



WOODBURY DANCE CENTER

Information Packet for Recreational Dancers Enrolled in Fall-Spring Classes 2024 - 2025

Welcome to classes at Woodbury Dance Center.
We are so excited that you are with us for our 30th season!
Whether you are new to the studio or a returning dance family, we
welcome you and appreciate you for choosing WDC!

Please read through this information carefully and let us know if you
have any questions. We suggest you keep this packet for important
dates and to refer to it throughout the year.

MARK YOUR CALENDAR:

Classes Begin.....Thursday, Sept 5th
MEA Weekend.....RECREATIONAL classes will be held over MEA (Oct 17th - 19th)
Halloween.....No evening classes Thursday, Oct. 31st (AM classes WILL BE held)
Thanksgiving.....No classes Wednesday, Nov. 27th - Saturday, Nov 30th
Holiday Break.....No classes Friday, Dec 20th - Wednesday, Jan 1st
Spring Break.....No classes Monday, March 10th - Saturday, Mar 15th
Picture Week.....TBD
Final Class Day.....Saturday, May 17th
Tots Showcase.....Sunday, May 18th
Dress Rehearsals...Monday, May 19th through Thursday, May 22nd
Recitals.....Tuesday, May 27th through Saturday, May 31st

Contact Information

Woodbury Dance Center
651-735-9252

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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 skills 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 information!

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!*'

Tots, Preschool and 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 by 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 your dancer's experience a positive one.

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 month of January through May, choreography for the recital will be taught and rehearsed. It is our goal for dancers to feel completely confident with the choreography at the year-end performance. Missing classes during this period could result in frustration for the students, their teachers, and classmates.

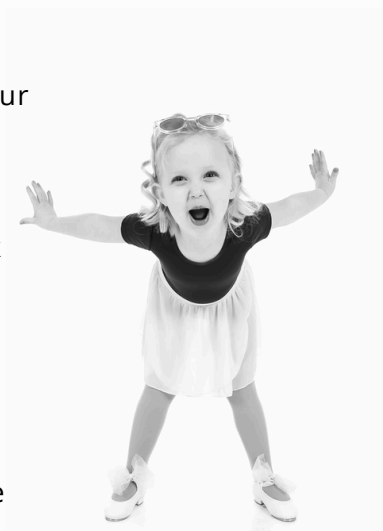
Dancers coming to class late should enter when the music is not playing as to not distract other students. Teachers and assistants will assist students with changing shoes, etc- please refrain from entering the classroom as to not disturb the class.

Make-up Classes

While make-up classes are not required, if your dancer 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 signed up for Kgn/1st grade class on Monday, they could take a Kgn/1st class on Thursday for a make-up class. We ask that you please contact us ahead of time by calling, e-mailing or stopping at Front Desk to schedule a make-up class for your dancer. Extended make-up classes cannot be done in a full class, please speak with front desk staff if you will be gone for an extended period of time.

Observing Class

Dance families are welcome to observe class through our viewing windows or overhead monitors (located outside of every classroom). Please rotate at viewing windows so everyone has the opportunity to watch class. The teachers may choose to keep the blinds/curtains closed to avoid distractions. However, the TV monitors will still be available for viewing,



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 also 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 within our online system. This is scheduled for the 3rd of each month. Please let us know if you have any questions.

Monthly Tuition- If your dancer received this packet, they are enrolled in a class that runs September through May. Tuition is based on the total number of classes during the dance season, Sept - May. It is the same amount every month, regardless of how many weeks of dance are in any given month.

Tuition/Vacation Policy- Dancers who have extended vacations or trips out of town are required to continue 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.

Weather Cancellations - Classes canceled due to extreme weather will be communicated to our dance families as follows - email, WDC website, Facebook and Instagram posts, studio voicemail system as well as texts, sent out through our SMS system. Be sure that your contact information is up to date in your account so that you receive these alert texts.

Each class has two snow days built into our yearly schedule. If class has to be canceled more than twice on any given day, a make up date will be scheduled.

