege to participate for the rest of class. If all attempts fail to halt the child's misbehavior, Dance Works reserves the right to remove the child from enrollment with no refund of tuition.

**General Rules of Behavior:**

- No gum chewing.
- No food allowed in dance class.
- Water and drinks are not allowed in dance rooms.
- No talking or playing during instruction.
- Proper respect and manners are to be displayed towards teachers and fellow students.
- Students are not to touch the mirrors or stereo equipment.
- Please pick up any litter left behind when you leave the studio.
- Please be sure that the children do not touch or play with the dancewear in the lobby. (You are financially responsible for merchandise damaged by your child).
- **Parents should not enter the dance room while class is in progress.** If you have questions or something to discuss with the instructor, please call and set up an appointment to discuss the matter.

**Children are not to be left unattended in the lobby or outside the studio.** Please monitor your child's behavior while waiting in the lobby. Horseplay, running and screaming is very disruptive to students in class. Furthermore, we ask that you do not allow children to play with the water cooler.

Dance Works reserves the right to ask anyone to leave or have persons removed from the premises that may in any way jeopardize or compromise the safety and integrity of our students, staff or property.

## **Registration**

Upon registration, each student will pay a \$40 non-refundable registration fee and will receive a Dance Works T-shirt.

## **Tuition Rates for the 2020/2021 Season:**

*Monthly Tuition based on class time per week*

45 minutes \$60 monthly

1 Hour \$70 monthly

1 1/4 hour \$80 monthly

1 1/2 hour \$90 monthly

1 3/4 hour \$100 monthly

2 hours \$110 monthly

2 1/4 hour \$120 monthly

2 1/2 hours \$130 monthly

2 3/4 hours \$140 monthly

3 hours more \$160 monthly

Competition (not including rec. teams) \$200 monthly

Tuition remains the same each month whether the month is a long or short month, regardless of holidays and absences and is paid August through May. Tuition for competition team includes the months of August and June. Refunds will not be given for absences. Tuitions are non-refundable. Reminder: The 3-month tuition (5% discount) and full year tuition (10%) with discount are nonrefundable.

## **Family Rates**

A ten percent (10%) discount will be offered to any additional siblings that enroll at Dance Works. Additional sibling is defined as the child(ren) who has the lowest monthly tuition

## **Tuition**

Tuition is due by the 7th day of each month. Failure to receive a statement *does not* release you from your payment obligation. A \$5 late fee will be charged to your account for each week after the 7th that your payment is late. If your account becomes more than one (1) month past due, your child will not be allowed to participate in class until said account has been brought current. A \$30 fee will apply to all returned checks.

## Costumes

Recital Costume payments are due in full by December 18th. You will receive costume information and prices, and a copy of the costume picture will be emailed the week of November 11th. Costume payments made after December 18<sup>th</sup> will be assessed a 10% fee. If you do not plan on participating in the recital, you must inform our office in writing or your account will be charged for the costumes. Refunds will not be given on costumes. Students will be measured for costume sizing throughout the month of November. We do our best to order costumes that best fall within the costume company's sizing charts. We attempt to adjust measurement to accommodate for normal growth. Dance Works cannot control the costume company's measuring standards.

## Attendance

Regular attendance is mandatory for the dancer's physical improvement. Dancers can arrange make-up classes with another class similar to your child's ability and age group, only during the first four months (September - December), of the dance year. After Winter Break, each class will be preparing different routines for our recital, so make-up classes will no longer be allowed. Make-up classes are not a continual alternative to your regularly scheduled class time. After Winter Break, students can miss no more than four (4) practices in order to participate in our end-of-season recital.

## Newsletters

The newsletter contains important information and upcoming events. The newsletter is emailed to all parents during the first full week of each month. Hardcopies available upon request.

**Email: Please be sure you have provided us with the proper email address on your registration. Email is our primary means of communication with parents. Dance Works will not share your email.**

**NEW for 2020-2021 Season: Please sign up to receive text alerts. At onset of season, parents will receive an email asking to opt in to receive text message notifications. This will be helpful in distributing quick messages such as class weather closings, etc. This will be used only for quick messages, and text will not take the place of important email communications.**

## Weather Policy for Cancellation of Classes

Dance Works does **NOT** always close when the school systems close due to weather. If Murfreesboro City Schools are closed for weather, an email and text alert (new) will be

sent out. For afternoon classes, we will not make the decision of cancellation until 12:00PM. Quite often, by afternoon hours the weather conditions have improved.

