



Denise Wall's Dance Energy

Denise Wall, Artistic Director/co-owner
Victoria Flores Cooke, Ballet Director/co-owner
4020 Bonney Rd, Suite 116
Virginia Beach VA. 23452
(757) 431-9645



2021-2022 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 anatomy 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 new student receives a placement evaluation by the teacher and/or director. The placement paperwork 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 to apply and retain all technical corrections. Class placement will be carefully reviewed and evaluated by the teachers and director.

We will begin our year with Face To Face classes. We will continue to pay close attention to all state/city guidelines and will update our procedures based on the Governor's orders. Specific COVID-19 procedures for the studio are listed under the First Aid/Safety portion of our handbook below.

New Students: During registration, new students will be given a tentative evaluation class schedule. New students to DWDE may be asked to perform specific technical movements to assist the teaching staff with student evaluation class placement. All new students' schedules will be finalized during their initial evaluation classes. The "tentative schedule" sheet must be given to the teacher before each recommended 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. The student may be asked to return to a different class for evaluation at no charge. After the student's evaluation classes have been completed and he/she has all teacher initials for recommended classes, the new student will need to register online via the studio website at www.denisewall.com, read the student handbook, and complete the student handbook signature page upon registering for classes.

Returning D.W.D.E students from the 2021-2022 dance year including new students from the summer session 2021:

During registration, returning students will receive their class schedule via email. Once the teaching staff provides the class schedule, **the parent/student must see an office associate to complete registration and class placement.**

- Each year the teaching staff reviews and restructures ALL class levels. If a student is placed in a class with the same name as their previous year's class, please understand the teacher advances the student's technique and vocabulary based on where the class left off the previous year.
- **Please note: registration is NOT complete until the office staff has received all necessary payments/paperwork and has entered the students schedule into the system.**
- All registration paperwork will be available on the studio website before registration begins. Please download and complete your paperwork prior to registration.

- All students must complete a new contract each year. **PLEASE READ all details within the contract before submitting your paperwork to the office staff, as this paperwork will include all important details for the upcoming year.**

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, students should still attend class to observe, take notes, and learn the lesson.

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 observe and take notes during class instead of actively participating. Without a proper warm-up, injuries may occur. 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.

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. At times, Denise will make these master classes MANDATORY, if the material will be used for future training purposes during class time.

Hours of operation 2021-2022 school year

Please note: The hours of operation information listed below is subject to change

Virtual Office Hours:

If you would like to contact our office staff, please email us at dwde5678@gmail.com

In Person Office Hours: (Starting September 9th 2021)

Monday – Friday 5:00p.m. -8:00p.m. (The office will be closed every 3rd Friday of the month)

Saturday – 9:30 a.m. – 3:30p.m.

Sunday – Closed

Labor Day (No classes)	Monday, September 6th
2021-2022 classes begin	Thursday, September 9th
Veterans Day observed (open for classes)	Thursday, November 11 th
Costume Deposits are DUE	Monday, November 15 th (\$45.00 per costume) (\$75.00 per custom made costume-TBA by teacher)
Thanksgiving (No classes)	Wednesday, November 24th -Friday, the 26th Classes resume Saturday, November 27th
Winter Break (No classes)	Thursday, December 23rd – Sunday, January 2nd Classes resume on Monday, January 3rd
Winter Intensive	December 27 th -29 th
Non-Participation in yearly performance notice due	January 15 th If you are NOT participating in the yearly performance, you must notify the office in writing by this date.
Performance Fee Due	Saturday, January 15 th
Martin Luther King Jr. (open for classes)	Monday, January 17 th
Presidents' Day (open for classes)	Monday, February 21 st

Spring Break (No classes)	Monday, April 11 th – Sunday, April 17 th Classes will resume Monday, April 18th
Spring Intensive	TBA (Between April 11 th -14 th)
Performance T-shirt contest begins	Saturday, May 14 th
Memorial Day (TBA by student's teachers)	Monday, May 30

Tentative Performance Dates:

DWDE Tech rehearsal @ DWDE **Saturday, June 4th**
 DWDE Dress rehearsal @ the Sandler Center **June 17th**
 DWDE Performance @ Sandler Center..... **June 18th**

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

Payment Information:

There is a non-refundable registration fee of **\$35.00 per student on the hourly rate plan** and **\$45.00 per student on the unlimited rate plan**

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!!!