Tuition Discounts (same student):

40-45 min class plus 30 min class — \$85/month

55-60 min class plus 30 min class — \$90/month

55-60 min class plus 40-45 min class - \$100/month

2 classes per week @ 40-45 min each — \$90/month

2 classes per week @ 50-60 min each — \$115/month

3 classes per week @ 50-60 min each — \$140/month

Family Discounts:

2nd student from same family — \$5 off per month

3rd student from same family — \$10 off per month

4th, 5th, 6th student from same family — \$20 off per month

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

**Military Discount - We offer 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)

Cancellation Policy and Late Fee

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

There is a \$5 late fee for tuition not paid by the 10th of the month.

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.

We encourage dancers arrive to the studio in dance clothes. Bathrooms can be used for changing if needed. Dancers are encouraged to wear a cover-up to and from the building.

All dancers should have a bag for shoes that they can identify as their own. ALL shoes must be labeled with dancer's name or initials.

WDC Boutique - We welcome you 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 items arriving continuously throughout the year.



Shoes

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

Tots - Pink Ballet Shoes (Black Ballets for boys)

Preschool & Kindergarten/1st Grade Combo - Pink Ballet Shoes & White Tap
(Black Ballet & Tap shoes for boys)

Kindergarten/1st Grade Ballet - Pink Ballet Shoes (Black Ballet shoes for boys)

1st-3rd Grade Tap/Jazz - Pink Ballet and Tan Strappy Tap Shoes (Black Ballet & Tap shoes for boys)

4th/6th Tap/Jazz - Tan Jazz and Tan Strappy Tap (black in both for boys)

7th/12th Tap/Jazz - Tan Jazz and Black Split Sole Taps

Lyrical Classes -

2nd-3rd grade: Pink Ballet Shoes

4th-6th grade: Tan Jazz Shoes

7th-12th grade: Pirouettes



Boys - Black oxford tap shoes and clean tennis shoes for boys only tap/hip hop classes

Hip Hop - Clean Tennis Shoes for class - **Dancers in all Hip Hop classes will be required to purchase black high top converse style shoes with white soles for pictures/recitals. They will not be available through WDC. Dancers will need to purchase them through local retail stores.**

Please label all shoes with dancers name or initials. Please label all shoes- ballet/jazz shoes on the inside & 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 should 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 the elastic in a knot and tuck in excess elastic inside the shoe.

WDC Recitals

All dancers in Preschool through Adult classes (that meet weekly, Fall-Spring) have the option to participate in our year-end recitals. The majority of our students will choose to participate in recital. Recitals are tentatively scheduled for May 27th through May 31st at East Ridge High School in Woodbury. All recreational classes will perform in one recital, show assignments are posted by Feb 1st.

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. You will receive an email if we are not able place your dancers 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 18th at our WDC West location. More details coming soon about this fun performance opportunity.

Costumes

Dancers who choose to participate in our year-end recitals are required to purchase a costume(s) through WDC. Costumes are selected by our staff and will be age appropriate. Your costume payment includes accessories and digital music files of recital song(s).

Costume totals are \$80 for tots classes, \$90 for classes with one costume, and \$180 for classes with two costumes.

Costume Payments are as follows:

Tots through 12th grade (one costume)

\$45 payment due per student per class on October 15th

\$45 payment due per student per class on November 15th (\$35 due for Tots classes)

7th-12th Grade Tap/Jazz Combo (2 Costumes)

\$90 payment due per student on October 15th

\$90 payment due per student on November 15th

Boys Only Classes - \$45 Deposit on October 15th, balance TBD after Winter Break

Costumes will be distributed in class in the Spring.

Costume payments are non-refundable after December 1st.

Studio Communication

The studio will continue to utilize text messaging for important updates such as studio closures due to weather and upcoming event reminders. PLEASE be sure that we have your correct cell phone number on file in your account. Please also double check in your online account that you are signed up for our alerts.

A newsletter will be sent via email each month. It can also be found on our website in the 'ABOUT' section. 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 request information from the staff at the Front Desk. They are there to help make your experience at WDC a great one!

