

Emerald Coast Dance Conservatory, we know you have several options when choosing to invest in your child's dance education. We appreciate the opportunity to give your child a quality dance foundation that promotes a respect and understanding for the art of dance. We are dedicated to helping each child grow and develop into the best dancer they can and want to be. From the future professional dancer to the recreational student, we give equal attention to all of our dancers. We believe that hard work produces achievement. This is a lesson that will instill a discipline in each student that will aid him/her in facing all aspects of life. We seek excellence from all of our students appropriate to their age level and interest. None of this can be accomplished without a cooperative and supportive effort from the students, their parents, our teachers and staff. Our policies have been developed carefully to alleviate any possible confusion concerning our approach to your child's dance training at Emerald Coast Dance Conservatory. These policies are based on our past experiences, training, and best practices in dance education. After you have read through all of our policies, please do not hesitate to contact us if you have any questions.

**Thank you for choosing to become a member of our
Emerald Coast Dance Conservatory family!**

Code of Conduct

Students and Parents are expected to conduct themselves in an appropriate manner while at the ECDC Studio and at all performances, competitions, recitals, and events in which Emerald Coast Dance Conservatory is being represented.

Proper respect for the staff and fellow students is expected of all students, parents/guardians, and siblings. Attitudes that are disrespectful, uncooperative, or aggressive do not have a place at Emerald Coast Dance Conservatory.

Any parent/guardian or student who provokes actions with intent to cause dissent or contravene the policies and procedures of Emerald Coast Dance Conservatory will be dismissed from the studio.

If you have a concern or grievance, please make an appointment with the studio director, Ursula Pegg, directly. A Student-Parent-Teacher concern form is available at the front desk at any time. You may also contact Ms. Ursula by email at ms.ursula@emeraldcoastdance.com. We keep an open door policy and welcome you to discuss any issues or questions you may have.

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OUR PHILOSOPHY

We believe as an organization we have the responsibility to our students and to the art of dance to provide the highest level of dance education. We believe that the dance class should be centered around the dancer's best interests. Our goal is for our students to not only gain a solid technical basis, but also to embody the many physical, emotional, and benefits of dancing. We strive to build an artistic family, in which students develop enduring friendships and nurture a passion for the arts.

COMMUNICATION

On a weekly basis, please ask your child if the instructor gave out any handouts. Many times important notices are left in dance bags and parents never see them. In the event of notes being lost in the dance bag or misplaced at home, we will have copies available of all handouts in the lobby.

Most important notices are sent by email to the address on record. Our Parent Portal accessed via the home page allows you to update your account information at any time. You can also make payments and check our calendar via this system.

The studio also has a Facebook page used to communicate important information including announcements, reminders, and notices. Please "like" the Emerald Coast Dance Conservatory page to see these updates in your newsfeed.

Please inform your instructor of any injuries, illnesses, or special needs that may require extra attention. Any medical conditions, allergies, disabilities, etc. of your dancer are required to be on file with the office.

REGISTRATION

A one-time registration fee is paid at the start of each dance year. The registration fee reserves your place in class and establishes your account in our database. The registration fee is \$35.00 per dancer, or \$50.00 per family. This fee is non-fundable unless the enrolled class is cancelled by ECDC. If a class enrollment is too low, Emerald Coast Dance Conservatory reserves the right to cancel or combine that class with another appropriate class.

PARKING

Our facility is located at 419 E Gadsden St. in the East Hill Historic District. We are at the intersection Gadsden St and Davis Highway. Parking is available currently in the gravel lot directly next to our building.

The parking lot can become congested at times. When you are parking in our lot, please pull in diagonally and all the way up to the building or fence in front of you to keep a thru lane down the center. Please do not block the driveways at any time.

If the parking lot is full, overflow street parking is available along Davis Highway.

ARRIVING TO CLASS

Students should arrive NO MORE than 15 minutes prior to class. Our teachers have many duties to tend to prior to a class starting or may be teaching another class, therefore we will not be responsible for an child who is dropped off early. Children should be under parental supervisor at all times they are not in class.

