



Parent Handbook

Full Circle
Dance

Welcome

We believe that the arts have the power to transform people's lives. Our goal is to teach the joy of dance while developing the character of students' intellectual engagement from an early age.

Communication

Genoa Belson **Owner and Director** Genoa@fullcircle.dance

Please feel free to contact me at any time with any questions or concerns.

Megan Hewett **Administrative Assistant** Info@fullcircle.dance

Please contact Megan with any questions about billing or prorating.

Scheduled Holidays

<i>First Day of Classes</i>	<i>September 16th, 2019</i>
<i>Closed for Thanksgiving Break</i>	<i>Nov. 25th - Nov. 29th, 2019</i>
<i>Closed for Holidays</i>	<i>Dec. 23rd - Jan. 3rd, 2020</i>
<i>Closed for Spring Break</i>	<i>Mar. 23rd - Mar. 27th, 2020</i>
<i>Last Day of Classes</i>	<i>May 15th, 2020</i>

Class Attire

Dancewear is optional for our classes. Please send dancewear with students and classroom teachers will help them get changed before class. We recommend a one piece dance dress with no tights or shoes for girls and soft cotton pants or shorts and a tee shirt for boys. You can also send your little one to school in comfortable clothes they can easily move in.

[CLICK HERE](#) to order our recommended dance dress for \$24.

Tuition Policies

A. Pricing

All classes are \$12.50 per class. For a normal month with four classes, tuition is \$50 per month. For months with 3 or 5 classes, tuition will be adjusted to \$37.50 or \$62.50 respectively. *Please see our fee schedule for a breakdown of monthly tuition.*

B. Payment Schedule

Tuition is due on the 1st day of each month. Tuition not received by the 5th of the month will be automatically processed. If payment is not received by the 10th of the month (due to expired or declined card) student will be unenrolled from the class until the balance is paid in full.

C. Registration Fee

If your child is registered before September 9, 2019, no registration fee will be required. After September 9, all new enrollments will be charged a one time registration fee of \$20 (max fee of \$30 per family).

D. Payment Methods

We offer two methods of payment, automatic payments and manual payments.

- a) **Automatic payments** will be processed automatically on the 1st of each month. Reminders are always sent out a few days before along with a short newsletter about our month.
- b) **Manual payments** require that parents login to their parent portal and pay their tuition on or before the 1st of the month. Any tuition not received by the 5th of the month will be automatically processed. Reminders are always sent out along with a short newsletter about our month.

E. Prorating

Tuition can be prorated for the following circumstances:

- a) If a student enrolls mid-month
- b) If a student will be out of school for a period and Full Circle Dance was given **two weeks notice** prior to the leave of absence.
- c) If a student will be withdrawing from the class and Full Circle Dance was given **two weeks notice** prior to the withdrawal date.
- d) Tuition will always be prorated for holiday closures or breaks.

If a student withdraws from the class without notice, you will be responsible for paying for the next two weeks of classes.

Parent Portal

Our parent portal makes it quick and easy to make payments and view your child's schedule online. To login to your parent portal, visit [FullCircle.dance](#) and find it under the "For Parents" tab. Your login is the email address you used when registering.

[CLICK HERE](#) for quick access to your parent portal.

Skills

You can now monitor what your child is learning and what skills they have mastered in their dance class through your parent portal in the "SKILLS" section.

The skills that are listed in your parent portal only scratch the surface of what children are getting out of their dance class. The heart of our curriculum is about developing children's confidence, social/emotional skills and their love for music, movement and LEARNING. Many of the *best* aspects of dance class cannot be summed up by a "skills evaluation".

Class Transfer/Withdraw

If you and your child are finding that dance isn't the right fit, you may withdraw from the class at anytime of the year. Simply email Genoa or Megan your child's name and desired drop date. *You must give a drop date at least two weeks after you contact us for tuition to be prorated accordingly.*

Class Cancellations

On rare occasions, Full Circle Dance may need to cancel a class due to inclement weather that is hazardous for travel for our teachers. Please check email for important messages. When possible, we will schedule a makeup class for any cancelled classes. If a makeup class is not possible, you will be credited for the cancelled class.

Parent Observation Days

While we love a good audience (we are dancers after all), having parents observing class can be quite distracting for students and instructors. We will have designated parent observation days for our preschool and pre-K students.

Because toddlers generally don't participate well with a group of people watching them, we do not offer formal parent observation days for 2 year olds. We do our best to send home photos and videos of class whenever possible. If you are interested in observing your 2 year old's class, please contact Genoa to come up with a good plan.

Other than our specific observation days, we ask that you refrain from entering the classroom to watch.

<i>Winter Parent Observation Week</i>	<i>Week of December 16th</i>
<i>Spring Parent Observation Week</i>	<i>Week of May 11th</i>

Trial Classes

Children are welcome to participate in a free trial class before registering. Please register online and select "trial". After your trial class, we will follow up with you about the next steps to take.

Photo Policy

Sometimes, children love having their dances recorded and shared with parents! Full Circle Dance may take videos and photographs in class. These photos/videos may be shared with the parents of children in the class. Full Circle Dance will not share, post or publish any photo or video without parental consent.

In Closing

We are thrilled to share our passion for dance education with your child! It is our hope that we can provide the most excellent experience for your little one. As the great dancer and mentor Jacques D'Amboise put so simply, "Give children the best of everything and they will become the best." Our mission is ALWAYS to provide the highest quality dance classes because your children deserve nothing less.

Graciously,
Genoa Belson
Owner and Director, Full Circle Dance
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