

Monday

Time	Studio 1	Studio 2	Studio 3	Studio 4
3:00				
3:15				
3:30				
3:45			Beginning Ballroom 3:30-4:30 (Age 7+)	
4:00				
4:15				Tutus & Taps (CM/Tap) 4:00-4:45 (Ages 3-4)
4:30	DIPA 3 Ballet 4:00-5:30	DIPA 2 Lyrical 4:30-5:30	Intermediate/Advanced Ballroom 4:30-5:30	
4:45				
5:00				
5:15				
5:30				
5:45	DIPA 5/6 Pointe & Variations 5:30-7:00	Ballet 2 5:30-6:30	Beg/Int Ballroom 5:30-6:30	Intermediate Tap 2 5:30-6:15
6:00				DIPA Tap Reh.
6:15				
6:30				
6:45				
7:00				
7:15				
7:30	DIPA 4 Ballet 7:00-8:30	Ballet 4/Advanced Ballet 6:30-8:00		Intermediate Tap 1 6:30-7:15
7:45				DIPA Tap Reh.
8:00				
8:15				
8:30				
8:45				
9:00	DIPA 5/6 Contemporary 8:30-9:30			Advanced Tap 7:30-8:15
9:15				DIPA Tap Reh.
9:30				
9:45				
10:00				

Stephanie Longo
Mekenna Hearn
Linda Holland
Jak Ryan

Tuesday

Time	Studio 1	Studio 2	Studio 3	Studio 4
3:05				
3:15				
3:30				
3:45				
4:00		Ballet 1 (7+) 3:30-4:30	Pre-Ballet 3:30-4:30 (Ages 5-6)	Beg. Tap 1 (age 7+) 3:45-4:30
4:15				
4:30	DIPA 5 Pointe & Variations 4:00-5:30	DIPA 2 Ballet 4:30-6:00	Jazz 1/2 (Age 7+) 4:30-5:30	Beginning/Intermediate Hip Hop 4:30-5:30
4:45				
5:00				
5:15				
5:30				
5:45				
6:00	DIPA 4 Ballet 5:30-7:00	DIPA 3 Ballet 6:00-7:30	Lyrical 2 5:30-6:30 (Level 2)	Advanced Hip Hop 5:30-6:30
6:15				
6:30				
6:45				
7:00				
7:15				
7:30	DIPA 6 Pointe & Variations 7:00-8:30		Jazz 4/Teen Jazz 6:30-7:30	Beginning Hip Hop 6:30-7:30 (Age 6+)
7:45				
8:00				
8:15				
8:30				
8:45				
9:00	Commercial Jazz 8:30-9:30		Contemporary 4/Teen Contemporary 7:30-8:30	Intermediate Hip Hop 7:30-8:30
9:15				
9:30				
9:45				
10:00				

Stephanie Longo
Daielma Decker
Mekenna Hearn
Linda Holland
Leslie Garcia

Wednesday				
Time	Studio 1	Studio 2	Studio 3	Studio 4
3:00				
3:15				
3:30				
3:45				
4:00				
4:15				
4:30	DIPA 5 Ballet 4:00-5:30	Beg/Int Acro 3:30-4:30		
4:45				
5:00				
5:15				
5:30				
5:45				
6:00	DIPA 4 Ballet 5:30-7:00	Contemporary 3 (10+) 4:30-5:30	Intermediate Youth/Teen Turns and Progressions 4:30-5:30	
6:15				
6:30				
6:45				
7:00				
7:15				
7:30	DIPA 6 Ballet 7:00-8:30	Ballet 4/ Advanced Ballet 6:30-8:00		
7:45				
8:00				
8:15				
8:30	Adv. Teen Turns and Progressions 8:30-9:30	Pointe 8:00-9:00		
8:45				
9:00				
9:15				
9:30				
9:45				
10:00				