Likewise, students must be picked up no later than 15 minutes after class. Please contact the studio immediately in case of extenuating circumstances in order to notify your child and his/her teacher. There is a late pick-up fee of \$15 for students that are picked up more than 15 minutes late without notifying the office. Our purpose is to be in the classroom, teaching dance to our students, we do not provide free baby-sitting services.

Students must wait inside the building to be picked up. Please do not instruct your dancer to wait outside for you. Our lobby has windows that will enable your child to see you when you pick up. Parents of dancers under the age of 8 should enter the building to pick-up your student.

Parents are not required to stay with their children while they are in class. It is of utmost importance that you keep your contact information on file current with our office, should we need to reach you while your child is in class.

LOBBY RULES

We invite parents to stay in our lobby area while your child is in class. **Siblings not participating in a dance class must be accompanied by a parent at all times and are not allowed to run or play in any area of the studio.** No horseplay, running, screaming, climbing on furniture, etc. will be tolerated. Please encourage your children to display lobby etiquette and treat our facility with respect. Damages caused to our property by unsupervised children will be billed to the responsible parent's account.

No Food or Drink (except water) permitted in any areas of the studio except the kitchen. Please help us to keep our studio pest free and clean!

The Kitchen, Offices, and Studio Rooms are off-limit to parents and guests. **Dancers should never enter the studio room without the presence of the instructor.** Dancers should wait in the lobby until the teacher enters the studio.

All guests, regardless of age, are expected to meet these expectations or will be asked to leave, in the interest and respect of the dancers in class.

CLASS OBSERVATION

It is our philosophy that the purpose of dance class is to instruct, not to put on a show. Classrooms are generally closed, but parents may be invited in to watch part of a class on certain days at the instructors discretion. Parent observation weeks may be scheduled at the discretion of the Director. Notification will be sent home with dancers prior to these weeks. Even the quietest observers can distract students and can make them self-conscious or apprehensive. Entering the classroom is a distraction to students, especially our younger dancers. Please DO NOT enter the classroom during the course of the class for any reason even if the class is changing shoes or taking a break. If you need to take your dancer from class early for any reason, please notify the instructor before class starts or see the front desk for assistance.

We do feel it is important that you are able to monitor your child's progress. We keep an open-door policy with parents regarding your child's dance education. Many times instructors do not have breaks between classes. Parents are encouraged to make an appointment, other than class time, to discuss your child's progress. Please feel free to call or email the studio to schedule an appointment.

CLASSROOM ETIQUETTE

Parents will be notified and consulted regarding any in-class behavioral issues or questions. If a child acts out in class in a manner that is harmful to him/herself or others, that child shall be removed from class and parents shall be notified immediately. We use a referral system for minor behavioral problems in class. Children will be dropped from a class if their behavior interferes with safety or is chronically disruptive, and may be expelled from the studio.

As employees of Emerald Coast Dance Conservatory, instructors have the responsibility to see that their class is under control, and they have the authority to dismiss any student who will not cooperate and is a disruption to the rest of the class.

- No Food or Drink, except water, in dance studios ever.
- All toys should be left at home. (Toys means Cell phones, tablets, etc. too!)
- No gum, mints, candy or lozenges in dance class for your safety.
- Do not touch the mirrors or hang on the dance barres!
- Always show respect to your instructor by listening and giving your best effort each time you attend class.
- Horseplay, yelling, and disrespectful behavior is NOT TOLERATED and may result in dismissal from our school.

YOUR POSSESSIONS

Dancers should bring all personal items in a bag that closes securely. Loose items are liable to get lost or picked up accidentally by another child.

If your child misplaces a belonging, please check the lost & found at the front desk. We discard unlabeled, unclaimed items at the end of EACH MONTH. We are not responsible for lost items. **DO NOT BRING VALUABLE ITEMS TO THE STUDIO.** Cell phones, tablets, iPods & etc, are NOT permitted in classes, please leave these items at home. **YOU ARE RESPONSIBLE** for keeping up with your belongings. Any items left behind at the studio may only be retrieved during studio hours.

