

Parent and Student Handbook

2023 – 2024



Please consult this book during your child's enrollment.



July, 2023

Welcome to Paquita Dance Center (PDC). We are a Christian-based dance studio specializing in ballet. PDC's goal as a classical ballet and dance studio is to provide the best possible professional learning experience. We believe that classical ballet and dance is an art and is to be treated as such.

Through dance it is our hope to teach to the student's heart as well. We carefully choose music, choreography, and costumes that honor Christ.

At PDC we are different because our goal is to build each student. We want to build them academically with a strong knowledge and execution of each step and style of dance. We are passionate about developing each student with a strong work ethic that will follow them into their professional careers. We want each student to pursue a healthy life style including agility, flexibility, and an understanding of how their body works. Above all we want the student to grow in decision making skills, self-confidence, ethics, team work and in their personal knowledge of Jesus Christ.

In this handbook is important information that will keep students and parents informed about our studio's policies and procedures.

Please like us on Facebook & Instagram. And please check the website and parent portal often, this will provide the best and up to date information.

Thank you,
Amy L. Derstein

Initialing this document is not required when registering online.

Enrollment and Registration:

To complete your register with PDC just follow these steps on the parent portal:

- Log into your parent portal – if you are having issues, please contact office.paquita@gmail.com
- Update all contact information for you and your dancer
- Scroll to the bottom of the page and click on waivers. Please read **EACH** in detail and click accept.
- This information will remain on your portal.
- You will find Tuition information, Performance information, Dress Code details and so much more.
- Pay the annual registration fee of \$25 and the \$80 performance fee for each student.

Tuition and Fees:

It is important to note that enrollment is a ten month commitment period (August – May). There is a yearly registration fee of \$25.

- Checks should be made payable to Paquita Dance Center. When paying please use the Tuition Drop Box in the studio.
- Tuition can be paid annually, bi-annually, or monthly.
- PDC is able to accept credit card payments via your parent portal (<https://dancestudio-pro.com/online/paquitadancecenter>), with a convenience fee of 3%. To have tuition automatically charged monthly you will need to set this up in your portal. This will be found under the account drop down, “pay online” or at the bottom of the page “Make online payment”.
- Notice of withdrawal or class changes may NOT be given over the phone. Please come to the studio to fill out and submit a drop slip two weeks prior to the next billing cycle. You will be charged contracted tuition fees until May of 2023, **REGARDLESS** of when you drop. **Initial here _____**
- Monthly installments are due on the FIRST of every month. PDC does not issue monthly statements, you are responsible for paying on time.
- **A late fee of \$20 will be charged if payment is received after the 10th of the month.**
- If a check is returned due to insufficient funds, a \$25 fee will be charged and must be paid in cash or money order.
- If two consecutive monthly payments not made in full by the end of the second month, the student may not attend class until balance is paid in full.
- Tuition is NON-REFUNDABLE. There are no refunds for missed classes and no discounts for partial class participation. In cases of severe physical injury, tuition may be credited toward future PDC classes. Medical documentation will be required.

- All students must be enrolled in a ballet class to participate in any other classes. The only exception is Music Theater. All students will be placed according to level first then age.

Prices:

- 45 minute pre-ballet/tap class is \$62 per month
- 60 minute ballet class (includes Level 1 combo) is \$65 per month
- 75 minute ballet class is \$75 per month
- 90 minute ballet class is \$80 per month

Additional Classes

- 2 classes per month = \$105
- 3 classes per month = \$135
- 4 classes per month = \$155
- 5 or more become unlimited = \$180 per month

Dress Code:

The dress code rules are established for several reasons and they are enforced while students are on PDC premises or any venue where you are representing PDC. We want to insure that our students develop a sense of modesty and dignity in their appearance. Dress code is in place so that instructors may easily see the lines of the body and uniformity across the class.

Ballet:

Girls - Black leotard, no skirts, ballet pink convertible tights, and pink ballet shoes with elastic sewn on.

