

PARENT HANDBOOK

Policies | Procedures | Studio Information

Minimum Class Size

OPDC's minimum class size is four active students consistently. Less than four students may result in a schedule change, cancellation of that class, or moving students to another class.

Withdrawal Policy

Parents are responsible for all payments until a notice of withdrawal form is filled out **IN PERSON**. We will not accept e-mail or phone withdrawals. Missed lessons cannot be used in place of payment. No adjustment or credit will be given for missed classes.

Withdrawal must be done by the 25th of the month prior. If after the 25th, a \$25 drop fee will be charged to card on file.

Photo/Video Policy

Photos, videos, or films taken during On Pointe Dance Center participating events becomes the property of OPDC and OPDC reserves the rights to use those items for marketing and publicity.

Statement

On Pointe Dance Center is committed in offering a professional and safe experience in dance education. Our staff has multiple years of professional training and we look forward to sharing memories with you and your family! On Pointe Dance Center believes in positive teaching practices and provides services without discrimination but at its sole discretions may refuse service to an individual.

Insurance

On Pointe Dance Center does not carry medical insurance for students, it is required that all students be covered by their own families' policies, and if injuries occur it is understood that the family is the only source of reimbursement. Students and parents understand there are risks of injury with involvement in this program just like any youth sports or exercise program.

Medical Authorization

In the event of an emergency, the parent will be immediately contacted. If the parent can not be reached OPDC will contact the emergency contact number. If urgency is required or in the case of the parent/guardian is unavailable, parents authorize OPDC to allow any physician, nurse practitioner, or medical personnel to examine, interview, test, and if necessary treat child(ren) as they deem advisable.



On Pointe Dance Center



Season Dates

OPDC 2023-2024 Season will begin Monday August 21st and run until recital performance day.

Studio Rules

Everyone in the studio must abide by all studio rules.

- Students younger than 9 years old must be accompanied in and out of the studio and if they have class breaks.
- Students should not be dropped off more than 5-10 before class. Students should be picked up no later than 5 minutes after class ends. **\$1/min. applies (this means no supervision of parent physically there)**
- Listening ears and inside voices at all times.
- Keep hands to yourselves.
- No hanging on ballet barres or other structures.
- Bottled water only in dance rooms. No gum!
- Don't bring valuables, we are not responsible for lost or stolen items!

Tuition

Tuition is based off the dance season and broken into 10 payments, no matter the amount of times seen in a month. August - May are full payments regardless of how many lessons are attended in a month. Our season consists of an average of 35 weekly classes, recital rehearsal, dress rehearsal, and recital. Each class has two days worked in for weather cancellations or teacher sickness cancellations that will not require make-up days. Make-up days will be offered for any classes cancelled by OPDC past the two built in.

Payments

All payments are non-refundable. Cash, credit card, or check (payable to On Pointe Dance Center) are accepted. We require every account to have a method of payment on file through the parent portal. Parents are responsible for updating if there are changes. All fees will be charged to accounts on their due dates. Early drop off/late pick up fees will be charged the next day.

Credit cards on file with the parent portal will incur a 3% fee, ACH/e-checks do not. If you would not like your saved method of payment to be charged, you may come in to the studio and pay before the due date. We do not accept payments over the phone.

Any returned checks will incur a \$25 fee. After two returned checks, you will be required to pay by cash only.

Virtual Classes

In the event of a quarantine or mandatory shut down, classes will move to a virtual platform. If it carries into the next month, you may withdrawal by following all withdrawal policies. There will be no refund of payments or discount of tuition when on zoom. If costumes are already ordered, then you will receive your costume.

Holidays/Closings

We follow Cumberland County Schools for inclement weather and most holiday breaks. OPDC will be closed for:

Labor Day September 4th	Halloween October 31st	Fall Break November 22nd - 26th
Winter Break Dec. 18th - Jan. 4th	Spring Break April 1st - 4th	Memorial Day: May 27th

Account Balances

On Pointe Dance Center will send an automated e-mail to accounts with a balance on the 10th of each month. **Students will not be allowed to participate in class until balance is paid.** Payment on file will be tried again 5 days later with the late fee added. If payment is unsuccessful, student will be an automatic withdrawal from On Pointe Dance Center. That dancer's spot will be given to the next person on the waitlist. A registration fee will be required to sign up again.

