

MelRoe's School of Dance

Student Handbook: *A Guide for Students and Parents*



2016 - 2017

*951 Sutton Place
Suite C
Liberty, MO 64068
(816) 781 - 6989
www.melroesdance.net*

Studio Office Hours:

Monday - Thursday:	5:00 pm - 8:00 pm
Saturday:	9:30 am - 11:00 am



Welcome To MelRoe's !

Welcome to MelRoe's School of Dance! We are very please that you have chosen our studio for your child's dance and tumbling experience. You truly have given your child a wonderful gift and we guarantee you will begin to see a positive change in your child as they continue their training. Our trained staff is dedicated to providing students from every level the opportunity to experience the technical skills and discipline of dance and tumbling. We are committed to offering classes that provide a positive and rewarding environment to help each student reach their full potential.



At MelRoe's, you'll find the following:

- ❖ **University trained instructors**
- ❖ **Smaller class sizes for more individual instruction**
- ❖ **Age appropriate choreography, music and costumes**
- ❖ **Three spacious studios with floating dance floors for preventing injuries**
- ❖ **Affordable tuition and family discounts**

Great customer service is a HIGH PRIORITY for us! We believe that communication and keeping parents and students informed is the key.

We encourage our families to use the following forms of communication to stay "plugged in" and informed of all the activities going on at MelRoe's:

- ❖ **Lobby Bulletin Board:** We have an information board in our lobby at the studio that posts important dates and detailed information on monthly events.
- ❖ **Our Website:** Go to www.melroesdance.net for more information about our school. You can go on the homepage for dates and events as well as handouts used at the studio that can be downloaded.
- ❖ **Facebook / Instagram / Twitter:** Social Media is just a great way to get the information out to our students and their families quick!

*Again, we would like to welcome you to our studio and let you know that when you have any questions, please feel free to call us anytime at **781-6989**. Whether your child is a returning student, a new student, or a student considering enrollment in one of our classes, we hope this handbook will help to answer some of your questions about our school.*

Teaching dance and tumbling is our passion and we are truly honored to have the opportunity to teach your child!



Melanie & Rosemary
Owners / Directors

 **Our MelRoe's Staff** 

Our Commitment To You...

At MelRoe's School of Dance, we believe that dance enriches life. Dance develops poise, instills discipline, encourages goal setting and achievement, and promotes an active lifestyle. It also instills an appreciation of dance as an art form... a dancer is an athlete of the arts.

Our trained staff is dedicated to providing students from every level the opportunity to experience the technical skills and discipline of dance.

We are committed to offering classes that provide a positive and self-rewarding environment to help each student reach their full potential. We strongly believe that our success comes as a result of providing solid technical training, commitment to each and every student and quality service.



OWNERS / DIRECTORS

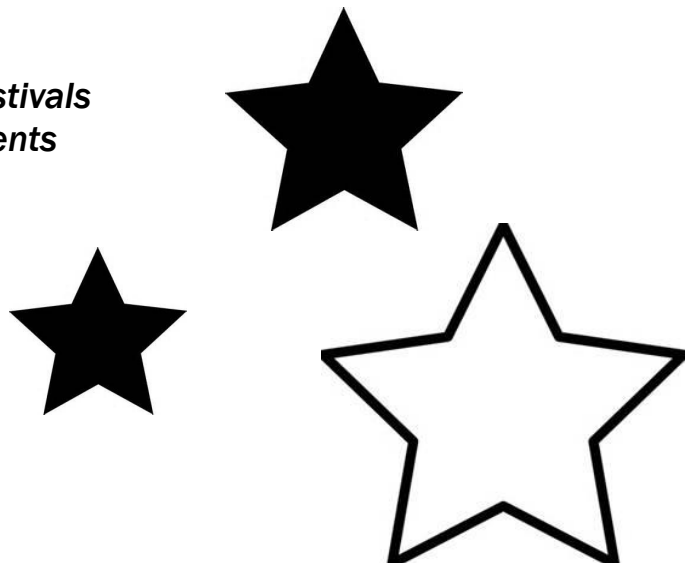
Melanie "Mel" Egbert
Rosemary "Roe" Glorioso

