



Denise Wall's Dance Energy



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2011-2012 Student Handbook

Welcome to Denise Wall Dance Energy

We would like to take the time to welcome you to Denise Wall's Dance Energy. We are proud to offer the finest in dance education to our students. Regardless of whether a student wishes to pursue dance in college, as a career, dance related careers, or participate for personal development and enjoyment; we are committed to offering each student an education in dance that is based on the traditions of dance around the world.

All students are enrolled in classes that are suitable for their individual physical facility. Each student receives a placement evaluation by the teacher and director. The placement paper work must be filled out by all teachers and returned to the main office in order to complete registration.

We are proud to provide a strong foundation which develops students physically, intellectually, culturally, emotionally, and socially through the discipline of dance.

Class Placement:

All students are placed according to their physical facility, talent, and ability. Class placement will be carefully reviewed and evaluated by the teacher and director. New students will receive a "tentative schedule" sheet that must be given to the teacher before class begins, and at the end of class the teacher will return the sheet to the student with the teacher's decision on the most appropriate class for the student. This schedule must be presented in every class the student is evaluated in. After the evaluation is completed, this sheet must be filled out and returned to the main office to complete registration.

Poor attendance will have a direct result in placement advancement. Regular attendance is essential to maintain and or advance in your designated level. If an injury occurs, student should still attend class to observe and learn the lesson.

Master Classes:

We are fortunate that throughout the year we have noted teachers and choreographers that conduct master classes. There is an additional fee for those classes.

Class Etiquette:

Proper dance requires discipline. It is the discipline that is gained in dance training that makes dance such a positive and valuable activity.

Students are required to be on time to class and must enter class with proper attire on. See dress code for more information. **Anyone arriving in inappropriate attire or is more than ten minutes late to a class may be asked to sit and observe class instead of participating.**

Please call the studio if you are missing class or arriving late.

Absolutely no chewing gum or eating/ drinking (except for water) will be permitted in class. Gum is not allowed anywhere in the dance studio.

Disruptive behavior will not be tolerated. Any disruptive behavior, use of profanity, or ridiculing of other students will result in immediate expulsion from the class.

Hours of operation 2011-2012 school year

Office Hours: Mon. – Fri. 5:00p.m. -8:00p.m.
Saturday – 9:30 a.m. – 1:00p.m. (Closed every 3rd Saturday of month)
Sunday – Closed

Labor Day (no classes).....Monday, September 5th
and Tuesday the 6th (**Fall schedule begins on Wednesday the 7th**)

Veterans Day (open for classes).....Friday, November 11th

Costume Deposits due.....Saturday, November 19th

Thanksgiving (no classes)..... Wednesday, November 23rd
-Friday, the 25th. **Classes resume Saturday, November 26th.**

Christmas Break (no classes).....Friday, December 23rd–
Monday, January 2nd. **Classes resume on Tuesday, January 3rd.**

Non-refundable performance fee and participation form dueMonday, January 14th

Martin Luther King Jr. (open for classes).....Monday, January 16th.

Presidents' Day (open for classes).....Monday, February 20th

Performance T-shirt contest beginsMonday, April 2nd

Spring Break (no classes).....Friday, April 6th – Friday April, 13th
April 8th (Easter Sunday). **Classes will resume Saturday, April 14th.**

Memorial Day (TBA by student's teachers)Monday, May 28th

Performance Dates:

DWDE Tech rehearsal for 2012 performance.....Saturday, June 9th

DWDE Dress rehearsal for 2012 performance.....TBA (June)

DWDE 2012 Performance.....TBA (June)

**Studio closings due to inclement weather will coincide with
Virginia Beach City public school closings.
If you are unsure, please check our website!!**

Payment Information:

There is a non-refundable registration fee of \$30.00/individual, \$50.00/family.

Unlimited student registration payment: \$35.00/individual, \$60.00/family.

Registration payment is due upon registering for classes.

Returning DWDE students must have an up to date account in order to register for the new year!!! NO EXCEPTIONS!!!

Monthly tuition is due on the 1st of the month. Payments received after the 10th of the month will incur a 10% late fee. Your child will not be permitted to attend classes or participate in the performance unless your account is current. Please direct you're billing questions and payment arrangements to our office manager. **Parents/students are responsible for the 33% collection fee that will be added to delinquent accounts.**

The office retains the right to access a \$30.00 fee for any and all returned checks. The monthly tuition rate will remain the same throughout the year regardless of the number of weeks in any given month. (For example: if during the holiday season, classes are provided for three weeks).

A written notice is required before withdrawal can be permitted.

