

# Woodbury Dance Center

## Information Packet for Recreational Dancers Enrolled in Fall-Spring Classes



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Welcome to classes at Woodbury Dance Center! Please read through this information carefully and let us know if you have any questions. Keep this packet for important dates and reference throughout the year.

### **Important Dates:**

Classes Begin: Thursday, September 10<sup>th</sup>

MEA Weekend: RECREATIONAL classes WILL be held over MEA (October 14<sup>th</sup> - 17<sup>th</sup>)

Halloween: MORNING Classes WILL be held Saturday, October 31<sup>st</sup>

Thanksgiving: No classes Thursday, November 26<sup>th</sup> thru Saturday, November 28<sup>th</sup>

Holiday break: No classes Monday, December 21<sup>st</sup> thru Saturday, January 2<sup>nd</sup>

Spring break: No classes Monday, March 8<sup>th</sup> - Saturday, March 13<sup>th</sup>

Picture Week: Monday, April 12<sup>th</sup> - Saturday, April 17<sup>th</sup>  
*(No Classes will be held during Picture Days)*

Final Class Day: Saturday, May 22<sup>nd</sup>

Tentative Tots Showcase: Sunday, May 23<sup>rd</sup>

Tentative Dress Rehearsals: Monday, May 24<sup>th</sup> thru Thursday, May 27<sup>th</sup>

Tentative Recitals: June 1<sup>st</sup> thru 5<sup>th</sup> at East Ridge High School in Woodbury

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**We are so excited for our 2020-2021 season to begin! We are taking all the necessary safety precautions to keep our dancers safe and healthy while taking classes at the studio. We will send out any updates for safety policies/procedures as needed and post important information on our website.**

**Please make sure you read the current safety policies/procedures at the back of this packet prior to the first day of class.**

### **Contact Information**

Woodbury Dance Center  
380 Rivertown Drive Suite # 1100, Woodbury, MN 55125  
(651)735-9252  
[www.woodburydance.com](http://www.woodburydance.com)  
[buffy@woodburydance.com](mailto:buffy@woodburydance.com)  
[kathy@woodburydance.com](mailto:kathy@woodburydance.com)

# WDC Recreational Class Information

## Class Curriculum

### Wingman for Dance Program

We are excited to be using the Wingman for Dance Program with our 1st/2nd grade and older classes! Wingman inspires empathy, compassion, kindness, and inclusion. Each month will have a new focus with various activities. These activities will be combined seamlessly with your child's dance education, help them with valuable life skills, and foster a positive environment. September's focus will be on "getting to know you" that encourages dancers to get to know their classmates, explore why we love to dance, and learn ways to make everyone feel included.

### Monthly Themes for Tots, Preschool & Kindergarten

We are excited to have monthly themes and focuses for our tots, preschool, and kindergarten classes. These fun themes will be combined seamlessly with your child's dance education. We will have special songs, games, activities, along with dance specific skill goals and life/social skill goals that will be worked on each month. Some months will have a "participation" element where dancers are invited to bring an item to class, wear certain attire to class, etc. Keep an eye on newsletters for that info! September will not have a participation element (besides of course wearing your dance wear and proper shoes!), and our theme will be: "Getting To Know You!"

## Attendance

All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. During the months of January through May, choreography for the recital will be taught and rehearsed. It is important for children to feel completely confident with the choreography at the year-end performance. Missing class during this period could result in frustration for the students, their teachers, and classmates.

Dancers coming to class late should enter when music is not playing as to not distract other students. Teachers and assistants will assist students with changing shoes, etc- please refrain from entering the classroom as to not disturb the class. Teachers/assistants will come to get a parent if your child must use the bathroom, etc.

## Make Up Classes

If dancers must miss class, they are welcome to do a make-up in another class of the same age/level. For instance, if your dancer is a Kindergartner that attends class on Monday normally, they could take a Kindergarten class on Thursday to do a make-up. *You MUST contact us ahead of time by calling or e-mailing (or ask at the Front Desk) to schedule a make-up class for your dancer.* Dancers will also have the opportunity to make up missed classes with virtual options via zoom or content provided on their Band App. Make-ups are not required.

## Observing Class

Please refer to our safety policies and procedures at the back of this packet for our current lobby restrictions. Please refer to the WDC website for updates on class observations.



