

## Handbook For Prince Dance Institute

### POLICIES

**General Behavior** Dancers are expected to be respectful toward their teachers and fellow students at all times. We strive to create a warm, supportive environment where everyone feels comfortable and safe. Rude behavior, bullying, arguing, etc. will not be tolerated. No food or chewing gum is allowed in class. Students are encouraged to bring a water bottle because cups are not provided.

### Drop Off / Pick Up

Entrance for all our classes is through the Back Stage door at the Kahilu Theatre. Due to health and safety precautions we ask that parents do not enter the building until classes are in session and only to pay a balance or if you have a question that cannot be answered via phone or email. If you have a child in class who is between the ages of two and five and need to walk your child to class please contact us ahead of time so we can make arrangements. If any minor is remaining in the studio 10 minutes after his or her class end time without a parent or prior arrangement, there will be an additional charge of \$10. Students ages 13+ may request to stay on premises outside of their class time for special circumstances. Requests should be made in writing and will be approved by the Managing Director with specific conditions.

**Arrival:** Students should arrive to class 5-10 minutes early so that they are prepared when class starts. Before class starts each student should be completely prepared for class including trips to the bathroom, hair pulled back and being dressed in the appropriate clothing and shoes.

**Watching Classes:** During class times we do not allow parents in the classroom. Your child will have an easier time concentrating and learning if the teacher is the only authority figure in the room. Sometimes it is hard for your child to say goodbye to you before class starts. We have found that it is best to let the student go into the room with his or her teacher. A majority of the time the child will join in with the other children after just a few minutes. It is very important for us to create a productive and nurturing learning environment for your child. We will have opportunities for parents to watch class at various points in the semester.

\*Our keiki classes and pre-ballet classes, students four years old and under, may have parents in the classroom and sometimes participate as well.

**Video and Photography:** While we recognize that people will often want to take pictures of their student in dance class we must also recognize that there are unsavory individuals in the world who would like to take pictures and video of children for illicit purposes. Because we cannot know who an individual is taking images of, nor can we control what they do with said images, we must insist that there be no video or photography of our classes. This policy is for the safety of all our students and we ask that you support our efforts.

## **Dress Code**

Students should arrive at their classes with proper dance attire, correct shoes and hair pulled out of their face. No jewelry.

\*Hair longer than the shoulders must be put up in a bun.\* Long hair that is not secured in a bun makes it difficult for dancers to do turns properly, and their technique is greatly affected. In addition, a long braid or ponytail can whip dancers in the eyes during turns, which is very painful. In aerial classes it can get tangled in the ropes and be extremely dangerous. Please help us avoid these issues by making sure your dancer/s have their hair properly pulled up into a bun for every class.

If you need help learning how to put your child's hair into a bun or if you would like us to teach them to do it, please let us know!

Hair that is shoulder length or shorter should be pulled back in a ponytail or braid.

All dancers must have hair secured and pulled back off of their faces with hairspray, bobby pins, or clips. Dancers whose hair is not adequately pulled up may not be allowed to participate in class.

No jewelry other than "stud" or "post" type earrings (including watches) are allowed in class. Casting and assignment of dances is at the discretion of the teachers, but all students will be included and offered a role.

- **PreBallet:**

Girls should wear a leotard or dance dress in a color of their choice. Skirts should not extend past the dancer's knees, and may be worn at the discretion of the teacher. Tights are optional. Dancers should wear pink leather or canvas ballet slippers ("flats"). Hair should be put up in a ponytail, braid, or bun.

Boys should wear black tights, leggings, or shorts and a white Tshirt (not too baggy please!) or tank top. They may wear black or white leather or canvas ballet slippers ("flats"). Hair past the shoulders should be pulled back in a ponytail, braid, or bun.

- **Ballet 1-3:**

Girls should wear a solid colored leotard, tights or leggings, and pink leather or canvas ballet slippers. Ballet 1: Royal colored leotard. Ballet 2: Jewel Colored Leotard Ballet 3: Black, green, or blue colored leotard.

Boys should wear sweatpants, leggings, tights, or shorts with a tight fitting shirt. Ballet shoes in black, nude or pink should be worn.

- **Hip Hop and BreakDance:**

Sneakers, preferably black as that is what will be used in performances, and comfortable clothing that is easy to move in.

- **Contemporary Classes:**

Barefoot or foot undies with dance attire.

- **Musical Theatre:**

Black jazz shoes and clothing that is comfortable and easy to move in.

- **Jazz Class:**

Black jazz shoes and dance attire.

- **All Aerial classes:**

Hair in a bun, tight to the head. Tight clothing. No zippers or buttons. Aerial classes should have clothing that covers the knees and armpits.

**Closures and Holidays** PDI will be closed for Thanksgiving, and Christmas Break. Unless otherwise announced, there will be class on all other holidays. Other closures and/or changes to the holiday schedule will be announced via email. **If there is a last minute emergency class cancellation, we will send a text message.** Please make sure that the school has current contact information for you so that you are included in these updates.

**Prince Dance Institute TUITION POLICIES**

**Please consider carefully before registering for a class. PDI does not give refunds unless the class is cut from the schedule due to low registration.**

PDI tuition is due prior to the start of the class. Payment may be made in the form of cash, check or credit card. Checks can be made out to Prince Dance Institute.

