

Season 11



**2024-2025**

*Dance Studio Handbook*



(910) 578-1710



opdancecenter@gmail.com



3037 Boone Trail Ext Suite G  
(backside of building)

# WELCOME

By enrolling at On Pointe Dance Center, students and their parents or guardians agree to comply with all the policies established by On Pointe Dance Center, including those set by its director, faculty, and staff.

On Pointe Dance Center retains the right to terminate a student's enrollment at any time due to misconduct, inappropriate behavior by the student or their parent(s), non payment, or any other reason deemed by On Pointe Dance Center.

Our success stems from providing excellent training and quality service, along with our commitment to fostering a strong community. OPDC is committed to offering a professional and safe experience in dance education, we believe in positive teaching practices while providing services without discrimination.

This handbook aims to provide our students and their parents with a clear understanding of their commitments and responsibilities to On Pointe Dance Center.

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# OUR PROGRAMS

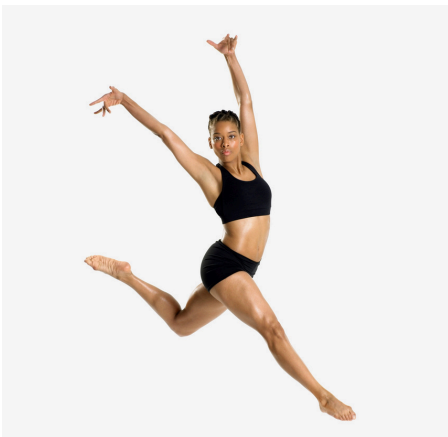


## Recreational Classes

Our Recreational Program offers dancers the same high-quality training and attention as our competitive program, without the pressure of competitions. It's perfect for those who love to dance and want to enhance their skills in a fun, supportive, and relaxed environment.

## Key Features:

- **Diverse Class Offerings:** Enjoy classes in various dance styles, including ballet, jazz, tap, contemporary/lyrical, hip hop, acro, pom, musical theatre and more, catering to all interests and levels.
- **Professional Instruction:** Receive top-notch training from experienced instructors who are passionate about dance education.
- **Flexible Scheduling:** Choose from a variety of class times that fit your schedule, making it easy to balance dance with other activities.
- **Performance Opportunities:** Participate in our annual recital to showcase your progress and experience the joy of dancing on stage.
- **Inclusive Environment:** Join a welcoming and inclusive community where every dancer is valued and encouraged to grow at their own pace.



Our **Recreational Dance Program** is ideal for those who want to enjoy the benefits of dance training, improve their technique, and express themselves creatively, all while having fun and making new friends.

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# OUR PROGRAMS



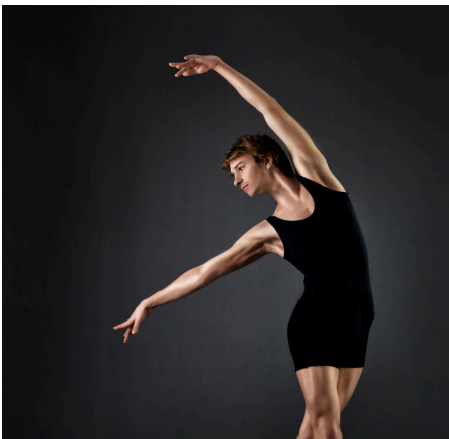
## Competition Classes

Our Competition Program is tailored for dedicated dancers who are committed to elevating their skills. This program offers rigorous training and numerous performance opportunities, emphasizing technique, precision, and artistry. Participants will compete in regional and national competitions, showcasing their talent and dedication on stage. Competition teams are set prior to the start of the season and dance throughout the summer.



## Key Features:

- **Intensive Training:** Comprehensive classes in various dance styles including ballet, jazz, contemporary, lyrical, hip hop, acro, pom, musical theatre and more.
- **Performance Opportunities:** Regular participation in competitions, conventions, and local performances to gain stage experience and exposure.
- **Professional Instruction:** Learn from experienced and dedicated instructors who provide personalized feedback and mentorship.
- **Team Environment:** Become part of a supportive and motivated dance community that strives for excellence.
- **Workshops and Masterclasses:** Access to exclusive workshops and masterclasses with renowned choreographers and industry professionals.