Please label all personal items with your child's name in permanent ink to cut down on lost items. **PLEASE LABEL YOUR SHOES WHERE IT IS NOT VISIBLE. Shoes with writing anywhere on the exterior of the shoe will not be permissible in performances.** This includes to bottom sole of the shoe. Please keep in mind that many of our dancers wear the same brand, size, etc. in dance shoes. Without your name in shoes, it makes it very difficult for us to help recover them should they be left behind or placed in another dancer's bag. It is of critical importance your dancer has his/her shoes with her in every class. They are the tools that aid us in creating movement and learning proper technique. Dancers who come to class unprepared and without the proper shoes for each technique, will not benefit as much as the dancer who is always prepared and meeting dress code.

DRESS CODE

It is very important that our dress code policy is followed, not only for the most success in your child's dance education, but also for safety.

It is essential that students arrive to class on time and ready to dance. This allows for a safe and proper warm up to avoid injuries. Please arrive completely prepared for class to start or allow ample time to get dressed at our facility. The studio offers dressing rooms for students who arrive straight from school. ECDC reserves the right to have students sit out of class if they come late and miss warm ups or if the student is not in appropriate attire.

- **If you are arriving to the studio in your dance wear, you must wear a cover-up.**
- Hair must be pinned back, away from the face, and out of the eyes for all classes. Certain classes require more specific styles. Please see the full dress code (pg 1A) for these specifications.
- **DO NOT WEAR YOUR DANCE SHOES OUTSIDE OF THE STUDIO.** Wearing your shoes outside, even if only for a short walk to the car, picks up dirt and debris that will ruin our dance floors and your shoes.
- The only jewelry permitted in class are small stud earrings. No exceptions! Jewelry can be a safety hazard to you and your classmates.

Dance classes are aerobic and often sweat-producing. Students are expected to wear clean leotards and tights, and store shoes in a breathable bag after classes. We recommend our older students always bring extra deodorant in their dance bags, as well as other personal hygiene items as needed. **Hair nets, hair spray or gel and bobby pins should be carried in a student's dance bag.**

PLEASE SEE THE FULL DRESS CODE ON PAGE 1A FOR CLASS REQUIREMENTS.

ATTENDANCE POLICY

Regular attendance in class is key to success in your child's dance education. Dancers are expected to be in class on a weekly basis, arriving on time and fully prepared. This allows for a safe and proper warm up to avoid injuries. ECDC reserves the right to have students sit out of class if they come in late and miss warm ups or if the student is not in appropriate attire.

Students may attend comparable make-up classes for absences due to illness, school-related functions (including field trips), and family events up until **February 1st**. In the event of such an absence, please contact the office for a list of acceptable make-up classes. Make-up classes will only be approved if ECDC has been notified prior to the student's absence and should be completed within 4 weeks of the date of the missed class.

During February, we begin learning recital choreography. There are NO make-up classes between February and the Spring Recital in June. Tuition is non-refundable for absences, regardless of circumstance. Regular attendance is critical for student progression and group choreography. It is of utmost importance that your dancer attends class weekly to be fully-prepared for our show.

Starting March 1st, dancers may have no more than 3 absences from each class. Students that arrive more than 15 minutes late to class will be marked absent for that class period. If a dancer misses 3 classes, you must receive Director approval to make up an absence beyond the third in a private lesson at the standard rate of \$60/hour. Dancers who have **4 or more absences** between March-June are not eligible to perform in the spring recital unless they have completed a make-up private lesson for each absence beyond the third. The Director must approve and sign-off on each make-up private. Please contact the office to coordinate. The private lesson rate is \$60/hour and will be scheduled around the instructor's availability. **There are no exceptions to this rule.** We want our recital to showcase the extraordinary talent of our dancers. This is only possible with each and every dancer in class regularly!

Our attendance policy is rooted in the belief that you are here because your dancer genuinely wants to be in dance class. We understand that life happens and unforeseen circumstances arise. We will do our best to accommodate your dancer's success in our program. If you wish to schedule additional private lessons beyond those for make-up classes, please contact the office to coordinate with an instructor.