**Class Tuition:**

14 week 30 min class = \$150

14 week 45 min class = \$215

14 week 1 hour class = \$280

14 week 1.25 hour class = \$330

14 week 1.5 hour class = \$355

14 week 3 hour class = \$ 550

**Drop-In Rate:**

1 hour class \$25

**It is very important that you pay your PDI bill on time.** Payments not received by the 10th of the month will incur a late fee of \$10 per week. If tuition payment has not been received by the third week of the month, the dancer/s in question will not be allowed to participate in classes until the account is brought current. If you are struggling to make your tuition payments, please speak with the front desk about a payment plan or other financial arrangements so that the student can continue participating in classes.

**Drop-In: You may drop-in one time to try the class at the rate of \$25/ hour class. After two drop-in classes you must register for the class in order to continue participating. If a student registers after a drop-in that cost will be applied to the class tuition.**

Tuition will not be refunded for missed classes. Please see the Attendance section below for details.

**Fees:**

- Registration fee is \$3 per student and \$3 per class with a maximum of \$12 per family.
- Convenience Fee is \$3/ semester

- Spring Performance Fee \$20 per student for the Spring performance, which will include a PDI t-shirt.
- We do our best to keep costume costs as low as possible. \*Costumes will not be given to students until all fees and tuition have been paid in full.

**Other Optional Expenses:**

Class Clothing and dance shoes

Spring Performance DVD (\$20)

Spring Performance Tickets \$15-48

All monies are non-refundable. Non-sufficient checks are subject to a \$25.00 fine.

Tuition is non-refundable.

Students withdrawing registration prior to the start of the semester will receive a full refund if done before the start of the first class.

**Performance**

All dancers at PDI have the option to participate in our Winter or Spring Performance (please see the Attendance section above for exceptions to this policy).

The Winter Performance is for level 1 and 2 classes and will be a one day event, with tech/dress and performance happening in one day.

The Spring Performance will be for higher level classes from 2 and up and will require a longer time commitment from students and families. This performance will have tech rehearsals all week, a mid week performance for select classes, dress rehearsal on Friday and Saturday and then two shows on the weekend, Saturday at 7pm and Sunday at 4pm. This generally occurs on the first weekend of May.

Parents are not allowed backstage during tech rehearsals, dress rehearsals or performances unless volunteering or agreed upon by the Managing Director or Artistic Director.

Costumes: Costumes are purchased for the performance by PDI and then the students/parents will purchase them from the school. The student will be able to bring the costume home and keep it after the performance.

There will be workshops or classes leading up to the performance to allow students to delve deeper into the theme of the show. This sometimes includes weekend commitments. Please be prepared to attend for student performers in the Spring show.

**ATTENDANCE POLICIES**

**Attendance** Dancers should attend all classes with the exception of illness (or emergency). If a dancer is injured or sick with a non-contagious illness, they can still benefit from attending class and observing. Excused absences include illness, birth or death in the family, family wedding, required school functions, etc. with prior discussion with the school. If you know your child will not be in class please call Prince Dance Institute. As much advance notice that can be given is appreciated. Only excused absences will be given the consideration of a makeup class but makeup classes are never guaranteed.

Should a student miss class, they may make it up by attending another class either one level above or one level below within the semester. Tuition is not refunded for missed classes. It is your responsibility to schedule a makeup class for your child. Makeup classes are not granted for every missed class and will only be allowed if there is an available class that meets the needs and requirements for the student.

Dancers with excessive absences may risk losing their part in the Spring Performance, and students may only make up a maximum of two classes per month.

### **Tardiness**

Students should arrive ten minutes prior to class start time in order to put items away, begin warming up, and begin the class on time.

Tardiness is disruptive to the class and can result in injuries to the dancer in question due to reduced time for proper warm up and stretching. For this reason, dancers who are more than 10 minutes late to class three times within a semester will be required to observe any class to which they are tardy. At the teachers' discretion, they may join the class after performing a warm up on their own. Please be mindful of the distraction that tardiness causes, both to your dancer and the rest of the class.

Students should wait quietly in student area for class to begin and stay off dance floor prior to class. Students should be under parent supervision until class begins unless the front desk says otherwise.

Students are expected to clean up after themselves and treat the theatre with respect. No gum, food, or beverages allowed other than water on the dance floor.

**Practice:** We encourage our students to practice at least 15 minutes 3 times per class that he or she is taking.

### **Kahilu Theater \***

We are blessed to utilize the theater as our dance class space but occasionally have to relocate due to the theaters schedule. We try to anticipate these changes as much as possible when creating our schedule but have to be flexible when events occur. In these circumstances, it is very important that we have a correct email and text numbers so that we can effectively communicate these changes. We appreciate your flexibility in these matters as we all appreciate the space we are able to work in. Also, in regards to the space; we must respect that we are

guests at the Kahilu Theater thus; no food in the theater, dressing rooms are for changing and using the restroom, and the area to wait for your class is on the benches provided backstage.

### **Communication**

Our school has many families to communicate with and we have found the best way to reach all is via email. Please be sure to add [info@princdanceinstitute.com](mailto:info@princdanceinstitute.com) to your email contact list to be sure you're getting the latest news and updates from Prince Dance Institute. **Please check and open all emails!**