## Monthly Tuition

**Payment requirements** -All accounts will be required to have a credit card on file and be signed up for automatic monthly payments for tuition. You will still have the option to pay at the front desk with cash, check or a different card if the payment is received before monthly tuition payments are processed automatically with our online system. Online payments will be automatically processed on the 3rd of each month. Please let us know if you have any questions.

**Tuition/Vacation Policy** -- Dancers who have extended vacations or trips out of town are required to pay for their monthly tuition to hold their spot in class. We are not able to pro-rate or credit tuition for missed classes due to vacations or out of town trips. Dancers will have the option to take make up classes - please see make up class policies.

### **Tuition Discounts (same student):**

40-45 min class plus 30 min class -- \$72/month  
55-60 min class plus 30 min class -- \$75/month  
55-60 min class plus 40-45 min class - \$85/month  
2 classes per week @ 40-45 min each -- \$75/month  
2 classes per week @ 50-60 min each -- \$100/month  
3 classes per week @ 50-60 min each -- \$125/month

### **Family Discounts:**

2nd student -- \$5 off per month  
3rd student -- \$10 off per month  
4th, 5th, 6th student -- \$20 off per month

\*Pay for the whole year up front and receive a 5% discount.

\*Military Discount - We have a 10% military discount for active military and reservists. The military discount may be applied to tuition, as well as boutique purchases (but not in addition to other discounts/sales - *some restrictions apply*). Please request discount be applied to tuition at front desk and to boutique purchases in the boutique at the time of purchases.

## **Cancellation Policy**

If at any time you find the need to withdraw your dancer(s) from their class(es) please contact the studio immediately. Tuition for the current month will not be refunded. However, if you have paid in advance for future months (or for the full season) you will receive a refund for that amount. Registration fees are also non-refundable.

Tuition is due the first class of every month. September tuition and yearly registration must be paid to reserve your spot in class. There is a \$2 late fee for tuition not paid on time.

# Dance Attire - Shoes - Dance Bags

## Dance Attire & Dance Bags

Dancers should wear clothing that they can move and stretch comfortably in. Great options are leotards, dance/yoga pants, dance shorts, tank tops, etc. Boys can wear sweatpants, athletic shorts, t-shirts, etc. No jeans please.

At this time, we ask that dancers arrive to the studio in dance clothes. There will be no changing allowed in the bathrooms. Dancers are encouraged to wear a cover-up to and from the building as desired. Street shoes and cover up will be taken off in dance room and kept separate from others.

Cubbies will not be used, and no *large* dance bags will be allowed; however, dancers may choose to bring a large ziplock bag or a *small* dance bag with their dance shoes and water bottle. They will put their mask in their bag if they remove it during class. ALL shoes must be labeled with dancer's name or initials.

## Shoes

The following are the shoes required for each class. Dancers should be sure to have these by pictures in April to match their class:

- Tots: Pink Ballet (Boys need *Black Ballet*)
  - Preschool: Pink Ballet and White Tap (Boys need *Black Ballet & Tap*)
  - Kindergarten: Pink Ballet and White Tap (Boys need *Black Ballet & Tap*)
  - Hip Hop & Tap Ages 6-8: Clean Tennis Shoes\* and Tan Tap
  - 1st/2nd: Pink Ballet and Tan Tap (Boys need *Black Ballet & Tap*)
  - 3rd/5th: Tan Jazz and Tan Tap
  - 5th/7th: Tan Jazz and Tan Tap
  - 6th/8th: Tan Jazz and Tan Tap
  - 8th/12th: Tan Jazz and Black Tap
  - 7th/9th Jazz/Lyrical: Tan Jazz
  - 30 Minute Lyrical: Tan Jazz
  - 45 Minute Lyrical: Pirouettes
  - Hip-Hop: Clean Tennis Shoes\*
  - Boys Tap: Black Tap
  - Boys Hip Hop: Clean Tennis Shoes\*
  - Kinder - 5th Grade Pre-Comp Groups: Tan Jazz and Tan Tap
  - 6th-9th Grade Pre-Comp Group: Tan Jazz and Black Tap
- \*Dancers in classes including hip hop will be required to purchase black hi top converse shoes with white soles for recitals. They will not be available through WDC. Dancers will need to purchase them through local retail stores.**

Please label shoes with dancer's name or initials. We suggest you label ballet/jazz shoes on the inside and tap shoes on the bottom at the base of the heel. Ballet shoes have an elastic string that goes around the shoe. Once you have adjusted the string, they may be trimmed to 3-4 inches long. Do not trim all the way down. As your child grows you may need to readjust the elastic. Once this is done tie elastic in a knot and tuck in excess elastic in the shoe.