Our **Competition Program** is perfect for dancers who are passionate about dance and eager to push their boundaries, develop their technique, and achieve their highest potential.

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# STYLES OFFERED

## At Our Studio...

We offer a diverse range of dance styles suitable for all levels, ensuring that every dancer can find their passion and enhance their skills.

### Hip Hop

Brings energetic and dynamic movements inspired by street dance culture.

### Ballet

Provides a classical foundation with an emphasis on technique and grace. Dancers wishing to dance en pointe participate in a Pre Pointe class to properly prepare.

### Lyrical/Contemporary

Combines elements of several genres, focusing on expression and fluidity.

### Tap

Emphasize rhythm and musicality through percussive footwork.

### Musical Theatre

Blends acting and dance to bring stories to life.

### Jazz

Offers a versatile and high-energy experience with sharp, vibrant movements.

### Acro

Acrobatic skills with dance routines. We are a certified Acrobatic Arts Studio.

### Pom

High energy, sharp, and detailed movements with poms.

### Creative Movement Based Tiny & Pre School Classes

Dancers learn dance technique and social skills through a playful approach.

### Dancer & Me

Perfect for new dancers that are not yet ready for independent classes.

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# CLASS PLACEMENT

## Level Placement

We provide general age guidelines for each class, but ultimately, level placement is determined by technical skill, coordination and overall ability. Students should sign up for their age class and if a teacher feels they are in the wrong class level, OPDC will contact you about a schedule change. **Ages are of January 1st, 2025.**

Acro dancers are evaluated the year before and their placement recommendations will show up on your Parent Portal. You may also e-mail to ask. New Acro dancers wishing to register for non beginner classes should contact the studio to schedule a placement evaluation.

Students should expect to spend a few years in each level before advancing. Teachers are always available to offer additional feedback and support to help students achieve their dance goals.

Placement decisions are based on many years of teaching experience. We place each child in the group or class where we believe they will feel confident enough to develop self-esteem. Some students might become discouraged if placed in a higher level before they are ready, potentially losing their passion for dance. Placement is highly individual, and the factors involved in these decisions are complex.

## OPDC AGES

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**Tiny:** Ages 2-3

**Pre School:** Ages 3-4

**Mini:** Ages 5-6

**Petite:** Ages 7-9

**Junior:** Ages 10-12

**Teen:** Ages 13+ beginner/intermediate

**Senior:** Ages 13+ intermediate/advanced

# TUITION

## Monthly Tuition

Tuition is based off the dance season and broken into 10 equal 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 a minimum of 33 weekly classes, one on stage rehearsal, and one recital day. Monday, Tuesday, Wednesday classes have two days worked in for weather cancellations or teacher sickness cancellations that will not require make up days, Thursday classes have one day worked in. Make up days will be offered for any classes cancelled by OPDC past the built in days.

## Payments

**All payments are non-refundable.** Cash, credit card, or check is 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 auto-drafted on their due dates.

**Credit Cards incur a 3% fee. We do not accept payments over the phone. Returned checks will incur a \$25 fee. A late fee of \$10 per fee is added to any payment past 5 days late.**

## Account Balances

OPDC sends an automated e-mail to accounts with a balance on the 10th of each month. Students with a past due balance will not be allowed to participate in class. Students may be dropped from classes after a past due balance is more than 30 days late. A registration fee will be required to sign up again.

## SEASON TUITION COSTS

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**30 Minute Class:** \$50/monthly

**45 Minute Class:** \$55/monthly

**1 Hour Class:** \$60/monthly

**We are not responsible for splitting payments between family members of split families. All communication and payments are the responsibility of the person who registered the dancer.**



# FEES

1

**REGISTRATION FEE:** \$30/STUDENT OR \$50/FAMILY WITH STUDENTS IN THE SAME HOUSEHOLD.

PAYMENT IS NON REFUNDABLE AND DUE AT THE TIME OF REGISTRATION WITH FIRST MONTH'S TUITION PAYMENT.

