

Heartland Conservatory of Dance Handbook

Studio Etiquette

Questions/Concerns

Please see Pam at the Front Desk for billing questions or email heartlandconservatory@gmail.com

Should you need to discuss your dancer or classes, please make arrangements with Rachel at rachel@hcd.dance; please do not use class time.

Arrival

students are expected to arrive 15 minutes prior to class to change into proper shoes, stretch, and warm up so as to prevent any unnecessary injuries.

Late Policy

Students who arrive more than 10 minutes late will not be allowed to enter class. If a student needs to leave early, please make prior arrangements to avoid disruption.

Food/Electronics

Food/gum/drinks (other than bottled water) are not permitted in studios. Phones and electronics are not permitted in studios. Food may only be consumed in the break area.

Health & Illness

For the health and safety of other dancers and instructors, please stay home in the event of illness. Please call the front desk to record the absence.

Student Absence/Make-up Policy

If a student misses a class due to illness or scheduling conflict, the parent must contact the studio to record the absence. Make-up classes are to be completed at the student's level or below, and must be scheduled in advance by filling out a Make-up Class Form (this form is available at the Conservatory desk). All missed classes must be made up within 2 weeks of the missed class. There is a limit of 3 make-up classes per semester and there is no carry-over of make-ups between the semesters.

Dress Code

All students are expected to adhere to the school dress code. Please see Dress Code section below for specific guidelines.

Dress Code

At Heartland Conservatory of Dance, and in professional ballet schools around the world, each class level of students wear the same leotard color to eliminate visual clutter so teachers can more easily see, define, and correct dance technique.

Hair

All hair must be secured tightly to the head for all classes. Please see our videos on bun for [thick hair](#) or for [younger dancers](#).

Ballet

Girls' Ballet Note: Hair must be secured in a bun. Girls must wear pink ballet shoes with elastic sewn across instep. No underwear under tights and leotard. Please see our videos on bun for [thick hair](#) or for [younger dancers](#).

Girls' Ballet Clothing

Creative Movement and Pre-Dance: Should wear solid colored light pink (often called ballet pink) leotard, ballet pink tights and shoes.

Ballet I: Should wear a Mirella (style # 201C) Buttercup colored leotard and optional same-colored skirt (MS12CH) with pink tights and shoes.

Ballet II: Should wear a Mirella (style # 201C) Seafoam colored leotard and optional same-colored skirt (MS12CH) with pink tights and shoes.

Ballet III: Should wear a Mirella (style # 201C) Lavender colored leotard and optional same-colored skirt (MS12CH) with pink tights and shoes.

Ballet IV: Should wear a Mirella (style # M201LD, M515LD or M210LD) Blackberry leotard with pink tights and shoes. There will be 3 styles from which to pick.

Ballet V: Should wear a Mirella (style # M201LD, M515LD or M210LD) black leotard with pink tights and shoes. All Girls Ballet Shoes: Pink ballet shoes with elastic sewn across the instep.

Jazz/Contemporary

Any solid color leotard with jazz pants. Shoes: Black split sole by Bloch – #ESo495 Neo-Flex. NO belly tops or bra tops will be allowed in class.

*Tights or pants MUST be worn.

Tap

Any solid color leotard with tights or jazz pants. Shoes: Black tap shoes by Bloch – #SO301 Jazz Tap.

Musical Theater

Any solid colored leotard and tights or black jazz pants. Girls' and Boys' Shoes: We will order shoes the first week of classes with instructor.

Open Division Ballet/Pilates/Jazz

Clothes that move with the body without blocking the instructors ability to view posture and movement. Appropriate shoes for each class.

Boys' Dance Clothing

Beginning Boys' Ballet: Black tights, bike pants, shorts or sweatpants; and solid colored T shirt. Black ballet shoes with elastic sewn across the instep should be worn.

Intermediate or Advanced Boys' Ballet: Black tights, solid colored T shirt. Black ballet shoes with elastic sewn across the instep should be worn.

All Boys' Ballet Shoes: Black ballet shoes with elastic sewn across the instep.

