



# WELCOME TO THE DANCE FACTORY



[www.dancefactorymn.com](http://www.dancefactorymn.com)

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# WELCOME TO OUR COMMUNITY



## MISSION

Our mission and culture at The Dance Factory is to provide not only top-notch dance training, but to create positive and memorable “life experiences” for our students. We value balance, teamwork, and service to our community. We strive to create an environment that is respectful, positive, uplifting, and fun, while instilling values and building character in our students. We are part of your village, not only raising great dancers, but raising and teaching great kids. We are More Than Just Great Dancing!



# PARENT INFORMATION

## PARENT COMMUNICATION

We understand the importance of organization and communication. Our primary form of communication is done via email, monthly e-newsletters, and through the DF website and Facebook page. Please make sure you are receiving weekly update emails from DF. If you are not, please notify the front desk.

## PARENT PORTAL

Your online parent portal is a great tool during the school year. Login anytime from our website. Go to “Current Students” section and click on “Log in to your online account”

- Check your account balance, previous payments and charges on your account
- Make additional payments to your account
- Review studio waivers and policies

## CONTACT US

Email: [dancefactory@mac.com](mailto:dancefactory@mac.com)

Website: [www.dancefactorymn.com](http://www.dancefactorymn.com)

Facebook: [@the-dance-factory](https://www.facebook.com/the-dance-factory)





# TUITION/PAYMENT POLICIES

Monthly tuition fees are based on yearly tuition, divided into 9 equal monthly payments. Please remember that some months may have more or less classes than other months. However, as monthly fees are based on yearly tuition, those monthly tuition payments will not be adjusted for months with fewer classes. Withdrawals will be made on the 25th of the month for the next month's tuition fee.

We REQUIRE each student to be on automatic payments for tuition and costumes. If you choose NOT to participate in auto-pay, you may pay your tuition/costumes in full at the time of registration. NO exceptions.

No refunds are available after the 10th day of each month if your child drops.

If you are dropping a class, you MUST fill out a drop class form by the 5th of the month, or your auto-pay account will be charged for that month.

## **MEMBERSHIP FEE:**

An annual, non-refundable fee is due at the time of registration. The registration fee is \$50 per family.

# IMPORTANT INFO

## ● STUDIO RULES

- Dancers are not allowed in the studio dance rooms until the instructor invites them in
- No street shoes are allowed in the studio dance rooms with the exception of clean, streak free tennis shoes
- No food or drinks (aside from water) are allowed in the studio dance rooms
- NO PHONES ALLOWED IN THE DANCE ROOMS
- No running, yelling, or horseplay in the lobby or dance rooms
- Please be on time to class
- NEW student lounge is reserved for students taking multiple classes with breaks in between. No siblings or single class students. This space is reserved for breaks between classes.

## ● CLASS CANCELLATIONS

Occasionally we need to cancel in person classes due to bad weather. In general, if the Forest Lake/Chisago School Districts cancels school or after school activities, in person dance will be canceled also. In this case, please check our website. There are no refunds for missed classes due to weather.

## ● PARENT OBSERVATION

Parents may come in and view classes through our viewing windows. Competition parents-we will have the curtains closed except for the last week of each month. This week will be reserved for viewing.

## ● LOST AND FOUND

Be sure to label all personal items and check our Lost and Found regularly, located in the back hallway. All items left in the Lost and Found will be donated to Family Pathways on the last Friday of every month.

## ● DRESS CODE

Our recreational classes, with the exception of Ballet 1, do not have a set dress code. We do, however, need students dressed appropriately for class.

### APPROPRIATE CLOTHING FOR RECREATIONAL STUDENTS

- Leotard (preferred)
- Tights (preferred)
- Leggings or yoga pants
- T-shirts or tank top
- Athletic Shorts
- NO JEANS

Ballet students: (option 1) black leotard and any color tights are required. Hair must be secured away from the face (bun preferred). (option 2) Fitted t-shirt and shorts.



## ● SHOE REQUIREMENTS

Please check out our retail store for specific class requirements.

- Preschool Creative Movement and Beginning Dance Classes - pink ballet shoes and black patent tap shoes
- Recreational Jazz/Tap Classes - black slip on jazz shoes/Black tie tap shoes
- Hip Hop Classes - Any all-white gym shoe
- Performance team classes - black slip on jazz shoes and tan tap shoes
- Cheer/Pom classes - clean gym shoes
- Ballet Classes - Option 1: pink ballet shoes, Option 2: black ballet shoes
- Nova's Dancers class- jazz shoes
- Community Ed ballet/preschool creative movement, or Mommy and Me - socks or ballet shoes
- Acro - bare feet
- Circus/Little Cirque - bare feet
- Adult Hip Hop - inquire with the teacher. Wear clean tennis shoes or combat boots to class
- Adult Tap - black tap shoes

## ● SHOES, DANCE GEAR, TIGHTS, DANCEWEAR

We have what you need for class! Dance shoes, bags, clothing, tights, and fun accessories – you name it, we've got it! All items are reasonably priced and store associates can assist you in finding what you need.



## ● COSTUMING

How do we handle gender in costuming? We value each student's gender identity and personal gender journey, and take this into consideration when choosing costumes. Some students may be assigned a costume that does not match their gender identity. If your child is uncomfortable wearing the chosen costume for their class, please notify us via email ([dancefactory@mac.com](mailto:dancefactory@mac.com)) and we can choose something that they would be comfortable in.

## ● ATTENDANCE

In addition to being fun and educational, dance is a commitment. Good attendance is key to maintain individual and class progress. Please notify the studio in advance if your child will not be attending class. Attendance trophies will be given out at the end of the year for students who have missed 3 or less classes (fall-spring session only).

# HOLIDAY RECITAL INFORMATION



All students are encouraged to participate in our annual Holiday performance. All recreational students will be in ONE performance the day of the show, and competition students will be in 1-3 shows. Tickets go on sale early November.

**DRESS REHEARSAL** - We do not have a dress rehearsal for the Holiday show.

**DIGITAL DOWNLOAD FEE** - We will have our show professionally recorded, and every family will receive a digital download. The fee for this is \$20. Videographers have all moved to this format of requiring families to pay this fee instead of a la carte like in the past. Your account will be charged on 11/15 for this fee.



# SPRING RECITAL INFORMATION

We are producing our 24th recital this year! Our spring recital weekend will be in May, and we will have 3-5 shows.

**DRESS REHEARSAL** - Every recreational student will have a scheduled dress rehearsal time the week before our recital. A detailed schedule will be available in April.

**DIGITAL DOWNLOAD FEE** - The fee for the professional digital download of your child's show will be \$35.

**PARENT/CHILD RECITAL ROUTINE** - Each year, our popular parent/child dance routine opens our show! Cost is minimal and the memories are priceless! No dance experience required. More information including practice dates will be available in January. There are 5 practices over the months of Feb-May.

PARENT HELP AT RECITALS - Parents, we need your help! You will receive an account credit for helping backstage at the recital. We appreciate every hand. A sign-up sheet will be in the lobby the week before tickets go on sale.

#### RECITAL SOUVENIR -

Our DF Booster Club sells flowers and gifts for your dancers at our recitals. We offer DVD's for purchase for both of our recitals. We sell recital-themed t-shirts for our spring show.

# THANK YOU

## OUR CONTACT



[dancefactorymn.com](http://dancefactorymn.com)



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