2

**COSTUME FEE:** 1 GENRE CLASS \$65-\$85

2+ GENRE CLASS \$120-\$160

PAYMENT IS NON REFUNDABLE AND DUE JANUARY 15TH. COSTUME FEES ARE PER STUDENT/PER CLASS. NO DISCOUNTS APPLY.

3

**RECITAL FEE:** \$50/STUDENT OR \$70/FAMILY WITH STUDENTS IN THE SAME HOUSEHOLD.

PAYMENT IS NON REFUNDABLE AND DUE APRIL 15TH. FEE INCLUDES TWO TICKETS PER FAMILY, ONE PAIR OF TIGHTS PER STUDENT, AND ONE RECITAL AWARD PER STUDENT.

**\*\*IF YOU CHOOSE NOT TO PARTICIPATE IN RECITAL YOU MUST FILL OUT A "NON PARTICIPATION FORM" IN PERSON AT THE FRONT DESK NO LATER THAN JANUARY 9TH.**

# DISCOUNTS

1

**SEASON DISCOUNTS:** 3 CLASS BUNDLE: \$135/MONTH

4 CLASS BUNDLE: \$160/MONTH

5 CLASS BUNDLE: \$180/MONTH

CLASS BUNDLE DISCOUNTS ARE PER STUDENT.

2

**SIBLING DISCOUNTS:** 15% OFF MONTHLY

SIBLING DISCOUNTS ONLY APPLY TOWARDS TUITION.

3

**UNLIMITED TUITION OPTION:** \$195/MONTHLY

UNLIMITED TUITION OPTION IS PER STUDENT.

**ALL PAYMENTS ARE NON REFUNDABLE.**

# DRESS CODE

## BALLET: (TINY, PRE SCHOOL, MINI CLASSES)

**Tights:** pink, tan, or black

**Shoes:** pink

**Leotard/Ballet Dress/Ballet Skirts:** any color or design

***For Boys:***

Please wear plain shirt, plain pants, and black ballet shoes

**Hair:**

Hair must be secured away from the face



## BALLET: (PETITE, JUNIOR, TEEN, SENIOR CLASSES)

**Tights:** pink

**Shoes:** pink

**Leotard/Ballet Dress/Ballet Skirts:** solid black

***For Boys:***

Please wear black shirt, black pants, and black ballet shoes

**Hair:**

Hair must be secured in a bun, pony tail, or braids



## ALL OTHER CLASSES

**Bottoms:** any color (if not form fitting, must wear tights)

**Tops:** any color (if not form fitting, must wear sports bra)

**Hair:**

Hair must be secured away from the face



# REQUIRED SHOES

ALL SHOES PURCHASED FROM OPDC

## BALLET SHOES Females (pink), Males (black)



Tiny Ballet, Tiny Ballet & Acro Combo, Dancer & Me, Pre School Ballet & Tap Combo, Mini Ballet, Mini Ballet & Tap Combo, Petite Ballet, Junior Ballet, Teen Ballet, Senior Ballet

## JAZZ SHOES (tan)



Tiny Jazz & Acro Combo, Pre School Jazz & Hip Hop Combo, Mini Musical Theatre, Mini Pom, Mini Jazz & Lyrical Combo, Petite Musical Theatre, Petite Lyrical & Jazz Combo, Petite Pom, Junior Musical Theatre, Junior Pom, Junior Jazz & Lyrical Combo, Teen/Senior Musical Theatre, Teen/Senior Pom, Teen/Senior Jazz & Lyrical Combo

## TAP SHOES (black)



Pre School Ballet & Tap Combo, Mini Ballet & Tap Combo



Petite Tap, Junior Tap, Teen/Senior Tap

## TURNING SHOES (tan)



Mini Jazz & Lyrical Combo, Petite Lyrical & Jazz Combo, Junior Jazz & Lyrical Combo, Teen/Senior Jazz & Lyrical Combo

## HIP HOP SHOES (white)



Mini Hip Hop, Boys Hip Hop, Petite Hip Hop, Junior Hip Hop, Teen/Senior Hip Hop

**PRE SCHOOL ACRO & BEGINNING, INTERMEDIATE, ADVANCED ACRO CLASSES ARE BAREFOOT**

# STUDIO POLICIES

## Refund Policy

All payments are non-refundable.