- Stephanie Longo
- Taylor Harbin
- Gay Pollock
- Willy Shives

Thursday				
Time	Studio 1	Studio 2	Studio 3	Studio 4
3:00				
3:15				
3:30				
3:45				
4:00				
4:15				
4:30	Ballet 2/3 4:00-5:00	Ballet 1 4:00-5:00	Dance With Me (CM with Parent) 3:30-4:15	
4:45				
5:00				
5:15				
5:30	DIPA 4 Ballet 5:00-6:30	DIPA 2 Ballet 5:00-6:30 <i>Linda</i>	Tutus & Taps (CM/Tap) 4:15-5:00 (Ages 3-4)	
5:45				
6:00				
6:15				
6:30				
6:45				
7:00	DIPA 5/6 Ballet 6:30-8:00	DIPA 3 Ballet 6:30-8:00 <i>Linda</i>	Pilates for Dancers 5:30-6:30	
7:15				
7:30				
7:45				
8:00				
8:15				
8:30	DIPA 6 Jazz 8:00-9:30	DIPA 3 Contemporary 8:00-9:00		
8:45				
9:00				
9:15				
9:30				
9:45				
10:00				

- Stephanie Longo
- Mekenna Hearn
- Linda Holland
- Gay Pollock
- Rebekah Weishuhn



**DANCE
INSTITUTE**

**2023-2024
Registration Form
August 21st, 2023 - August 16th, 2024**

Dancer Name: [Redacted] Age: [Redacted] DOB: [Redacted]

Medical/Allergy Info: [Redacted]

Parent/Guardian Name: [Redacted]

Address: [Redacted]

City: [Redacted] State: [Redacted] Zip: [Redacted]

Phone: Cell [Redacted] Home [Redacted]

Parent Email: [Redacted]

Emergency Contact: [Redacted] *Other than above* Phone Number: [Redacted] *parent*

Emergency Contact Relationship: [Redacted]

How did you hear about Dance Institute? [Redacted]

Classes Registering For: (Please list class name, day, and time)

Class Name	Day/Time	Class Name	Day/Time

*Only fill out if you don't already have a cc on file.
This section will be discarded after registration is processed.*

PAYMENT METHODS
Please Circle One

CASH CHECK (\$10 processing fee) CC (By placing a card on file you consent to Auto-Pay)

Card Holder Name (As it appears on card): [Redacted]

Billing Address (If different than primary address): [Redacted]

Card #: [Redacted] Exp. Date: [Redacted] CVV: [Redacted]

DANCE INSTITUTE

2023-2024 Policies & Procedures

Welcome to Dance Institute for the **2023-2024** Dance year! We are so happy to have you! Please take time to read and understand our studio policies and procedures. We request that you keep all emails throughout the school year, as you receive them from Dance Institute. Please ensure the email on your Parent Portal is up to date. We will use this email for all communications regarding the 2023-2024 season. Please ensure your account is set up to "send emails to family". If you click "opt-out" then there will be no way for us to communicate to you regarding any Dance Institute information for 2023-2024.

If any parent/student wishes for a private conference concerning personal dance goals or financial concerns, please do not hesitate to ask. We are happy to work with you to ensure that your school year will be filled with joy and personal growth. The entire faculty and staff wish you a fantastic year of dance!

Withdraw/ Cancel policy:

To terminate enrollment, prior to August 16th, 2024, a withdrawal form is needed to be turned in by the 15th of the month. Reach out to info@danceinstitute.com for a withdrawal form.

You must sign and turn in a Dance Institute cancel form BEFORE the 15th of the month in order to take effect for the following month. Monthly tuition will continue until the office receives a signed DI **WITHDRAWAL** form. *(Example: a cancellation form received between April 1st and April 15th will terminate your tuition effective May 1st)* If the form is received after the 15th of the month, you will be responsible for full tuition for the following month.

If a dancer withdraws, and then re-enrolls at anytime within a season, there will be a \$50 registration fee. **NO STUDENT MAY CANCEL AND RE-ENROLL WITHOUT FULL REPAYMENT OF REGISTRATION FEE.** This includes withdrawing for the summer and enrolling for the following fall/spring.

Adding/ Dropping Classes:

Anytime a class is added or dropped, a parent **MUST** fill out an ADD/Drop Class Form. **This must be done by the 15th of the month, to make necessary changes to your tuition for the upcoming month.** If the form is received after the 15th of the month, you will be responsible for the tuition of the dropped class for the following month.

****Payment & Tuition****

Enrollment is from August 21st, 2023 – August 16th, 2024 and is an ANNUAL tuition based on the number of dance hours per week. Monthly payments will be made in 12 equal installments. Tuition will be charged to your credit card on the **1TH OF THE MONTH**. If the card on file is **declined, an additional charge of \$10 will be added to your account.** If payment is not received before the 5th of the month a \$15 late fee will be assessed. This late fee will increase by \$10 every 10 days until tuition has been paid. Tuition is non-transferable for missed classes including holidays or vacations.