TUITION

Rates

Hours Per Week	Monthly Rate	Hours Per Week	Monthly Rate
0.50 Hour	\$54	2.50 Hours	\$108
0.75 Hour	\$60	2.75 Hours	\$114
1.00 Hour	\$66	3.00 Hours	\$120
1.25 Hour	\$72	3.25 Hours	\$126
1.50 Hour	\$80	3.50 Hours	\$132
1.75 Hour	\$86	3.75 Hours	\$138
2.00 Hour	\$94	4.00 Hours	\$144
2.25 Hour	\$100	Unlimited Dance	\$200

****Acro classes have an additional fee of \$10 per month.****

Tuition is due the 1st of each month, and is considered late after the 15th. Emerald Coast Dance Conservatory is on a monthly billing system. Class Tuition is billed on an 9-month payment scale (September – May) based on an average number of classes per month. Thus, tuition is the same each month regardless of how many lessons there are in any given month. The only exception is August which is pro-rated to one-half of the tuition amount.

If you have your account set-up for auto-billing, your tuition will be automatically charged to the payment account on file between the 1st & 5th of each month. We also offer a \$5.00/mo. tuition discount for accounts set up on auto-pay!

You WILL NOT be receiving a monthly bill/statement from our office for your monthly tuition. If at any time you would like a printed statement of your account, you may request one. You can also view billing and payment history via the Parent Portal on our website.

Unpaid tuition fees are subject to a \$15 late fee by the 15th of each month.

- If a student's account becomes more 45 days delinquent, the student will not be permitted to participate in classes until the account is rectified. Students will not be permitted to participate in master classes, workshops, conventions, competitions or the Spring Recital if the account is not current.
- Please do not hesitate to contact the Director, Ursula Pegg, at 512-9191 if special payment arrangements need to be made.
- There are no refunds for tuition, costume fees or recital fees, FOR ANY REASON. Tuition is calculated on the number of weeks throughout entire dance year (August-June) and is the same each month, including those shortened by holidays/closures. There are no exceptions, including student absences or weather days.

Sibling Discount: A 10% sibling discount is given off the lesser tuition amount applies to the second, third, etc. child enrolling for classes. In order to qualify for this discount, all the students' tuition must be paid from the same account.

Withdrawal Procedure: Students are registered and her/his place is held in class for the entire school year, from the date the registration form is signed through the June recital. **Unless the student is removed from class by having a parent or guardian sign and date the "Class Withdrawal Form", the parent or guardian will be responsible for tuition payments through the June recital.** The only way to withdraw from a class is to complete the "Class Withdrawal Form". This will stop the billing process. If the customer does not give this written notice, monthly tuition will still be processed through auto-pay for the next month's classes and they will be financially responsible for the amount. **IF YOU ATTEND ANY PORTION OF THE MONTH, YOU ARE RESPONSIBLE FOR THE FULL MONTHLY TUITION. Calling, speaking to someone, or telling a teacher are not accepted as forms of withdrawal.**

ACCOUNTING AND PAYMENT PROCEDURES

Payments can be made via the Parent Portal on our website, dropped at the front desk, mailed to the studio, or you may complete a credit card charge form at the front desk and your account will be automatically billed monthly on the 1st of each month. We encourage you to take advantage of this convenient option offered here at ECDC!

We accept payments in the form of cash, checks, credit card (Visa, Mastercard, Discover, Amex) or money orders. When paying in cash it is YOUR RESPONSIBILITY to obtain a receipt. In case of any discrepancies regarding cash payments, we will not be able to honor cash payments not documented by a receipt.

Our students are in our database alphabetically by their last name. Many of our students have different last names from parents and/or grandparents who are paying for dance expenses. In order for us to properly credit your account, the following details will be important for us to know each time you make a payment.

When making a payment by check, please include the following information in the memo of your check. A receipt is available upon request.

- 1. Student(s) First & Last Name. (Very important!)**
- 2. State what you are paying for: Monthly Tuition (State the month), Registration, Costume Deposit, Recital Fee, etc.**

We charge an additional \$25 in any circumstance when your bank does not honor your check. After 2 returned checks, all subsequent payments must be made by cash, Visa/MasterCard or money order.