## WDC Boutique

Feel free to shop our on-site Boutique for all of your dancewear needs! We carry all shoes required for classes, as well as dancewear, tights, WDC apparel, gift items, and more. Look for new items arriving continuously throughout the year.

Currently 1-2 families will be allowed in the boutique at a time to accommodate social distancing guidelines. Please plan accordingly when shopping at the WDC boutique.

We also offer the option to order shoes online! Please check out our website for more details.

## WDC Recitals



All dancers in preschool classes through adult classes (that meet weekly, fall-spring) have the option to participate in our year-end recitals. Most students will choose to participate in recitals. Recitals will tentatively be held in June 2021 at East Ridge High School in Woodbury. *In the event that we are not able to hold our full recital in June in an auditorium, an in-studio performance will be held for our dance families.* Parents, family, and friends will be able to purchase recital tickets in the spring before recitals. All dancers participating in recitals will have a scheduled dress rehearsal as well.

While we do our best to schedule siblings in the same recital it is not always possible. Siblings that take class on the same day of the week are not guaranteed to be in the same recital.

An information packet including important information about recital will be handed out this Spring.

### **Totally Tots Showcase**

Our 30-minute Tots classes will have their own performances at the end of the season! We are excited to offer this customized opportunity for our tots dancers to shine in their very own performance for family and friends. The "Totally Tots Showcase" is tentatively scheduled for Sunday, May 23rd (location TBD). More details coming soon about this fun performance opportunity.

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## Costumes

Dancers who choose to participate in our year-end recitals will need to purchase a costume(s) through WDC. Costumes are selected by our staff and will be age appropriate. Your costume payment includes accessories, music files of recital song(s), and tights (if applicable). Shoes will need to be purchased separately.

**Costume totals are \$70 for tots classes, \$80 for classes with one costume, and \$140 for classes with two costumes.**

*Costume Payments are as follows:*

**\$40 payment due per student per class on October 15th**

**\$40 payment due per student per class on November 15th (\$30 due for Tots classes)**

**\$60 payment due per student on December 15th only for classes with costume totals of \$140**

The following classes will have two costumes: 7<sup>th</sup>/9<sup>th</sup> Jazz/Lyrical & 8<sup>th</sup>/12<sup>th</sup> Tap/Jazz. All other classes will have one costume.

Boys classes' costume fee will be announced in class after winter break.

Costumes will be distributed in class in the spring. Costume payments are non-refundable after December 1<sup>st</sup>.

# Additional Studio Information

## Photos

Woodbury Dance Center instructors/employees will be taking a photo of each dancer during the couple weeks of October for us to upload into your studio account. This photo will only be seen by you, when you are logged into your account, and WDC staff. If you do not want your dancer's photo taken, please let the front desk staff know by September 30<sup>th</sup>.

Additionally, employees and photographers occasionally photograph dancers during class. These photos may be posted on our website, Facebook or in ads that we may produce. Please fill out the attached form and return to front desk by September 30<sup>th</sup>. Please note that we do not include our dancer's names with any pictures used online or in ads.

## Special Needs, Allergies & Medical Info

If your dancer has any special needs, allergies, etc that their teacher should be aware of, please let them know. You can write them a brief note or talk with them before or after class. Let us know if there is any way we can better help your students in class!

Parents must notify the director/and or teachers regarding children who use an inhaler or who may require medications during their time at WDC. It is also important to inform the director and/or teachers about your child's existing medical conditions or learning disabilities at the time of registration and throughout the school year. Our teachers are trained professionals who are anxious to work with all children and personalities, and the more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

## Dance Trophy Awards

Dancers who have danced at WDC for three, five, seven, ten, twelve, or fifteen years will be recognized with a special trophy and will be listed in our recital program book at the end of the year.