Boys - White shirt or leotard, black tights, black socks and black ballet shoes with elastic sewn on.

Tap:

Black leotard, pink ballet convertible tights, and optional black dance shorts. Pre-Ballet/Tap –Level 2 = Tan Maryjanes, example: Bloch child “Tap On” Buckle Tap shoes or Theatricals “TapRite” Molded Tap Slide Buckle Tap Shoes. Level 3 = Tan 1.5 heel, example: Bloch Adult “Showtapper” 1.5 heel tap shoes or Theatricals 1.5 heel “Baby Louis” Character Taps.

Lyrical:

Any color and style of leotard, pink ballet convertible tights, and optional black dance shorts. Shoes = Capezio Adult Pirouette II Canvas Lyrical Shoe or Bodywrappers Girls Canvas Lyrical Shoe.

Jazz:

Any color and style leotard, pink or black ballet convertible tights, and optional black dance shorts. Tan Jazz shoes.

Hip Hop

Any color and style of leotard and dance shorts. Tan Jazz shoes.

Males:

White shirt or leotard, black tights, black socks and black ballet shoes with elastic sewn on.

Hair:

All students are required to have hair securely tied back from the face and off the neck. Headbands and ponytails are not sufficient. Ballet students with hair length adequate for a bun are required to have it so arranged. If taking PBT it is recommended that buns be high on top of the head as some exercises require students to lie flat on the floor.

Attendance:

Teachers will take attendance every class. It is very important for each dancer to maintain weekly attendance.

- **At PDC, students are required to attend ALL classes from August 2023 – May 2024.** The only exceptions are sickness, death in the family, or any other reason that has been approved by Amy L. Derstein. Please remember that all tuition remains the same and is non-refundable. No refunds, transfers or credits will be given for missed classes.
- If your dancer can not attend class please call, email or message us to let us know.
- Students should arrive early to class in order to stretch before class in order to alleviate possible injury and be ON TIME. If more than 15 minutes late, the instructor has the right to require the student to sit and observe class. Tardiness is disruptive.
- Students who are injured should observe class or rehearsal. Written permission by a parent or physician should be given before the student resumes class activity.
- Students who are ill should be resting at home and ARE NOT PERMITTED to attend or observe class or rehearsal. Help us keep the other students healthy! Makeup classes for illness will be honored as much as possible however not promised.

In the event that the studio is closed due to inclement weather on a normal class day, we will do our best to have a make-up class but PDC is under no obligation to provide this. Please watch the local news, PDC will follow the

decision of Maize Schools, USD 266, if they are closed we will be too, please use your own discretion. We will also make an announcement on our Facebook page and website.

Dates that PDC is scheduled to be closed:

November 20-25 Thanksgiving

March 11- 16 – Spring Break

December 18- January 6- Christmas & New Years

May 27- Memorial Day

PDC Policies:

1. PDC is an alcohol, tobacco, and drug free environment. Use of such substances will not be tolerated at our facility or any event venue.
2. No foul language. Bad language and terminology will not be tolerated at PDC or any event/venue where you are involved with PDC.
3. No dancer or parent is allowed to dictate placement at the barre, order of class exercises, choice of music, level placement, beginning of pointe, or attire under any circumstances.
4. Your time and tuition are valuable, so students must arrive promptly for class. Disruptive and disrespectful behavior in class not only interrupts the learning process, but does not reflect the character of our studio. Examples of inappropriate behavior such as, but not limited to, the following will result in a verbal warning and/or disciplinary action:
 - Talking excessively in class
 - Talking while the teacher is giving instructions
 - Entering “Faculty Only” and Relevant Sound areas without proper permission
 - Leaving the dance room and/or studio without permission
 - “Talking back” to the teacher or otherwise conversing with the teacher or others in an impolite or ill-mannered way
 - Refusal to do as the teacher has instructed
 - Bothering another student by touching them in an impolite or annoying way, as well as no public displays of affection of a romantic nature
 - Taunting others
 - Diva behavior
5. Students must follow the dress code for all classes and rehearsals. Students must arrive and depart from the studio/venue in their street clothes at all times. Please do not wear any distasteful or immodest clothing of any kind in or around PDC property or at any event venue.