RECITAL

Our 2022 Spring Recital will be held at the WSRE Jean & Paul Amos Performance Studio on the Pensacola State College Main Campus on June 3rd, 2022. We will have a MANDATORY dress rehearsal on Friday, June 2nd, 2022. More detailed information will be sent home closer to the recital date.

Recital season is the busiest time of the year at Emerald Coast Dance Conservatory. Communication with you is key in putting on a successful show. Please closely monitor your child's dance bag for handouts, check for studio emails, and stay updated via the parent portal.

COSTUME PAYMENTS & PERFORMANCE FEE

- Payments for costumes and recital fees are ABSOLUTELY NON-REFUNDABLE, for any reason.
- Costumes must be ordered a minimum of 10-12 weeks before delivery, therefore costume accounts not paid in full by February 1st WILL NOT BE ORDERED. If your child costume payment is not paid in full by this date, they will not have their costume(s) and will not be eligible to perform at our Spring Recital. Additionally, any costumes that are ordered after our initial order has been placed, there will be an added cost of \$25 per costume to compensate for the extra shipping and ordering costs incurred.
- Costumes are not made custom to each student. Students are measured for costumes in class in January. Each costume company offers a limited selection of sizes and the closest size to your dancer's measurements will be ordered. Alterations are your responsibility.
- Students are expected to attend the 9-month session. If your child has to drop/withdrawal from any class at any point, there are NO REFUNDS of paid costume fees for any reason and costumes are the property of the studio.
- The following items are covered by the Recital Fee:
 - Commemorative copy of the Spring Recital Program (1 per dancer)
 - Recital T-Shirt
 - Flash Drive with all of your dancer's recital music
 - DVD recording of show

The 2022-2023 Recital Fee is \$60.00 per dancer and is due no later than March 1st, 2023. All dancers with an outstanding Recital Fee balance not be eligible to participate in the Spring Recital.

Tickets for the Spring Recital will be available for purchase through a 3rd party vendor. Information concerning procedures for ticket sales, on-sale dates, and prices will be provided later in the dance year, as soon as it becomes available. Ticket sales will cover the rental of the theater along with many associated costs including, but not limited to:

- Recital Programs
- Music Licensing Fees
- Scenery, Special Effects, and Props
- Additional Fees associated with the theater rental including, but not limited to:
 - Stage Crew
 - Lighting Techs
 - Ushers
 - Stage Manager
 - Dressing Rooms
 - Sound Engineers
 - Security
 - Fire Marshall

PICTURES

Studio Pictures will be held during your regular class time one week in mid-late April. This date will be sent home in a note as soon as it is made available.

MOTION COMPANY

ECDC offers the opportunity to participate in Motion Company, our Competitive and Performance Teams to select students. Participation requires a significant amount of commitment, exceeding that of weekly class. Members are selected by audition only. Auditions are held each summer for the following season. If you are interested in learning more about this program, please contact Ms. Ursula.

PLACEMENT POLICY

Our staff is extremely careful and concerned when choosing the correct level class for each student. It is very important to remember that all students are individuals with varying talents, skills and ability levels; they will not progress at the same rate. In maintaining the highest quality of dance education, it is sometimes not possible to keep the same students together in class year after year. The most important thing is that the student is comfortable in their learning environment, not inhibited. **We are a progressive studio and ALL OF OUR CLASSES ARE CHALLENGING.**

Emerald Coast Dance Conservatory prides itself on having a friendly, family-like atmosphere with passionate, qualified instructors to help each dancer develop into the best that he or she can and WANTS to be. From time to time, our teachers must make decisions whereby certain students are chosen for solos, competition groups or special parts or auditions. These decisions are not easily made and are thought out carefully. The parents and teachers must work together to help students understand that not all students can be chosen for all things. We want our students to be happy and supportive of each other. It is our intention to teach the students to learn from each other and to be motivated by each other.

It is normal for children to repeat levels at ECDC. Our program is grounded in educating children through the most proper and safe methods in dance education. Your child's dance education is not a race. Each of our levels serve as building blocks to the next. Improper technique that goes uncorrected will only make your child's learning more difficult in the future, and can potentially cause long-term physical damages to the body. We pride ourselves on producing well-rounded, well-trained dancers. This takes years of hard work, practice, and patience. Please trust in us to place your dancer at the level that will be most beneficial to their long-term dance education.