CLASS INSTRUCTORS

Molly Carroll	Manual "Lukky" Harvey
Shannon Carroll	Emily Lakin
Anna Ceperley	Caitlin Lamb
Edith Cruz	Cameron Miller
Kelsi Grove	Kurt Woods

BOOSTER CLUB OFFICERS

Emily Higgins	<i>President</i>
Becky Bryson	<i>Vice-President of Festivals</i>
Stacia Diaz	<i>Vice-President of Events</i>
Joanna Findley / Kim Colby	<i>Treasurers</i>
Heather Browne	<i>Secretary</i>
Paula Bryant	<i>Studio Snacks</i>



★ MELROE'S CLASSES & SCHEDULE ★

**Ballet * Tap * Jazz * Tumbling * Hip Hop
Modern * Contemporary * Pointe
Leaps and Turns * Stretching and Conditioning
Combo Classes * Tiny Tots * Tumble Tykes**



**(Combo Classes = Tap / Jazz / Ballet)
Ages 3 - Adult
Competitive Classes Also Available
Private Lessons Available Upon Requests**



CLASS LEVELS

We offer the above classes in beginner to advanced levels:



Tiny Tots / Tumble Tykes
Level 1
Level 2
Level 3
Level 4 & 5

Beginner (ages 3 - 5)
Beginner
Beginner / Intermediate
Intermediate / Advanced
Advanced



The following competition classes are auditioned:

Dynamite Dancers
Petite Starlets / Rising Stars / Shooting Stars
Shining Stars / Elite Stars
Hyper Minds Hip Hop / SquareOne Hip Hop
TNT Tumblers



STUDENT PLACEMENT

Placement of students will be determined by the instructor based on the student's ability, age and availability of space in a class. Our staff meets regularly to discuss the student's progress and / or placement. It is our policy to offer appropriate opportunities to every child. Placement decisions are derived from many years of teaching experience. Please understand that not all students progress in all styles of dance at the same time. Students will be placed in different levels for different styles of dance at the teacher's discretion. We want to promote the development of self-esteem. Some students that are placed in too high a level become discouraged only to lose their passion for dance / tumbling. Others respond to the challenge of being in a class with students who are more proficient by pushing themselves to work harder.



MELROE'S ENROLLMENT



NEW STUDENT REGISTRATION

- ❖ There is a "Registration Fee" for each NEW student of **\$50.00**.
- ❖ At registration, each student receives a MelRoe's T-shirt OR MelRoe's dance bag.
- ❖ If a current student withdraws from enrollment at MelRoe's, the "Registration Fee" must be paid to re-enroll the student.
- ❖ The placement of students will be determined by the instructor based on the student's ability, age, and availability of space in a class.
- ❖ The "Registration Fee" is non-refundable.

ANNUAL ENROLLMENT FEE

- ❖ There is an "Annual Enrollment Fee" for all CURRENT MelRoe's students enrolled at MelRoe's:

\$30.00	Single-Student Family
\$40.00	Multi-student Family

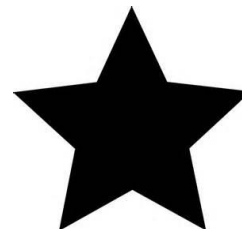
- ❖ This fee is due annually at the time of re-enrollment for fall classes (in August.)
- ❖ At this time, NEW "Student Enrollment Forms" should be completed with updated student information (addresses / contact numbers / dance schedule.)
- ❖ "Annual Enrollment Fees" are non-refundable.

ANNUAL TUMBLING FEE

- ❖ There is an "Annual Tumbling Fee" for all students enrolled in a tumbling class at MelRoe's:

\$20.00	Per Tumbling Student
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- ❖ This fee is due at the time of enrollment into a tumbling class and renewed annually during re-enrollment for fall classes (in August.)
- ❖ "Annual Tumbling Fees" are non-refundable.