DWDE runs a ten month schedule from September to June. Monthly tuition is due on the **1st** of each month. Payments received after the **5th** of the month will incur a **\$30.00**

late fee. Your child will not be permitted to attend classes or participate in the performance unless your account is current. Please direct your billing questions and payment arrangements to our office manager. **Parents/students are responsible for the 33% collection/court fee/s that will be added to delinquent accounts.**

The office retains the right to access a \$35.00 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 withdraw can be permitted. This notice must be provided to the office on the 1st of the month before the withdraw 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.

Our **withdraw form** can be downloaded or picked up from the main office. This form must be filled out and **hand delivered** to the office staff 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 the same-level class is not available. We urge all students to make up their missed classes to maintain their technical level.

Online student portal account payments/Cash/Check ONLY:

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

Studio Announcements: Please note, detailed studio emails with general information about the studio including spirit week, class cancelations/adjusted schedules/make-up classes, costume deposit information, teacher announcements, performance make-up, performance attire, and extra mandatory rehearsals will be sent throughout the year. **Please make sure to check your email daily prior to attending class.** If any of your personal information should change, PLEASE make sure to update your portal account online! We also suggest all students and parents download and sign up to the "**Band App**" See an office associate for details about the App.

Yearly Performance – June 2022

This year's performance will be held at the Sandler Center for the Performing Arts on Saturday, June 18th.

Mandatory: There will be a **MANDATORY** Tech rehearsal at the studio on **Saturday, June 4th**. Tech rehearsal group #1 which begins at 1pm, check in will begin at 12:40pm; all classes scheduled before this time will run as scheduled. A detailed schedule with the class name/teacher, date/time of class, and name of routine will be sent by Friday before Tech Rehearsal.

Mandatory: A **MANDATORY** dress rehearsal for the show will take place at the Sandler Center for the Performing Arts on **Friday, June 17th**. ONE PARENT/GUARDIAN PER FAMILY (of students under the age of 18) IS PERMITTED TO ATTEND DRESS REHEARSAL! Dress rehearsal is CLOSED to the public. If you 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 \$25 per student. This will assist in covering pre-production costs at the theater. This fee is due to the office by **January 15th**.

Tickets for the performance will be on sale at the Sandler Center box office approximately 10 days before the show for the students' family and friends.

***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 or three times a week will only perform one routine in the show.

A **\$45.00** costume deposit is required for each costume. A **\$75.00** costume deposit fee is required for each custom made costume (this also includes all Company costumes). **Costume deposit fees are due by November 15th**. Costume balances must be paid before being taken home. *For your convenience, you may apply any amount to your account throughout 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 15th if not participating in the 2021 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 **\$25 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 at the teacher's convenience and studio availability. If the student fails to show up to extra rehearsals or private lessons, the teacher may choose to remove him/her from the piece!

Company class routines are choreographed by outside choreographers. Students who register for company classes and are NOT in company will be placed in a different piece for the show.

The studio will be selling t-shirts for the 2022 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 2022 Performance T-shirts. The dancer's custom design is to be submitted to the studio beginning May 14th, 2022. The winner will be given recognition in the program 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 (including a picture and personal message to the dancer of choice) 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 24 hours prior to the time allotted or you will be charged for the lesson****

PLEASE NOTE: Private lesson pricing does NOT include choreography fee.

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)

COVID-19 STUDIO PROCEDURES (These procedures are subject to change):

- Our Lobby will be **closed** to parents. Please note, parents are welcome to wait in their car or bring a chair to sit outside. If you need to speak with an office associate, we will allow one adult in at a time for account questions/payments.
- Each student **MUST** enter the studio with a **MASK** unless he/she is vaccinated, and **ALL** students must check in with an office associate prior to entering a class. The office staff will check the students temperature and provide hand sanitizer upon check in.
- Students must come dressed for class. We are **NOT** using the dressing room or bathrooms to change clothes. The dressing room is off limits between classes until further notice.
- Students can bring their own water bottle with their name on it to class. We will also have water for sale in the office (cost per bottle \$1). We strongly recommend that the student's name be written on the water bottle to avoid any mix-ups/sharing of water bottles. If the student has more than one class, he/she can bring snacks that should be in a zip lock bag.
- Bathroom procedure: Students are to ask permission from their teacher.
- Students who have class in studio "C" which is our front studio, will enter directly into their classroom from the sidewalk. The teacher will complete the temperature check and provide hand sanitizer, then direct the student to their designated dance space in the studio.
- If required by the teacher, every dancer must bring their own ropes from home.
- Students will exit class one at a time as directed by their teacher.

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!