## Photo/Video Release

Photos and videos of students may be used for marketing and promotional purposes. By enrolling your child, you consent to the use of their images.

## Code of Conduct

Students are expected to show respect to instructors and peers at all times. This includes listening attentively, following instructions, and maintaining a positive attitude. Disruptive behavior will not be tolerated and may result in disciplinary actions. Parents should support a positive environment by encouraging their child and respecting the studio policies. Any concerns or issues should be addressed privately with studio staff/director.

## Health and Safety Guidelines

Students should stay home if they are feeling unwell, especially if they have symptoms of contagious illnesses. Please inform the studio if your child will be absent due to illness. All injuries must be reported to the studio office immediately. An incident report will be completed and parents will be notified if an injury takes place in class. In case of serious injury, emergency medical services will be contacted.

## Withdrawal Policy

To withdrawal from a class, please notify the office in writing by e-mail or filling out a withdrawal form in person. This must be done by the 25th of the month prior that you wish to be dropped. If after the 25th, a \$25 drop fee will be charged to the card or bank account on file.

## Dress Code Enforcement

Students must adhere to the dress code at all times. Non-compliance may result in being asked to sit out of class until proper attire is worn.

## Class Observations

Only students enrolled in a class can be in the classroom. All classes (except Dancer & Me) are done independently. We have viewing doors at every classroom entrance for anyone wishing to observe.

## Studio Rules

Students younger than 9 years old must be accompanied in and out of the studio and if they have class breaks. Students must not be dropped off more than 5-10 minutes before class. Students should be picked up no later than 5 minutes after class ends. Listening ears, inside voices, and hands to yourself should be used in the facility at all times. No hanging on ballet barres, furniture, or any other structures. **NO GUM** allowed in the facility. Do not bring valuables, we are not responsible for lost or stolen items. No running in common areas. Keep all areas clean, please pick up after yourself. Anyone in the waiting areas should be waiting quietly.

## Food/Drink Policy

**Bottled water only** in dance rooms and locker rooms. Any snacks or meals should be consumed **ONLY** in the Cafe. If using the microwave and the fridge please clean up any messes made. Do not leave items in the fridge overnight, all items will be thrown away if left. If the cafe becomes a problem with food or trash (or any other area in the studio) we may shut down the cafe for the season and not allow food/drink in the facility.

# CALENDAR

SEASON 11 WILL BEGIN MONDAY AUGUST 19TH AND WILL RUN UNTIL RECITAL PERFORMANCE DAY ON SUNDAY JUNE 1ST.

08

AUGUST

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09

SEPTEMBER

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10

OCTOBER

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11

NOVEMBER

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12

DECEMBER

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01

JANUARY

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02

FEBRUARY

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03

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04

APRIL

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05

MAY

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06

JUNE

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29	30					

FIRST DAY OF CLASSES

STUDIO IS CLOSED

RUN THROUGH WEEK | MAY 19-22

STAGE REHEARSAL | MAY 27

ANNUAL RECITAL | JUNE 1

OPDC FOLLOWS CUMBERLAND COUNTY SCHOOLS FOR INCLEMENT WEATHER AND MOST HOLIDAY BREAKS. ALWAYS CHECK SOCIAL MEDIA AND EMAILS SHOULD INCLEMENT WEATHER OCCUR.

# STUDIO COMMUNICATION

## Get In Touch!

The best and fastest way to contact us is via email. All studio communication should go through the studio accounts. You can also reach us by phone, text, social media messages or BAND (that app is for competition teams only).

Messages, e-mails, and voicemails will be returned during Studio Office Hours within 24-48 business hours. Please do not contact OPDC staff on their personal accounts.

**Studio Office Hours:** Monday-Thursday 4:00-8:00pm

**Studio Will Open At:** Monday-Thursday 3:45pm

**Instagram:** @opdancecenter

**Facebook:** Facebook.com/onpointedancecenter



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