MELROE'S POLICIES & PROCEDURES



TUITION PAYMENTS

- ❖ Tuition is due by the 10th of each month and is based on a 4 lesson month.
- ❖ Monthly tuition will NOT be adjusted for holidays, weather, missed classes (due to sickness or student's choice,) or months with more or less than 4 lessons.
- ❖ Once enrolled in the class, your child's place is considered "reserved." If a student takes one class in the month, MelRoe's requires the full monthly tuition.
- ❖ Any classes missed during the month, may be made-up in another class (see Class Attendance.)
- ❖ A \$15.00 LATE FEE will be charged to all accounts not paid in full by the 10th of the month.
- ❖ A \$25.00 RETURNED CHECK FEE will be charged on all returned checks.
- ❖ Accounts must be current and all fees paid before students may receive costumes or participate in performances.
- ❖ Accounts more than 60 days delinquent may result in suspension of lessons.
- ❖ Accounts more than 90 days delinquent may be submitted to a collection agency.
- ❖ Monthly tuition will continue to be charged until WRITTEN WITHDRAWAL NOTIFICATION is received from a parent / guardian.

MONTHLY TUITION

<u>Hours Per Week</u>	<u>Monthly Tuition Rate</u>
45 min.....	\$48
1 hour.....	\$52
1.5 hrs.....	\$67
2 hrs.....	\$82
2.5 hrs.....	\$96
3 hrs.....	\$110
3.5 hrs.....	\$123
4 hrs.....	\$136
4.5 hrs.....	\$148
5 hrs.....	\$160
5.5 hrs	\$171
6 hrs.....	\$182
6.5 hrs	\$192
7 hrs.....	\$202
7.5 hrs.....	\$212
Unlimited.....	\$220

Private Lessons are available at \$20.00 per half hour.

The Tuition Schedule is effective during the current semester and is subject to change.



MELROE'S POLICIES & PROCEDURES



CLASS ATTENDANCE

- ❖ Regular attendance and punctuality in class is expected to maximize the full benefit of dance / tumbling instruction for every student in the class.
- ❖ Please be prompt to class.
- ❖ Any missed class due to illness, weather, or holiday may be made-up by attending another class. Missed classes must be made-up within the semester. Please check with the front desk to schedule a make-up class.
- ❖ Attendance is MANDATORY the week before any performance in order to perform in the show.

CLASS CHANGE REQUEST FORM

- ❖ If your child is adding or dropping a class in their tuition schedule, please see the front desk to complete a "Class Change Request Form."
- ❖ This form MUST be completed before your tuition payment schedule can be changed in the office.
- ❖ Class change requests will be determined according to current enrollment in the class.

CLASS CANCELLATION DUE TO WEATHER

- ❖ For the safety of our students, their parents, and our staff, classes may be canceled if bad weather causes poor road conditions.
- ❖ If school is cancelled due to bad weather or if the situation is unclear such a deteriorating weather conditions throughout the day, please CALL the studio and listen to the message to see if we are holding classes. You can also check our website and Facebook page for any closings.
- ❖ We will make a decision of studio closings by 3:00 pm.

DRESS CODE

- ❖ All students are required to wear appropriate dance attire for each class. This is to establish a respectful and professional atmosphere at the studio as well as a positive self-image to our students. Proper attire is also for the safety of our students and allows the instructors to see body lines and make corrections.
- ❖ NO LOOSE FITTING CLOTHING PLEASE.
- ❖ Jewelry (dangly earrings / necklaces / bracelets / rings) should not be worn during class.
- ❖ Hair MUST be securely pulled up away from neck and face.
- ❖ Students may be asked to observe class if not properly attired for class.



MELROE'S POLICIES & PROCEDURES



BALLET CLASSES: All ballet students need to wear a SOLID BLACK leotard with tights OR leggings and pink ballet (double-sole with elastic) shoes. Ballet skirts or fitted black dance shorts are optional. Hair should be neatly pulled back in a ballet bun.

COMBO / MODERN & CONTEMPORARY / LEAPS & TURNS CLASSES: All students need to wear a leotard / tight OR leggings / fitted dance shorts OR dance pants with appropriate dance shoes (please check with your teacher to verify what type of dance shoes are required.) Absolutely NO baggy T-shirts or oversized boxer shorts! Hair should be securely pulled up away from face and neck.