## Preschool/Kindergarten Dancers

Often, dance class is the first structured class your child may experience. We love embracing this fun, new opportunity with them! Our goal is to make dancers feel comfortable and confident staying in the classroom without mom or dad. Our teachers are highly experienced with little dancers and will help make transitions as easy as possible. Let us know if we can help in any specific way to make dancer's experience positive.

## Studio Communication

A newsletter will be posted each month on our website and an email will be sent to notify parents that it has been posted. Newsletters will include important information and reminders throughout the season.

The studio also sends frequent emails with important dance information and reminders. If you do not receive our emails regularly, please contact the front desk. Our recreational email list is created using the email addresses associated with your registration account. If you would like any additional email addresses (2nd parent, grandparent, care giver, etc) to receive information, please let us know.

Feel free to ask questions and retrieve information from the staff at the Front Desk. They are there to help you in your dance experience.

Please don't forget to 'Like' Woodbury Dance Center on Facebook and follow us on Instagram to see photos, updates, contests, and more.

## Studio Lobby

We provide free wireless internet for WDC customers! Simply choose "dance4" as the network and the password "wdcdance" when accessing the internet.

Check out the studio's lost and found! Items such as water bottles and food containers left at the studio will be thrown immediately. Please mark all dancewear, shoes, and personal items with your child's name. We will make every effort to locate and return lost items; however, we cannot be responsible for any items that your child brings to class. Items left in lost in found will be donated, monthly, if not claimed.

Please encourage your dancer to use the restroom before class to avoid having to leave during class time. Restrooms are located by rooms two and three. Diaper changing facilities are available as well.

Please refer to our safety policies and procedures at the back of this packet for our current lobby restrictions. Please refer to the WDC website for updates on lobby policies.

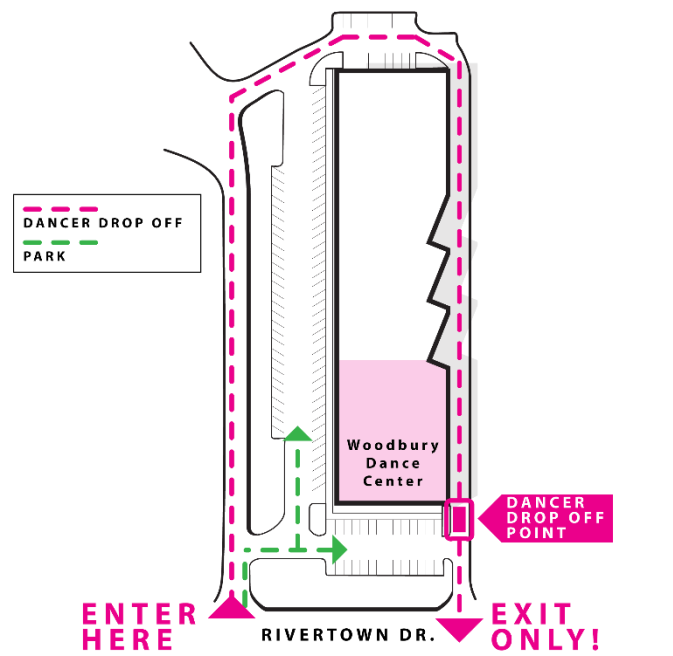
## Treats

Dancers will be unable to pass out treats in class until further notice. Please read the safety policies and procedures regarding other food/beverage policies for the studio.

## Drop off/Carpooling

Due to our busy parking lot we encourage carpooling whenever possible. Older dancers may also be dropped off if parents are comfortable with that option. To help with congestion in the parking lot, please follow our parking plan when parking, dropping off or picking up your dancer.

Please refer to the graphic below that shows the flow of traffic in our parking lot and our designated drop off spot.



Thank you for your patience during the Rivertown Dr. construction. The project is scheduled to be completed by October 6<sup>th</sup>.

### PLEASE NOTE:

- \* You WILL NOT be allowed to drop off or pick up dancers in front of the doors.
- \* When picking up you WILL NOT be able to wait at the drop off/pick up point if your dancer is not there and ready to be picked up. Please plan to circle the building again or find a parking spot and wait until they are ready to come out to the car.

Please help keep our dancers safe by following this parking plan. Thank you!