**\*NEW POLICY: If classes are cancelled due to weather conditions we will attempt to hold class via Zoom. See further information for prearranged Zoom codes.**

### **Zoom App**

Dance Works will send out class Zoom meeting codes at onset of season. These class codes will be used to hold virtual classes when or if in-person classes are not able to meet. We learned many lessons from last season's quarantine. We plan to be ready if weather, pandemic, or any any other reasons prohibit our regular classes. Please be sure you have the Zoom app installed on a device accessible to your dancer. Codes from last spring will not be active. New Zoom accounts have been set up with stricter safety precautions.

### **Parent Visitation Days**

Due to limited dance space, parents are not to sit in the dance room except on scheduled parent visitation days. Classes can usually be viewed through the observation window in the lobby.

Parent Visitation days for the 2020-2021 dance season will be held the week of **Monday, December 14 - Friday, December 18**

Parents and instructors will discuss recital costumes and details.

### **Class schedule and Holiday Closings (Subject to change based on school system changes)**

Classes for the 2020-2021 dance season will begin on Monday, August 24<sup>th</sup> and end with the completion of our recital June 5<sup>th</sup>, 2021. Classes will not meet the week of Rutherford County Fall Break or Rutherford County Spring Break. Dance Works will be closed for the following 2020- 2021 holidays:

September 7, 2020	Labor Day
October 5-10, 2020	RC Fall Break
November 25-28, 2020	Thanksgiving Break
December 21-January 1, 2021	Christmas Break
March 29 – April 3, 2021	RC Spring Break
May 31, 2021	Memorial Day
<b>June 4-5, 2021</b>	<b>Rehearsal/Recital at MTSU</b>

Dance Works does not close for all federal reserved holidays in which schools may close or County/City In-service days or half days.

**Dance Works 24th Annual**  
**Recital: June 4-5 at MTSU's**  
**Tucker Theater**

At the end of the year, Dance Works' students will star in our end-of-the-year recital. This is a very exciting event for our dancers because they have the opportunity to perform in front of their family and friends. Students will perform the routines that they have worked hard on throughout the year and experience the grandeur of performing on stage. Dress Rehearsal is on the Friday, June 4th, prior to the show on Saturday, June 5th, and is mandatory in order to participate in the recital. Dress rehearsal is extremely important to allow students to familiarize themselves with the large stage and release some of their stage freight. Dress Rehearsal is done in full costume and make-up, and is a complete run-through of the show. By the end of April, you will receive specific rehearsal and show times for you class.

**Recital Fee**

**\$75 per family for one student**

**\$95 per family for two students**

**\$115 per family for three or more**

Recital fee is due by **March 13, 2021**. Our recital is a ticketed event. With your recital fee, you will receive an allotted amount of tickets based on the number of students per amount of seats. This fee further covers the cost of props, backdrops, programs, trophies, theater rental, staffing, etc.

**Pictures**

Pictures, both group and individuals, in dancer's costumes will be offered to all of our students prior to recital. An independent company provides this service. We offer this service as a convenience to our students and their families. Pictures will be held on the day of rehearsal at Tucker Theatre. Details will follow closer to recital.

**Other Performances**

Dance Works will participate in the Murfreesboro Christmas parade (**Dates TBA-pending Covid-19 conditions**). All Dance Works students are invited to participate. The younger students will ride on the float while the older students dance the parade route. A lot of time and hard work is required of the dancers, as we generally do a very big production for the parade. More information will be available in the beginning of November.



### **Competition Teams:**

Rubies (ages 7-9)

Emeralds (ages 10-11)

Sapphires (ages 12-14)

Diamonds (ages 15-up)

Dance Works also provides competitive performance teams through audition placement. Auditions are **July 28 thru Aug. 8th, 2020**. Competitive dancers practice numerous hours per week, and the teams also require some weekend travel.

### **Recreational Dance Teams:**

These teams are for those dancers who want more performance opportunities, but with limited classes per week and no travel requirements. If interested in the recreational teams, please see our staff. Auditions are required for the Petite (ages 5-7), Junior (ages 8-11), Teen (ages 12 and up), and Senior (ages 14 and up) Recreational Teams. Petite, Junior, Teen, and Senior Recreational Team auditions are to be held on **August 8th**.

***If interested in Competition or Rec Team auditions, please obtain full information from office staff.***

### **Related Interests**

Dance Works recognizes the importance of a well-rounded individual. Therefore, we highly encourage education in other fields of the arts. We would also like to stress the importance of ballet technique training, as it is the foundation for all forms of dance. If you wish to study other areas of the arts, we will be happy to refer you to qualified instructors in the field of interest. We will also post information on upcoming workshops, performances, or any special opportunities that might be of benefit to our dancers.

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