HIP HOP CLASSES: All hip hop students need to wear fitted shirts / dance pants OR hip hop pants with CLEAN tennis shoes / hip hop boots. Hair should be securely pulled up away from face and neck.

TUMBLING CLASS: All tumbling students need to wear a leotard / tights or fitted dance shorts with slip-on Acro shoes (with rubber sole.) Absolutely NO baggy T-shirts or oversized boxer shorts! Hair should be securely pulled up away from face and neck.

BOYS ATTIRE: Boys may wear fitted T-shirts and sweat pants or shorts. Please check with your instructor to verify what shoes are required.

DANCE SHOES: Please check with the instructor PRIOR to purchasing dance shoes because certain shoes are required for different levels or performances. Please label ALL dance shoes with your student's name. Should your child's shoes be left at the studio or are mixed up with another child's dance bag, we can return them to you. Dance shoes should only be worn indoors to keep them clean and in good shape.

SPOTLIGHT DANCEWEAR

MelRoe's School of Dance has a dance shop at the studio called "Spotlight Dancewear!" Our parents and students now have the convenience of getting all their dance attire AND shoes at the studio. If we don't have something in stock, we can order and receive it very quickly. Order forms are in the lobby.



Spotlight Dancewear

951 Sutton Place
Suite C
Liberty, MO 64068
(816) 781-6989



HOLIDAY SCHEDULE 2016 - 2017



The studio will be closed in observation of the following holidays:

Sept 2 - 5	Labor Day Weekend
Oct 31	Halloween
Nov 23 - 27	Thanksgiving Weekend
Dec 21 - Jan 3, 2017	Winter Break (classes resume Jan 4!)
Jan 16	Martin Luther King, Jr. Day
Feb 20	President's Day
April 14 - 16	Easter Weekend
May 26 - 29	Memorial Day Weekend
June 16 - 18	Recital Weekend
June 19 - Aug 6	Summer Break (classes resume Aug 7!)

Other closing dates may be added to this schedule as competition dates, convention dates and staff workshop dates are announced.



CALENDAR OF EVENTS

Please continue to check our website for a list of events and activities each month! We have a very exciting year planned with student events, convention, workshops and performance opportunities that you don't want to miss out on!!

Check us out on the following:



CODE OF CONDUCT



STUDENT EXPECTATIONS:

1. Respect and treat all students, parents and instructors with dignity at all times.
2. Please no negative comments to or about anyone.
3. Please dress appropriately for each class with proper attire and shoes.
4. Come to class or rehearsal prepared. This is called "work ethic." Always give 100% effort. This is call "heart." This will pay off in the end...we promise!
5. No talking in classes or rehearsals. It's distracting to your classmates.
6. No sitting down in class or rehearsal, unless authorized by your instructor.
7. No gum, candy or food allowed in the dance studios. Water bottles only, please.
8. Work together with your classmates as a TEAM. Support each other with positive feedback.
9. Please be ON TIME to all rehearsals, conventions, and competitions. Remember you are part of a TEAM! It is extremely inconsiderate and stressful to the team if members are late! Schedules / times will be posted for all required events such as extra rehearsals, conventions, and competitions.
10. Always treat the studio, the premises and the possessions of others with respect, care and consideration.
11. Clean up after yourself and any mess that you create while at the studio.
12. Social media such as Instagram, Twitter, Facebook, etc have become very powerful and normal tools for our youth. A lot can be judged by a person's social media page. Remember, you are representing MelRoe's and more importantly, your family. Please do not post inappropriate pictures or negative comments online.

