

The Putnam Dance Center

Studio Policies

As a student of The Putnam Dance Center, not only will your child learn how to dance in a fun and friendly environment, your child will also learn the value of hard work and discipline, to be respectful of others, how to accept challenges and disappointments, and learn life lessons even if they do not pursue a career in dance. Our goal is to develop coordination, grace, physical fitness, and time management, while building self-esteem and confidence. Through positive reinforcement, our students will gain a lifelong appreciation for music, dance and the arts, while creating friendships and memories that will last a life time!

In order to get the most out of each class and not disrupt the harmony of The Putnam Dance Center, we need your cooperation. The following are studio policies as well as rules of conduct to abide by as a parent or a student of The Putnam Dance Center.

NEW POLICIES AND UPDATES:

- **Ballet Requirement:** Starting with the Beg 1 level through and including Advanced levels, it will be required for all dancers to take a Ballet class if they choose to take a Jazz class. In addition, Teen Modern, and Intermediate – Advanced Modern must take a ballet class as well. Please speak to Annette or Kelsey if you have any concerns regarding this policy.
- **Dress Rehearsal:** This year, all students must be available Friday, May 29th and Saturday, May 30th the two days before the show. This is mandatory in order to perform in the recital.
- **March Break:** This week will be used for make-up classes that were cancelled September – March due to snow days, teacher absences, utility issues, major weather issues, etc. Note: There will be no regular classes held this week. This week is not included in your tuition.
- **Late Assessment Fee:** A \$20 Late Assessment Fee will be applied to your account if payment has not been made by the 15th of that month.
- **Costumes and Recital Tickets:** No costumes or recital tickets will go home until all accounts are paid *in full*.

ABSENT POLICY:

Please *****CALL***** the studio directly at (860) 963-7073 when you or your child will be absent from class. The Office Staff needs to get the message and they will inform the teacher.

<ul style="list-style-type: none">– Do NOT Facebook the message– Do NOT Text the teacher– Do NOT Text Annette, Kelsey, or Tricia– Do NOT Email the studio
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DRESS CODE:

- Please see our dress code policy to find the proper way to dress for each class.
- **Please print your child's name or initials in all shoes and clothing with a permanent marker.**
- We sell Revolution shoes and dance wear at the studio and they will be available for purchase at our registration dates, as well as throughout the year. This brand is required for all of our youngest classes through Beginner IV
- During cold weather, only tight fitting knit sweaters, long sleeve t-neck shirts, or dance sweaters are acceptable.
- Bulky sweaters, sweatshirts or jackets will not be allowed during dance class.

BAD WEATHER CANCELLATION:

The PDC does not always close when school is closed. Classes may be held if the weather clears by the afternoon and driving conditions are safe. If classes are canceled due to inclement weather, a message will be left on the studio phone as well as posted on our Facebook/website, and emailed to you. Should this happen, a make-up class will be offered.

LOST AND FOUND:

Please frequently check the lost and found. Items left past 90 days will be donated to charity.

OFFICE AREA:

Only faculty and staff are allowed behind the desk.

IF YOU MISS A CLASS:

Regular attendance is necessary to maintain a steady progress in class. Classes missed for any reason may be made up. Call the studio for an appropriate class you can use to make-up missed classes. No refunds or credits will be granted due to missed classes. Please check in at the Front Desk and let them know you are making up a class and what day your usual class is on, so the office staff can mark the attendance book accordingly. Classes are generally made up at or below the level of your current class. All ballet classes must be made up with another ballet class. Dancing is Fun and the Adult Classes are included in this make-up policy. If at any time during the year you have any questions, please do not hesitate to ask!

APPROPRIATE BEHAVIOR:

It is important for your dancer to arrive to class on time. Young students are not allowed to run around or enter the studio unless a teacher is present. All students are to respect dance props and equipment. They are only for use by a teacher during class time. Students as well as Parents/Guardians are to follow the appropriate rules listed below.

RULES FOR STUDENTS:

- Arrive on time for class
- Do not run in the waiting room or studios
- Do not stand on waiting room chairs
- Do not chew gum in class
- Only water in the studios
- Dress appropriately for class and have hair neatly pulled away from face
- Be respectful to teachers and fellow classmates
- Be a good listener
- Do not hang on the barre or put hands on the mirror
- Do not wear dance shoes outside
- Keep jewelry at home
- Practice dance steps at home
- Keep voices low in the waiting room
- Use the bathroom before class
- Do not make unnecessary noise or talk during class
- Label all dancewear
- Keep cell phone off and out of the studio during class
- Stay inside the waiting room until your parent comes to pick you up
- Thank teachers at the end of each class
- Thank family for allowing me to dance
- Smile, learn & have fun!

*Parents must go over these rules with their child.

RULES FOR PARENTS/GUARDIANS:

- Get dancer to class on time as the warm-up is the most important part of each class. Being late is also disruptive to the flow of the class.
- Drive slowly into the parking.
- Label all shoes and clothing, both dancewear and regular clothing.
- Make sure your dancer's hair is properly restrained and he/she is properly dressed for class.
- Call the studio if your dancer will be absent & make arrangements for a make-up class.
- Encourage, but not force, practice at home.
- Please do not allow your dancer to chew gum in the studio.
- Keep siblings safe & under control in the waiting room and not allow them to bang on the 2-way mirror.
- Please do not compare your dancer to other dancers.
- Avoid gossip in the waiting room which can lead to spreading misinformation.
- Speak with Annette or Kelsey with any concerns you may have.
- Pay tuition and account balances on time to avoid a late fee.
- Do not leave your child unattended, or unprepared for class in the waiting room.

Thank you!

DISCIPLINE POLICY:

- Dancers are expected to be polite, patient, and respectful to fellow dancers, faculty, and staff.
- If a student's behavior is distracting or inappropriate, the student will receive a verbal warning.
- After three warnings, the student will not be allowed to participate in the remainder of the class and will be asked to sit and watch. The parent will be notified.
- Good listeners make good dancers, and also make class enjoyable for all!

WITHDRAWING FROM A CLASS:

You must notify us by phone: (860) 963-7073 or e-mail: putnamdanceinfo@gmail.com. At that time, you are financially responsible for the remaining balance on your account minus any potential refund based on the date of receipt of withdrawal notification, not when the student started missing classes.

TUITION: Please refer to our tuition fees located on the back of the dress code sheet.

- On your Registration form, please include a valid credit card number.
 - In the event your account is 30 days past due, that amount (with the late assessment fee) will be charged to your credit card. This includes costume deposits not paid by November 15th. This information is kept completely confidential and will only be used after a phone call is made to you personally.
- There is a 20% discount for each additional dancer from the same family.
- Tuition payments can be made by check, cash, money order, or credit card. We accept Visa, Mastercard, Discover, and American Express. Tuition adjustments will be made if your dancer has a change in scheduled class hours.
- A \$25.00 service fee will be added to your account for each returned check.
- ***A \$20.00 late assessment fee will be added to all accounts that are not paid by the 15th of the month.***

Thank you for choosing The Putnam Dance Center for your child's dance education. We value your patronage!