Inclement Weather Policy

In the event of inclement weather and/or poor road conditions, classes may be canceled for the safety of our students. When Omaha Public Schools are closed due to weather, Heartland Conservatory of Dance will also be closed. Please call the Conservatory to hear a current message or visit the website <http://www.hcdomaha.com> to receive the current message due to the weather. HCD does not credit, refund, or pro-rate tuition for classes canceled due to inclement weather

Private Classes and Coaching

Private and semi-private classes are available upon request. For more information, please call the studio at 237-8801 or rachel@hcd.dance

Class Registration

Class space is limited and registration is on a first-come basis. Students enrolling in a new term must be paid in full from previous classes. We reserve the right to cancel classes not meeting minimum enrollment requirements. Class schedules are subject to change. Class placement is at the discretion of the director and letters of placement for the next term will be distributed at the end of the term. Class registration and 1st month's payment must be completed before the student may attend class.

Tuition Policies/Payments

Enrollment

Enrollment is open, and tuition will be pro-rated based on start date.

Tuition Fees

Please see the website for current tuition rates.

Tuition/Late Fees

Payments are split into 10 installments or 2 installments, due on the 1st of the month. A late fee of \$15 will be charged if payment is not received by the 10th of the month.

Returned Check Policy

There is a \$35 charge for returned checks or Auto withdrawals.

Pro-Rated Tuition

Tuition will not be pro-rated for partial months or semesters.

Refund

Tuition is non-refundable except in the case of serious illness or injury as verified by a doctor's letter or due to relocation.

Withdrawal

In the unlikely event that a student needs to withdraw early from the session, a Class Drop Form must be completed to close the account and prevent further billing. The Conservatory requires a two week notice prior to the effective date of the withdrawal. A student's absenteeism does not affect tuition payment. The account will only be closed with a completed Class Drop Form and will go into effect two weeks from the date received based upon the number of weeks remaining in the session.

Family Discount

Family rates are available to families from the same household with more than one child attending classes. The family discount is 10%. Family rates only apply to students under the enrolled in the Conservatory programs (single class and adult class rates are excluded).

Showcase

The Dance Program at Heartland Conservatory of Dance Culminates in the end of the year showcase. The showcase participation fee is \$95 for 1 showcase and \$50.00 for each additional.

Showcase tuition will be paid by October 15th. If a Showcase is added after the initial registration, you must pay Showcase in full. Showcase registration is not refundable or transferable. If you choose drop the Showcase or decide to leave the School, you will immediately be charged the remainder of the Showcase Fee.

Monthly Payment Plan Terms and Conditions

By selecting the Monthly Payment Plan you are authorizing Heartland Conservatory of Dance to initiate a 10 month automatic withdraw of the monthly tuition and fees. Monthly

payments are not refundable or transferrable. Partial payments are not accepted. It is the responsibility of the parent or guardian of the student to cancel the Monthly Payment Plan if necessary. Not attending class will not cancel the automatic payments or remove any amount owed by student currently enrolled.

Tuition Questions

The Conservatory knows that certain family circumstances require special tuition arrangements. Please contact Rachel at rachel@hcd.dance for a confidential discussion about your needs.

Volunteers

Volunteers are always needed and welcome! We are happy to document National Honor Society volunteer hours.

Disclaimer

By registering with Heartland Conservatory of Dance, LLC, all parents, guardians, and students understand and assume all risks involved in connection with dance instruction, rehearsals, and core training including but not limited to risk of bodily injury occurring as a result of contact with other students, instructors, walls, equipment, floors, and other objects located in our building. Through registration, students declare that they are physically fit and able to participate in all activities involved in dance instruction, core training classes, rehearsals, and performances and assume the risk of such.

PHOTO/VIDEO RELEASE FORM:

I grant Heartland Conservatory of Dance/ Heartland Youth Ballet the right to use, reproduce, and/or publish photographs and/or video that may pertain to my child—including image, likeness and/or voice without compensation. I understand that this material may be used in various publications, public affairs releases, recruitment materials, broadcast public service advertising (PSAs) or for other related endeavors. This material may also appear on the Corporation's or project sponsor's Internet Web Page. This authorization is continuous and may only be withdrawn by my specific rescission of this authorization. Consequently, the Corporation or project sponsor may publish materials, use my name, photograph, and/or make reference to me in any manner that the Corporation or project sponsor deems appropriate in order to promote/publicize service opportunities.

I have read and understand the above: Date _____

Signature _____

Printed Name _____

Child's Name _____