PARENT EXPECTATIONS:

1. Respect and treat all students, parents and instructors with dignity at all times.
2. Please no negative comments to or about anyone.
3. Support all dancers, even those not related to you.
4. Be a fan of your child! Have a great time watching your student grow and learn! Remember that every parent wants their child to be the best they can be. Along with successes, there will be failures. It is a natural part of growing up and learning from those experiences...it's what makes us who we are.
5. Please refrain from giving comments to students from the sidelines.
6. Always give positive feedback to students after they perform. Let them be PROUD of their performance.
7. Please be ON TIME to all rehearsals, conventions, and competitions. Remember you are part of a TEAM! It is extremely inconsiderate and stressful to the team if members are late! Schedules / times will be posted for all required events such as extra rehearsals, conventions, and competitions.
8. Please do NOT leave your young student (or young siblings) unattended in the lobby or quiet room.
9. Respectfully communicate your concerns with the MelRoe's staff. If you need to speak to a teacher about your child's dance education, kindly arrange a conference outside of class hours.
10. Always treat the studio, the premises and the possessions of others with respect, care and consideration.
11. Clean up after yourself and any mess that you create while at the studio.
12. Social media such as Instagram, Twitter, Facebook, etc have become very powerful and normal tools for our youth. A lot can be judged by a person's social media page. Remember, you are representing MelRoe's and more importantly, your family. Please do not post inappropriate pictures or negative comments online.

"We're In This Together..."

We believe that children's success depends on the support of their parents / guardians.

Because your commitment to the process makes an enormous difference,
we encourage you to be a part of your child's dance education.

Our program relies on a POSITIVE atmosphere for our staff, students and their parents.

It promotes a positive learning experience for all involved. Cooperation between all parents is expected. Showing RESPECT for the other parents along with the students (including students and parents from other studios) and staff makes an important impression on children.

You are a ROLE MODEL for your child in how to interact with others in a professional setting. Parents and teachers may look at a child's learning from different perspectives. However, they share a common goal: to assure that every child receives the BEST possible training, both physically and mentally. Mutual respect between our staff and our dancers' parents provides the children with ultimate care and education.

 **PERFORMANCE OPPORTUNITIES** **WATCH WEEK**

The 1st week of the following months is our Watch Week (October, February, June.) Students are encouraged to invite parents, relatives, and friends to observe the classes during this week.

WORKSHOPS

One special workshop is scheduled each semester to focus on one area of dance / tumbling. These workshops may also feature a guest instructor. Students are invited to attend and experience a new area of dance / tumbling or to expand on their interest area.

CONVENTIONS

Dance conventions provide all dance students and teachers the chance to learn a variety of dance techniques taught by professional and famous dance teachers all over the country! This is a wonderful experience and we encourage all dancers to participate at conventions. Conventions are held throughout the year.

RECITALS

Recitals are an excellent opportunity for all students to perform the dance skills and techniques they have learned throughout the year. All classes have the opportunity to perform in our yearly recital. When the recital season begins, each student will receive a packet with detailed information on our annual show. Recitals are held in the summer (month of June.)

COMPETITIONS

Dance competitions are a great experience for a dancer. Competitions are for the dedicated dancer. The owners / directors audition to determine which students and routines participate in competition. Competitions require mandatory rehearsals, costumes and additional dance classes per week. Any student interested in participating in competitions **MUST** be enrolled in ballet class and technique classes.

MelRoe's School of Dance also performs in community shows, parades, holiday shows and special events throughout the year!

 **MELROE'S COMPETITION TEAMS** **DYNAMITE DANCERS**

Our Dynamite Dancers are our competitive group of dancers, which are auditioned on a yearly basis. (auditions are in August.) This group represents our school at competitions and performs at various events throughout the year.

HYPER MINDS & SQUAREONE HIP HOP

Hyper Minds & SquareOne are two competitive Hip Hop groups, which are auditioned on a yearly basis (auditions are in August.) These two groups represent our school at competitions and performs at various events throughout the year.

STAR TUMBLERS

This group of tumbling students represents our school in the National Acrobat Competition (NAC.) Competition for NAC begins in the fall semester with Championships in the winter semester. Any student enrolled in a tumbling class may participate as a Star Tumbler (with teacher's discretion.)

TNT TUMBLERS

Our TNT Tumblers consist of an elite tumbling group, which are auditioned on a yearly basis (auditions are in August.) This group represents our school at competitions and performs at various events throughout the year.