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

Band App

The WDC BAND app group will be used to communicate with parents.

Starting in January, we will create BAND groups in the app for each age group/dance style for recital routines. Instructors will post videos and links to recital music for at-home practice. We will also post important reminders and newsletter links. Please look for more information to be posted in our January newsletter.



Photos

Photographs may be taken of dancers during class. These photos may be posted on our website, social media or in ads that we may produce. Please fill out the attached form and return to front desk by September 30th. Please note that we do not include dancers' name with any pictures used online or in ads. If form is not returned, it will be assumed permission is given.

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 student 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 excited to work with all children and personalities. The more we know about your child, the better the dance experience will be for all involved. All information about our students is confidential.

Studio Lobby

We provide free wireless internet to WDC families:
Network: dance4
Password: wdcdance

The Lost & Found is located near the front desk! 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 items that your dancer brings to class. Items left in the Lost & 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 2 and 3. Diaper changing facilities are available as well.

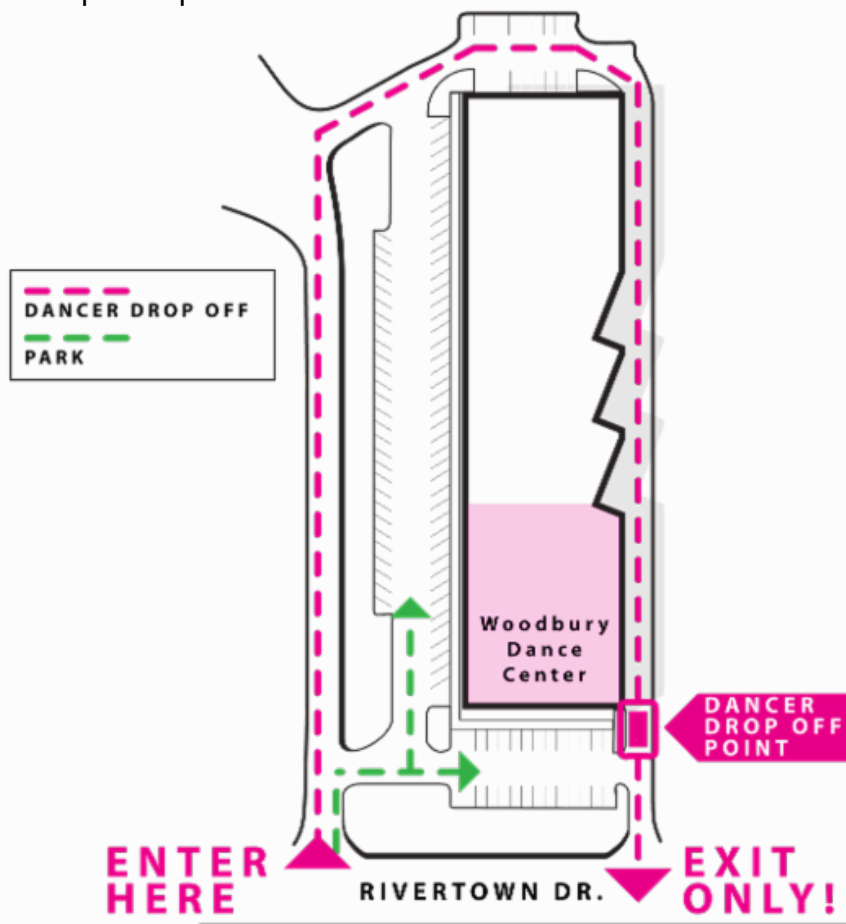
Treats

At this time, we ask that dancers do not pass out treats in class.

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 and keep our dancers safe, 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, as well as the designated drop off spot.



PLEASE NOTE:

- To avoid congestion in the parking lot, please **DO NOT** drop off or pick up dancers in front of the doors.
- When picking up, please do not 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 car.
- The Parking Lot is **ONE-WAY** in front of both of our entrances. Near the Front door traffic is one-way to the North, at the Side door traffic is one-way to the West.