

# Student Handbook and Code of Conduct



**Where Fun And Dance  
Never End!**

**Fall 2017- Spring 2018**

## **GRANDE FINALE DANCE STUDIO**

P.O. BOX 335  
875 Portland Ave.  
Gladstone, OR 97027  
Phone: 503-653-7748

**www.gfdstudio.com**  
**E-mail: gfdstudio@comcast.net**

Check us out by visiting our website or finding us on  
Instagram: @grandefinaledancestudio and Facebook!



## FOREWORD

Fall thru Spring: 2017-2018

GRANDE FINALÉ extends a warm welcome to all new and returning dancers and parents! We will strive to instill in each dancer a love for dance, improved fitness, body awareness and greater dance skill and technique. We are thrilled to have you be a part of our studio, and are looking forward to another wonderful year of dance.

### Mission Statement

*We will strive to instill in each dancer a love for dance, improved fitness, body awareness and greater dance skill and technique.*

### REGISTRATION FEE:

\$25<sup>00</sup> per dancer.

\$35<sup>00</sup> per family.

This yearly fee is due at the time of Fall-Spring registration and is non-refundable. Billing for families will cap at \$35<sup>00</sup>.

### COSTUME FEE: (Due December 1st)

Costume costs per student are as follows:

Regular Classes	\$75 <sup>00</sup> /Class
Combo class age 5-7 (2 costumes)	\$100 <sup>00</sup> /Class
Combo class age 8+ (2 costumes)	\$150.00/Class
Pre-Ballet/Mini HH class (1 costume)	\$55.00/Class
3-4 yr. old combo class (1 costume)	\$55 <sup>00</sup> /Class
Summer Show (Costume Rental Fee)	\$10 <sup>00</sup>

### Benches

Dancers please store all belongings under benches during classes. Due to fire code we must keep the hallway free of clutter.

### Tardiness

Class time is set especially for the dancers. Please be prompt as not to miss any part of class.

### Respect

Dancers will be respectful and courteous of all other and their property. This includes fellow dancers, instructors, helpers, and those observing class.

### Parent Observation

Grande Finalé offers a viewing/waiting room. Parents are welcome at anytime to use this area.

### Performance Team Parent Observation

Parents are allowed to view their dancers the first week of every month. Please refer to the Performance Handbook.

### Practice

It is essential for dancers to practice at home the stretches, dance steps and routines they have learned in class! Each week new steps are learned and added to the dancer's routine (s) and without practice, these are quickly forgotten and must be re-taught from week to week, holding back the entire class.

### Blank CDs

Once we have cut the music for our shows, dancers are welcome to bring in a blank CD to the front desk to receive a copy of the cut music to practice with.

## GENERAL POLICIES

### (NEWSLETTERS, CLOSURES, STUDIO BEHAVIOR, ETC.)

#### Monthly Newsletter:

Parents, please make sure you pick-up a monthly newsletter available on the front desk each month. The monthly newsletter is our only way of keeping everyone up to date on current events. The newsletter will also be emailed out every month and is also available at our website [www.gfdstudio.com](http://www.gfdstudio.com)

#### Food:

**NO FOOD, GUM, CANDY, JUICE, OR SODA POP** is allowed inside the studio before, during or after class. Students are allowed to eat in the hall between classes; however, all food and drink must be either neatly packed away to take home or thrown away at the end of the evening. Please be courteous to all and pick up your trash and place it in the garbage can. The Studio and Staff is very appreciative.

#### Restroom

Dancers will not be dismissed during class to use the restroom unless absolutely necessary. Please take care of business before class.

#### Lost and Found

Lost and found items will be placed in the cubbies in the back. Jewelry, wallets, etc. will be kept at the front desk to be claimed.

#### Missed Lessons

There will be no prorating for missed classes or refunds once the month has started.

#### Cancellation Due to Inclement Weather

Classes are automatically canceled if GLADSTONE SCHOOLS are closed due to inclement weather. This does not include school holidays.

## TUITION

The tuition prices quoted below are for the number of classes taken per family.