We encourage all of our students to work hard and become the best dancers they can be, but they must work at a level that is suitable for them. Many students are easily discouraged when they are placed in too difficult a class.

The judgement of our professionally trained staff must be respected first and foremost. If your teacher's judgment is not respected in all areas of your child's training, his or her dance education may be compromised. It is normal for every parent to view their child as the best dancer in the class. We encourage you as parents to continue in your role as your child's biggest cheerleader.

Our classes are small enough to provide one-on-one attention to each and every student. This allows us to mold our classes to best suit your child's progression. If you have any questions or concerns about what your child is learning in class, please do not hesitate to speak with your child's instructor. You may also contact the Director, Ms. Ursula Pegg, to discuss your child's dance education at any point.

SUBSTITUTION

ECDC reserves the right to provide a substitute instructor if the regularly scheduled instructor is ill or otherwise unable to teach classes. If an instructor is ill and ECDC cannot arrange for a substitute, parents and students will be notified as soon as possible and a make up class will be scheduled by ECDC at a different time. ECDC reserves the right to change the instructor of any class at any point throughout the year.

MEDIA POLICY

Individual, group, and class photos or videos taken by us or an outside company that we hire may be used in any or all forms of media for advertising. The studio has active social media pages including Instagram (@emeraldcoastdance) and Facebook (facebook.com/emeraldcoastdance). Please like and follow us!

INSURANCE

It is understood that dance is an activity with inherent dangers for injury. Our staff is professionally trained and will train students in the safest manner possible. The studio **DOES NOT** carry medical insurance for its students. It is required that all students be covered by their own family's insurance policy, and if an injury occurs, it is understood that the student's own policy is your only source of reimbursement.

HOLIDAYS, INCLEMENT WEATHER & CANCELLATIONS

Classes WILL BE HELD on election days, report card days, conference days and teacher in service days. The ECDC Calendar at the back of this handbook indicates our full holiday schedule throughout the dance year. If we experience bad weather, please check the parent portal and our Facebook page regarding studio closure or cancellation of classes. If you are unsure please call the studio after 2:00pm and we will have a message recorded stating when and if we are closed.

Although we do try to follow the Escambia County Public Schools for the most part, ECDC will not necessarily close every time ECSD closes. Many times roads are clear and safe by the afternoon when our classes start.

If in doubt:

Call the studio, or
Check your email, or
Check the facebook page.

CONCLUSION

We appreciate the opportunity to share our love of dance with your child. We are also looking forward to an exciting year for you and your child. Please do not hesitate to contact us at any time throughout the year if you have any questions or concerns regarding your child dance education. There is no doubt that with the cooperation of the staff, students and parents we can achieve excellence in the art of dance.

1A ECDC DRESS CODE

ECDC Calendar 2022 - 2023

Classes Begin	Monday, August 22nd, 2022
Labor Day Holiday (no classes)	Monday, Sept. 5th, 2022
Costume Deposits Due (1/2 of total costume amount)	NO LATER THAN Tuesday, Nov. 1st, 2022
Fall Break	Monday, Nov. 21st, 2022- Sunday, Nov. 27th, 2022
Winter Break	Monday, Dec. 19th 2022- Sunday, Jan. 1st, 2023
Classes Resume	Monday, January 2nd, 2023
Final Costume Payments Due (Full amount must be paid to participate in recital)	NO LATER THAN Wednesday, Feb. 1st, 2023
Recital Fee Due (\$60.00 per dancer)	NO LATER THAN Wednesday, March 1st, 2023
Spring Break	Monday, Mar. 13th, 2023- Sunday, Mar. 19th, 2023
Picture Week & In-House Dress Rehearsal	Dates TBA (mid-late April)
Recital Tickets On Sale	Monday, May 9th, 2023
Dress Rehearsal @ WSRE Amos Performance Studio Detailed call times provided closer to date	Friday, June 2nd, 2023
Spring Recital @ WSRE Amos Performance Studio Detailed call times provided closer to date	Saturday, June 3rd, 2023