6. All dancers are encouraged to come prepared with appropriate attire and supplies in their dance bag. Check that all shoes are properly fitting and have names in them. Dancers need to bring all their shoes into the studio with them.
7. All dancers must supply their own tape, scissors, bandages, water bottles (marked with student's name).
8. Food and drink is ONLY allowed in the lobby. While in class, you may have a bottle of plain water (with a secure lid) GUM IS NEVER PERMITTED ON THE PREMISES. Please put all trash in trashcans.
9. PDC is not responsible for stolen, damaged, or lost items. It is best to leave valuables at home. Theft or unauthorized use of other people's belongings or that of PDC is not tolerated.
10. Dancers must use the restroom prior to dance class. As it takes too much learning time to go during class. We will make exceptions for emergencies.
11. Cell phones may be brought to PDC, but must be turned silent or off. They are not allowed in the dance room.
12. No one may video tape or photograph activities at PDC or any performance without prior permission from PDC.
13. Hygiene is IMPORTANT! Students should not have strong body fragrances (odor, perfume, etc.) at class, rehearsals, or performances. DO wear deodorant and practice good hygiene.
14. Please remember that instructing dance is a hands-on occupation. Teachers and assistants will need to touch the student in an appropriate way when adjusting placement of hips, feet, arms, etc. Respect will always be shown to the student.
15. We do not allow parents in the studio during class as this causes distraction to the students. If there is an issue or problem the instructor will inform the parent either by stepping out or if necessary calling, but the PDC staff have years of experience with children and know what will work for the class.
16. Younger dancers will only be released at the end of class to their parent or guardian. We will need you to come in to get them, we will not let them go out into the parking lot alone. Please be on time to pick up your child as our dance schedule is pretty tight and we will need to focus our attention on the next class. If you need to talk to the teacher you can reach us through email or phone.

In order to protect our dance floors:

- Do not use dryer sheets or fabric softener with any dance clothes as these products cause the floor to be slippery and thus dangerous for students.
- Do not walk across the studio floors in street shoes, dirt particles will cause damage. Dance shoes should never be worn outside of class unless the student is practicing in a clean environment.
- Do not apply lotion with-in 2 hours of class, this can transfer to the flooring and create slick spots.

End of the Year Performance:

PDC's dance season ends with a Spring Performance. We love this time of year for many reasons such as: it is the student's time to demonstrate all the skills they have mastered throughout the year, these shows teach students the elements of performing, costuming, make up, back stage behavior, staging, etc. PDC requires all students to be in the show and encourages them to invite all their friends and family.