Our corresponding monthly tuition rates are listed below:

45 min class per week	\$50.00
1 hour class per week	\$56.00
1.25 hour class per week	\$70.00
1.5 hour class per week (single class)	\$76.00

**Each Additional class** is \$40.00 a month (after first monthly billed class which will be billed at longest class)

**Over 5 classes** a month each additional class is \$10.00 a month

**\*Students only taking Adv. V/VI Ballet** will be charged hourly and not by the class.

**Unlimited Student:** \$266.00 (10 classes+)

**Family Unlimited:** \$296.00 (13 classes+)

Tuition is due by the 1<sup>st</sup> lesson of each month. For those who have signed up for automated payments those payments will be taken out on the 5<sup>th</sup> of the month. Payment received after the 15<sup>th</sup> of each month will be assessed a \$25<sup>00</sup> late fee. Our tuition is calculated on a yearly basis subdivided into monthly installments for your convenience. **We do not charge more for months with five lessons nor do we charge less for months with less than four.**

We accept cash, checks, debit cards, MasterCard and Visa. If writing a check please make it payable to Grande Finalé Dance Studio. **A \$35<sup>00</sup> charge will be assessed to any NSF check.**

**PRIVATE LESSONS are available at \$25<sup>00</sup> for** each ½ hour for currently enrolled students, and \$30<sup>00</sup> for students taking only privates. Privates are scheduled on an individual basis with instructors.

### **NOTIFICATION OF CLASS WITHDRAWAL:**

Any student or parent wishing to withdraw from a class must notify the studio by the 1<sup>st</sup> of the month or they are still liable for tuition for that month. Notification needs to be made in writing, by phone, or at the front desk, given either to Becky or the secretary. Please understand, notifying the instructors is **NOT sufficient** due to the fact that instructors are not involved in any record keeping as it applies to billing, nor do they have access to that information.

### **WITHDRAWING AFTER THE 1<sup>ST</sup> OF DECEMBER**

We assume anyone enrolled in classes after December 1<sup>st</sup> has committed to performing at the Spring Recital, and we will at that date be in the process of ordering costumes for them, unless otherwise notified in writing (this also applies to adults who are taking classes but do not wish to perform) by the 1<sup>st</sup> of December. Costumes are not returnable, and are therefore non-refundable.

### **DANCE APPAREL, SHOES, AND HAIR**

**CONTEMPORARY, LYRICAL, JAZZ, PRE-BALLET AND TAP DANCERS** will wear appropriate dancewear for all classes. Leotard and tights or lycra shorts, or unitards for girls (dance skirts are acceptable; except for ballet). Absolutely no T-shirts for girls. T-shirts and sweats or shorts for boys. Dancers will not be allowed to participate in class if they are not wearing appropriate dance wear and shoes. Examples of inappropriate attire: jeans, dresses, shorts, shirts and jackets. Long hair will be pulled back for the face in all classes. Please keep all jewelry at home or in your dance bag.

**TUMBLERS/ACRO** need to wear a leotard or unitard. Boys need to be in shorts and a shirt. All tumblers need to be barefoot for class. **NO TIGHTS.** Long hair needs to be pulled back and secured out of the face. Please keep all jewelry at home or in your dance bag.

**BALLET DANCERS** are required to wear a black leotard, pink tights and pink leather shoes. **Please no ballet skirts.** Buns are required for all ballet classes. Please keep all jewelry at home or in your dance bag.

**HIP HOP /BBOY DANCERS** are required to wear athletic or dance pants and a shirt that allows freedom of movement.

### **Following is a list of shoes for each class**



**Pre-Ballet– Ballet II :** Pink leather full sole ballet slippers



**Ballet III & Up:** Pink Split Sole Ballet Slippers



**Tap/ Jazz Combo I , II, & III:** Black beginner tap shoes & black ballet slippers or full sole Jazz boots.



**Tap I, Tap II, Tap III, & Performance Tap Teams:** Black Tap Oxford, Preferably Capezio or Bloch.



**Performance Jazz Teams/Jazz Classes:** Black leather split-sole Jazz boot.



**Hip Hop/ Bboy:** Any Black/White Low Top “Converse Type” tennis shoes designated just for class use (not to be worn outside nor to and from class for studio use only)



**Lyrical:** Dancers will wear pirouettes (half ballet slipper)

**Contemporary:** dancers will go barefoot.