Registration Fee

Due at time of registration with first month tuition payment.

\$30/Student or \$50/
family with students in the
same household.
Payment is non refundable.

Costume Fees

Due January 9th 2023

1 Genre Class:
\$60-\$80

2+ Genre Class:
\$115-\$155

Costume fees are per student/
per class. No discounts apply.
Payments are non refundable.

Recital Fees

Due April 15th 2023. Fee
includes two tickets per family
and one pair of tights and one
recital award per student.

\$50/student or \$70/
family with students from
the same household.

Payment is non refundable.

Recital week will be 1st or 2nd
weekend in June. Dates
announced in November



Late Fee

\$10 late fee is added to any payment past 5 days late.

Season Tuition Costs (due on the first!)

30 min. class: \$50/month

45 min. class: \$55/month

One hour class: \$60/month

One hour & 15 min. class: \$65/month

Unlimited Classes: \$195/month

Season Discounts (per student)

3 Class Bundle: \$135/month

4 Class Bundle: \$160/month

5 Class Bundle: \$180/month

Season Sibling Discounts

(same household)

15% off monthly ***only applies to tuition***

Point of Contact

Our primary form of contact is e-mail, if update is
pertaining to that day then an automated text will be sent.

**We are not responsible for splitting payments between family
members or split families. One person will be the primary
contact and is responsible for all payments. All information and
contact will go to that person only.**

Ballet Dress Code

All younger classes wear leotard and tights. Hair must be pulled up. All Petite, Junior, Teen/Senior, Pre-Pointe, and Pointe classes must wear OPDC ballet uniform available for purchase at the studio.

Acro Dress Code

Leotard/shorts or tight fitted leggings/tank top are required. Tights must be footless if worn. No baggy t-shirts or clothing is allowed. Hair must be pulled up. Level 4 and up are required to wear the OPDC Acro uniform purchased at the studio.

OPDC Uniform

Multiple options are available for dancer's comfort level. After two warnings of dancers not in uniform, parent will be called to come pick them up.

All Other Dance Classes Dress Code

Any type of dance clothing or athletic clothing that is fitted and allows the instructors to see the lines of the body. This allows them to give proper corrections on alignment and body placement. Hair must be pulled up.

If dancers are out of dress code, it is up to the teachers' discretion if they are allowed to participate for the day.

Class Observations

To have the best class experience, parents are not allowed in the dance rooms so students can focus on their teacher. **All dance classes are independent.** We have viewing doors at every classroom entrance for anyone wishing to peek in from time to time.

Only dancers are allowed in dance rooms. Siblings and other family members waiting, should not be running around and causing a distraction in the lobby.

Waiting Areas/Cafe

To enjoy our spacious waiting areas and the Cafe area we ask that food is only in the Cafe area. Please keep these areas clean, if food trash becomes a problem we will shut that area down and not allow food in the facility.

PEANUT FREE FACILITY

There are no nut products allowed in OPDC due to extreme allergies of some dancers.



Required Shoes

NEW THIS YEAR

All shoes (except pointe shoes) are purchased through the studio for uniformity.

If ordering, parents must sign off that the shoe size being ordered is correct if we do not have shoes needed in stock. Please see an office assistant if you need assistance for sizing. Shoes typically take 1-2 weeks to arrive if ordered.

"On Pointe Honors"

Honor Roll Student

Any dancer that is on A/B honor roll the entire school year and turns in their report card to the front desk will be acknowledged on stage at recital with a special trophy.

Community Student

Any dancer over 12 years old that completes 15 hours of community service can turn in a signed letter detailing their hours, will be acknowledged on stage at recital with a special trophy.