- At this time our 12th annual performance is scheduled for May 30th and 31st 2024, location TBA. We are planning two performances, one on Thursday and one on Friday. There will be rehearsals at the theater starting Tuesday, May 28th. We have "in studio" rehearsals on Monday, May 6th, ALL LEVELS 4:00 -6:00 pm, Level 2 and up will continue till 8:00 pm, Monday, May 13th, 4:00-7:00 pm Level 2 and up, Monday, May 20th, 4:00-7:00 pm Level 2 and up, and Tuesday, May 21st, ALL LEVELS 4:00 – 6:00 pm, Level 2 and up will continue till 7:00 pm.
- Costumes: Each dancer will have a costume to wear for each form of dance they are enrolled in. Costumes will be \$70 per each form of dance the student studies. **The Costume Fee is due no later than November 15, 2023. We are open to a payment schedule if that is easier for parents to ensure payments are in full by November 15, 2023.** Dancers will be measured for costumes the first week of November. We order your child's costume based on their measurements and the size range given to us by the costume companies. When we distribute costumes, (around the end of April/beginning of May) we will have students try them on to make sure everything fits, some alterations may be necessary and is the responsibility of the parent. If there is a defect with the costume we will contact the company to get that made right. We will do our absolute best to order the correct size and if there is a question of size we will order the costume a little larger rather than smaller. Students will be responsible to purchase tights to go with their costumes, we will let you know which tights are required and places you can purchase them when we distribute costumes.
- Pictures: PDC has a picture day each year, we do this in studio. Students are be required to be there, in costume and hair with light makeup. We are excited to have Lavender Rose Photography returning. The dates are Wednesday, May 22nd and Thursday, May 23rd.
- Digital Download: PDC will have the show professionally recorded and available for purchase before and the day of the show.
- Performance Fee: a non-refundable recital fee of \$80 is to be paid with first month's tuition.
- Each student will receive two free tickets and additional tickets will be available for purchase at \$10 per person. The day of the show tickets may be purchased at the door for \$15 per person.

Social Media:

From time to time PDC may take pictures or video of students as they are learning, we may post these pictures on our website, marketing materials or social media outlets. Please see the Waiver and Release form if you have questions.

Contact Information:

Paquita Staff:

office.paquita@gmail.com

(316) 285-9221

Paquita Dance Center

Handbook Policy and Acceptance

Date: _____

I have read, understand, and accept the policies presented in the Paquita Dance Center Handbook. By signing below, I understand that the policies set forth are for the good of the school and the good of the students and therefore, shall not be questioned or challenged. Signing means you agree to the terms in the Handbook.

Parent signature

Student signature

Paquita Dance Center

Student Information

Student Name _____

Birth Date _____

Age _____

School _____ 2023-2024 Grade _____

Student Health Concerns

Parent's Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Cell Phone _____

Email Address _____

Are the parents above responsible for paying tuition? Yes No

If not, please list the information of the responsible party below

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Cell Phone _____

Email Address _____

Emergency Contact Name _____

Relationship to Student _____

Emergency Contact Phone Number _____

- **At PDC, students are required to attend ALL classes from August 2023-May 2024.** _____ please initial you understand this.
- **PDC requires tuition in full from August 2023-May 2024, regardless if you choose to drop.** _____ please initial you understand this.
- **PDC requires all students to be in the Spring Performance and pictures.** _____ please initial you understand this.

Paquita Dance Center

Waiver and Release Form

I hereby waive all claims for injury, damage, loss or theft to my person and property during my participation in/with Paquita Dance Center events, and release the promoters, directors, principals, agents and employees of Paquita Dance Center organization from any liability for injury, sickness (including covid-19) damage, loss or theft which may be caused by any act or omission of any of those mentioned. I understand that the purpose of Paquita Dance Center events is to provide performing experience in various form of Fine Art. These activities may include workshops, rehearsal sessions, and performances by the participants. Photographs, recordings, taping, or filming participants by any and all Paquita Dance Center staff members or members of the press become property of Paquita Dance Center and may be used for future publicity.

Please be advised that any sport/activity that involves motion and height also carries with it the potential risk for serious injury. Paquita Dance Center, while exercising caution at all times, cannot be responsible for injuries which occur during the course of instructions or during the course of activity which involves motion and height.

Understanding the above, I agree to release Paquita Dance Center from any and all liability concerning my child/children at Paquita Dance Center, 8995 West Central, Wichita, Kansas, including non-dance and non-performance activities.

Furthermore, it is understood that the only insurance that covers your child is your own policy. Paquita Dance Center does not carry insurance on students.

By signing below, I agree to be bound by the terms above.

Name: _____ Date: _____

Student (s) Name: _____

Paquita Dance Center Tuition Agreement Contract

Student Name: _____

Monthly Tuition Total: _____

Classes:

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

Having read the above, I agree to the tuition stated.

Signature: _____ Date: _____