

Handbook of Policies & Procedures

Thank you for choosing The Dance Company!

Table of Contents:

- About The Dance Company
- Communication
- Tuition
- Weather Cancellations
- Attendance, Class Levels & Placements
- Observation
- Class Assistants
- Personal Conduct
- Class Attire



About The Dance Company

More than 60 years ago, Shirley Van founded Shirley Van's Dance Studio and The Dance Company while providing quality and affordable dance instruction. At The Dance Company, our students' progress is our first priority. Our goal is to provide each student with the best possible dance training, emphasizing proper technique, in a fun and nurturing environment. We help them develop self-esteem, self-confidence, self-discipline, and a true love for the performing arts. Our students do not just learn choreography for a dance, they become dancers!



Studio Policies

Communication

- The primary method of communication used is through your new dance portals and emails. Please be sure that all dance families have a current email address on file at the time of registration.
- Our studio also regularly uses the BAND app. This will include general information, reminders, and choreography videos for students to practice at home with.
- If your mailing or email address changes during the season, it is your responsibility to contact the studio to alert us of the change.
- With our new software, Studio Pro, you can send messages directly to our Instructors or Office Administrator.
- Our Office Administrator will be available in the studio office on Mondays at 6-8pm.

[Studio Pro Portal](#)



[BAND App](#)



Tuition

- Quarterly invoices will be sent through your portal 1-2 weeks in advance of the payment due date. Please be sure to have a valid email address on file and check your portal regularly.
- Cash or check payments may be given directly to an instructor, put in the locked white drop box outside of the Greene Avenue studio, or may be made through Studio Pro as a one-time or automatic credit or debit card transaction. Please do not mail any payments.
- Discounts are available for families that sign up for 3 or more classes.
- Fundraising opportunities may be available to help with the cost of classes.
- There are no refunds on missed, or unattended classes, after payments have been made. We highly encourage students to make up missed classes in another class with instructor's approval.
- For each registration entered, there will be a one-time \$25 registration fee due at the time of registration in addition to the first quarter payment.
- Costume down-payments are our way of helping spread out the necessary costs throughout the year. This means at the time of the 2nd Quarter Payment, dancers will be charged \$40 per class as a downpayment for their class's costume. The \$40 will act as a credit towards their dance costume later in the year. Please see our Costumes section for more information.
- Recital Tickets will be available through your portal at a date closer to the recital.

Weather Cancellations

- If the Green Bay Public Schools are closed or dismissed early due to weather emergencies, classes will be canceled. An email will be sent to the email address(es) on file and a notification will be posted to the studio's Facebook page. If the weather conditions are poor, please use your own judgment whether to send your student to class.

Attendance

- Please notify the studio in advance if your dancer will be missing classes by directly messaging your instructor via your student portal, BAND, or by sending an email to thedancecompany2025@gmail.com

Class Levels and Placement

- Decisions about class levels are made at the discretion of the instructors and are decided mainly by age, experience, and ability. If you have a question or concern about the class or class level you are assigned, please ask your instructor. Not only is being at the wrong level difficult for the dancer in question, but it is also not fair to the dancer's classmates.
- Transfers may be made due to level adjustments or time conflicts, but they must be cleared by the instructors before the changes are made.
- Any new students should email us at thedancecompany2025@gmail.com for registration guidance.

Observation

- Videotaping may only be done with instructor permission. Any video taken during class should not be posted online anywhere without consent from the instructor and choreographer.
- If remaining at the studio with your child, parents and other family members are asked to wait quietly in the hallway seating area or the small lounge during class. Please do not stand in front of any of the doors to either studio.
- The Dance Company reserves the right to eject anyone from the waiting area for creating a disturbance or distraction.

Class Assistants

- Class assistants are often used to assist instructors with classes for younger dancers. Assistants are expected to model correct technique and proper dress/appearance and must commit to the entire season.
- Class assistants receive a \$20 credit per quarter toward their own classes.
- Class assistants may apply prior to the start of each season and will be selected based on availability, age, ability/level, style, etc..

Personal Conduct

- The Dance Company dancers and families are expected to behave respectfully towards the studio facilities, instructors, as well as other dancers and dance families.
- Bullying or harassment of any type (in person or online) will not be tolerated. This includes dancers, parents, or the studio and staff.
- No food or drink is allowed in the studio. This includes gum. Water bottles with lids/caps are acceptable.
- No cell phone use during class time.
- No street shoes are allowed on the dance floors.
- No smoking on the premises – this includes the parking lot.
- No one under the influence of drugs or alcohol is allowed in the buildings.
- The Dance Company reserves the right to ask a student/family to leave the studio for failure to follow these policies. No refund will be given if a student or their family is asked to leave class or the studio due to misconduct.



Class Attire

- Proper dance attire is very important for the growth of our dance students. Students who are not in proper dance attire, including hair and footwear, may be asked to sit out of class.
- **Hair**
 - **For ballet classes:** Hair should be pulled back in a bun
 - **For all other classes:** Hair should be pulled back securely so that it is out of the dancer's face, all hair should be up (no "half-up" hairstyles)

	Attire	Footwear
Adult Classes	*Any dance or athletic attire that allows for easy movement	Ballet: Any color leather or canvas ballet shoes Tap: Any style tap shoes
Ballet & Pointe	*Any color leotard and tights *Skirt, fitted dance shorts, or leggings *Fitted warm-up sweater or jacket may be worn for the beginning of class, but should be removed at instructor's request	*Pink, black or tan leather or canvas ballet shoes or pointe shoes *Split sole ballet shoes for levels 2 and up <i>*Light pink ballet shoes will be required for the recital</i>
Tiny Dancers 6 & under	*Any color leotard and tights *Skirt, fitted dance shorts, or leggings *Fitted warm-up sweater or jacket may be worn	Pink or black ballet shoes Black tap shoes, any style
Contemporary	*See jazz requirements *Tights must be footless or convertible	*Bare feet <i>*Bare feet will be required for the recital</i>
Gymnastics	*Any color leotard - <i>OPTIONAL</i> *Fitted dance shorts or leggings *Fitted tank top or short sleeve top <i>***Stomachs should be covered***</i>	*Bare feet - <i>preferred</i> *Black or tan leather jazz shoes <i>*Bare feet or tan leather jazz shoes will be required for the recital</i>
Jazz	*Any color leotard and tights *Fitted dance shorts or leggings *Fitted tank top or short sleeve top may be worn over the leotard if desired	*Black or tan leather jazz shoes <i>*Tan jazz shoes will be required for the recital</i>
Lyrical & Performance	*Any color leotard and tights *Skirt, fitted dance shorts, or leggings *Fitted tank top or short sleeve top may be worn over the leotard if desired	Any color leather or canvas jazz or ballet shoes
Tap	*Any color leotard and tights *Fitted dance shorts or leggings *Fitted tank top or short sleeve top may be worn over the leotard if desired	Intro & Level 1: black patent leather tap shoes or lace-up tap shoes (lace-up preferred) Levels 2 & up: Black lace-up tap shoes
Male Dancers (all classes)	*Non-baggy t-shirt *knee-length shorts or slim-fit athletic pants	Shoes specific to class/style

Use this QR Code to access our suggested Dance Company Apparel Basics list

<https://tinyurl.com/Dance-Co-Basics>