This notice must be provided to the office on the 1st of the month before the withdrawal date. *(ex. If you are planning to withdraw on January 1st, then the notice must be provided to the office in writing on December 1st)* Denise Wall's Dance Energy retains the right to keep the students enrollment status active and charge accordingly if withdrawal occurred prior to the notice being given. **A withdrawal form** can be downloaded or picked up from the main office. This form must be filled out and hand delivered to the office manager by the parent or student over 18 years of age. E-mails or mailed letters are NOT acceptable and will not be acknowledged.

No discount is permitted for missed classes. Missed classes may be made up in a lower-level class if same-level class is not available. We urge all students to make up their missed classes to maintain their technical level.

Cash or Check Only

****MAKE CHECKS PAYABLE TO: DENISE WALL'S DANCE ENERGY OR DWDE**

Yearly Performance – June 2012

Please note Performance dates are tentative until further notice!!!

This year's performance dates are TBA and will be held at the Sandler Center for the Performing Arts. Please be aware of clearly posted information in the studio lobby and front door as the date approaches. We also send out studio emails with general information about the studio as well as performance updates! All performers will be given written information regarding make-up, performance attire, and expectations via email or studio website.

Mandatory: There will be a mandatory Tech rehearsal at the studio on Saturday, June 9th. This is an all day affair. Please leave your schedule open for the entire day.

Mandatory: A mandatory dress rehearsal for the show will take place at the Sandler Center for the Performing Arts with the date TBA (June). ONE PERSON PER FAMILY IS PERMITTED TO ATTEND DRESS REHEARSAL!! Dress rehearsal is CLOSED to the public. If you should need to have an extra person attend, there will be a \$25 charge and prior arrangements must be cleared through the office manager!

Non-Refundable Performance fee \$15 per student. This will assist in covering pre-production costs at the theater. This fee is due to the office by January 14th.

Tickets for the performance will be on sale approximately 10 days before the show for the students' family and friends.

Please note: Students with siblings in performance may or may not perform on the same night!

***The Tech and dress rehearsal are both very crucial to the success of a Denise Wall's Dance Energy top quality performance!
Remember your child is part of the success.***

Each class will perform one dance number, with the exception of the gymnastics classes. Ballet classes that meet twice a week will only perform one routine in the show.

A \$40.00 costume deposit is required for each costume. A \$75.00 costume rental fee is required for each custom made costume (this also includes all Company costumes). **Costume deposits/rental fees are due by Saturday, November 19th.** Costume balances must be paid before taken home. *For your convenience, you may apply any amount to your account through out the year to go towards costumes or tuition*

DANCERS WHO DO NOT PLAN ON PARTICIPATING IN SHOW:

The office must be notified prior to January 14th if not participating in the 2012 Performance. This notification is required in order to avoid a costume charge, and the teachers must know how many dancers will be involved in the choreography. There will be a reminder email sent out to notify students of this deadline. At this time, students participating in the show must pay the \$15 Non-refundable performance fee.

Please note that during this busy time, teachers will schedule extra **MANDATORY** rehearsals to better prepare the students for the show. THERE IS NO FEE FOR THIS EXTRA REHEARSALS AND TRAINING!! Students in the show are required to attend all regularly scheduled classes! If a student's attendance in regular classes is poor, the teacher may require the student to schedule private lessons to better prepare him/her for the show. If the student fails to show up to extra rehearsals or private lessons, the teacher may choose to remove him/her from the piece!

The studio will be selling t-shirts for the 2012 Performance. The t-shirts are an important way for the dancer and family members to remember the occasion. Each student has the opportunity to create the design for the 2012 Performance T-shirts. The dancer's custom design is to be submitted to the studio beginning April 2nd, 2012. The winner will be given recognition at the Performance and will receive a free t-shirt. Good Luck!!

Students, parents, and friends are given the opportunity to support the dancers by purchasing business, and personal ads for the program; as well as, flowers for dancers. See the front office for more details and opportunities.

Private Lessons:

Private lessons may be set up for those needing extra help, or for those who are interested in perfecting their technique, or for private coaching. *DWDE* directors and instructors are in high demand; therefore, pre-scheduling is required for all privates. ****Cancellations must be made at least six hours prior to the time allotted or you will be charged for the lesson****

Private lessons with Denise or Vicky should be paid to them directly in advance by cash only. Direct all pricing questions to the front office as these prices will not be posted on the website. Private lessons with the other teaching staff should be paid in advance at the front desk. (See pricing page for details)

DWDE is known to have guest instructors from all over the country. The prices for private lessons with the guest instructors will vary.

FIRST AID/ SAFETY:

Students and teachers have access to a first aid kit which is necessary for minor injuries. (Ex. band aids, cleansing wipes, and ice packs) The studios first aid kit is located in the office.

The office will NOT provide materials which are necessary for specific classes. (Ex. Tape, hair pins, or hair ties)

We look forward to dancing with you! Please contact the office during regular office hours with any questions or concerns. We are happy to assist you!