



*Parent Handbook*

Full Circle  
Dance

## Welcome

We believe that the arts have the power to transform people's lives. In addition to excellent dance training and education, our goal is to teach create a nurturing environment where students can develop confidence, friendships, and a joyful approach to learning.

## Communication

You will receive a monthly newsletter along with your payment reminders. Be sure to read the full newsletter, which contains important updates and announcements. If you have any concerns or questions about your child's dance class experience, please email us. We care very much about your child's progress and well-being and will be happy to address your concerns.

**Genoa Belson**      **Owner and Director**      [Genoa@fullcircle.dance](mailto:Genoa@fullcircle.dance)

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

**Megan Hewett**      **Administrative Assistant**      [Info@fullcircle.dance](mailto:Info@fullcircle.dance)

*Please contact Megan with any questions about billing or registration.*

## Important Dates

<b>First Day of Classes</b>	November 4th, 2019
<b>Thanksgiving Break</b>	Nov. 25th - Nov. 29th, 2019
<b>Parent Observation Week</b>	Dec. 16th - 21st, 2019
<b>Winter Break</b>	Dec. 23rd - Jan. 3rd, 2020
<b>Costume Fee Due (\$30)</b>	February 15th, 2020
<b>Spring Break</b>	Mar. 23rd - Mar. 27th, 2020
<b>Spring Soiree Performance Fee Due (\$30 for first student plus \$25 for each additional student)</b>	March 15th, 2020
<b>Spring Parent Observation Week</b>	March 16th - 21st, 2020
<b>Last Day of Classes</b>	May 15th, 2020

## *Tuition Policies*

### A. Rates

Tuition rates are averaged and paid monthly for the full season (5 installments January - May) regardless of the actual number of classes in a given month.

#### Monthly Tuition Rates

- **35 minute** weekly class- \$45/month
- **40 minute** weekly class- \$50/month
- **45 minute** weekly class- \$55/month
- **1 hour** weekly class- \$60/month

5% off total tuition for 2 or more classes (per family, so this also acts as a **sibling discount**)

### 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) students will be unenrolled from the class until the balance is paid in full.

### C. Payment Methods

Tuition is posted for the following month on the 15th and is due on the 1st. We offer two methods of payment, automatic payments and manual payments.

- a) **Automatic payments** will be processed automatically on the 1st of each month.
- b) **Manual payments** can be paid in cash, check or online by logging into your parent portal. Any tuition not received by the 5th of the month will be automatically processed.

Payment reminders are sent out each month along with our monthly newsletter

#### To set your preferred payment method:

1. Login to your [Parent Portal](#)
2. Select the **Billing and Payments** tab

3. Under **Quicklinks** select **E-payment Schedule**
4. Select either **Monthly Autopay OR Pay Manually**

#### **D. Withdrawal Policy**

If you and your child are finding that dance isn't the right fit, you may withdraw from the class at any time 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.*

**If a student withdraws from the class without notice, you will be responsible for paying 50% of the following months tuition.**

#### **E. Prorating**

Tuition can be prorated for the following circumstances:

- a) If a student enrolls mid-month
- b) If a student will be out for an extended period of time 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.

## *Attendance Policy*

**Regular attendance is essential** to individual student progress and class cohesion. Please make every effort to attend each class.

- For **classes missed by the student**, she/he may make up missed classes within one month of the missed class. Please contact Megan to setup your makeup class.
- There will be **no refunds or tuition credits for missed classes**.
- In the event **a student misses more than one of the final six classes before The Spring Soiree** (after Spring Break beginning March 30th) the student may be ineligible to participate in the routine at the discretion of the teacher.

## Drop-off and Pick-up

- Parking is limited and first come, first serve
- Students may not be dropped off more than 10 minutes before their class is scheduled to begin.
- For safety reasons, no students are allowed to wait outside of the building for rides.
- Please be prompt at pickup.

## Spring Soiree

In May, we will present our year's work at our **Spring Soiree**. Performance is a crucial element of dance training and we strongly encourage (but do not require) all students to participate.

- **Costume fee** is due by Feb. 15th, 2020
- **Performance fee** is due by March 15th, 2020
- Our top priority is to prepare our young dancers for a successful performance experience. Please take note of the **attendance policy** above for class and rehearsals leading up to The Showcase
- In the event a student misses more than two of the final eight classes before Spring Showcase (after March 9th) the **student may be ineligible to participate**.

## Dress Code

**No jewelry, costumes or play clothes:** Remember loose or dangling jewelry and costumes other than proper dance skirts are a safety hazard and distraction for dancers and are not allowed. Jeans, jean shorts, play clothes, or school clothes are not suitable dance attire.

### Rhythm & Dance

Girls: One piece dance dress, pink or white tights and pink ballet slippers

Boys: White t-shirt or tank top, black shorts or sweatpants and black ballet slippers

**Hair:** Long hair must be tied back in a ponytail

[CLICK HERE](#) to see recommended dancewear for Rhythm & Dance

### **Creative Movement**

Girls: One piece dance dress, pink or white tights and pink ballet slippers

Boys: White t-shirt or tank top, black shorts or sweatpants and black ballet slippers

**Hair:** Long hair must be tied back in a ponytail

[CLICK HERE](#) to shop recommended dancewear for Creative Movement

### **Ballet**

Girls: Any solid color leotard, pink tights and pink ballet slippers

Boys: White t-shirt or tank top, black shorts, tights or sweatpants and black ballet slippers

**Hair:** Long hair must be tied back in a bun

[CLICK HERE](#) to shop recommended dancewear for Ballet

### **Itty Hop**

Leotard, t-shirt or tank top, sweatpants or dance pants and sneakers

### **Jazz Funk**

Leotard, t-shirt or tank top, sweatpants or dance pants and black jazz shoesblack jazz shoes

**Hair:** Long hair must be tied back in a ponytail

[CLICK HERE](#) to shop recommended dancewear at Discount Dance Supply

## **Parent Portal**

Our parent portal makes it quick and easy to make payments and view your child's schedule online. Login to your Parent Portal via the **FOR PARENTS** page of [FullCircle.dance](#). Your login is the email address you used when registering.

## *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*

We have scheduled parent observation weeks each winter and spring. Outside of parent observation days, having parents and siblings in the studio can be highly distracting both for your child and for other children.

**Help us create an ideal learning environment by observing class from OUTSIDE OF THE STUDIO.**

## *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.

## *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*  
*Genoa@fullcircle.dance*  
*(850) 443-7076*