***Primrose only classes:** All Primrose clients have an additional \$10.00/mo. fee for transportation.

Spring Show & Costume Fees:

Each dancer will have a Spring show fee (sibling discount applies). Spring show fee includes 2 complimentary tickets per family, unless a family has siblings in two separate shows, at which they would receive two additional complimentary tickets. You will receive an email using the email on your Parent Portal account with information regarding how to claim your complimentary tickets. This email will be sent out in April from Dance Recital Ticketing. A Spring Show Packet will be provided at the start of February 2024. If a dancer cancels enrollment the 2 complimentary tickets will be forfeited. Each dancer will also receive a Spring Show T-Shirt and digital download of the performance. The Spring show performance fee of \$125/dancer (10% discount for siblings) is applied toward the rental of the auditorium, staff, sets, etc. Please avoid conflicts and make recital your number one priority that day. Spring show, tech, & dress rehearsal is an all day event for instructors and students. If you have more than one child dancing, or are in multiple classes, plan on your child being in both shows. We will hold a studio-wide dress rehearsal & tech rehearsal for classes performing in spring show.

A dancer who registers after Feb. 15th will not be able to participate in Spring Show.

Spring Show Costume fees/details:

Sparks Class costumes: \$65 (includes tights if applicable)

All level Academy Class costumes: \$75 (includes tights if applicable)

A non- refundable costume deposit (half of the costume fee per recital class your dancer is registered for) will be charged at the same time as the spring show performance fee. Costume balances will be emailed out and a late fee of 15% (of your total costume amount) will be applied if paid after due date.

Costumes cannot be returned or refunded once ordered. If your dancer is unable to participate in Spring Show the office needs to know before December 22nd, 2023.

Student of the Month:

Student of the month is based on the following criteria:

Attendance - should be perfect to be considered.

Attire & Grooming- wearing the appropriate dance attire or uniform and hair must be pulled back in ponytail/bun (refer to DI dress code).

Attention in class, retention and **behavior** is also considered when determining student of the month.

The student that has received the most "Student of the Month" certificates throughout the year will be in the running for student of the year. The student of the year will be announced at Spring Show.

There is a student of the year for each age group and one overall.

The dancer that wins in their age group will receive one month's free tuition the following season.

The dancer that wins overall, will receive an 100% tuition scholarship the following season!

In case of bad weather:

In the case of bad weather, Dance Institute follows Leander ISD for all weather situations. If there should be a question as to whether or not class will be held, you can check our website or social media for more information.

****Additional Studio Policies****

1. Arrive to class on time- Based on instructors discretion, a late student, may not be permitted to take class, yet will be expected to observe.
2. For safety reasons we ask that your child use the restroom before class begins. Students may not leave class without their teacher's permission.
3. Act respectfully and appropriate. Bullying, disrespect to others, or foul language will not be tolerated.
4. Students should carry all belongings into the studio with them. DI is not responsible for any personal items left in studios or lobbies. If any belongings are found left behind, they will go to our lost and found, which is donated to Goodwill at the end of each semester.
5. Food & gum are not allowed in the studios. Water and beverages should be in containers with screw tops. Please clean up after yourself and help us keep Dance Institute clean.
6. We ask that observers stay away from the glass doors and windows, as it can be very distracting to the instructors and dancers.
7. Children under the age of 8 should not be left unattended in waiting areas.
8. Dance class is educational and fun, however, an important part of class work is developing an attitude of discipline and respect for others. We trust that following our classroom etiquette will provide an environment whereby classes at **Dance institute** will be a pleasure for all concerned.

POLICIES & PROCEDURES

By registering my child in Dance Institute, I consent to the following:

Initial next to each item.

- ___ I acknowledge that Dance Institute is a year-round school (August 21st, 2023 – August 16th, 2024) and have read and acknowledged the WITHDRAW/ CANCEL policy. I understand the process and dates of when and how to cancel and withdraw from classes.
- ___ I understand that if I do not withdraw after Spring Show, that my dancer(s) will automatically be rolled over to the summer sessions.
- ___ I have read and acknowledge the details and process of PAYMENT & TUITION.
- ___ I have read and acknowledge the process needed to ADD/DROP a class. I understand this process must be done by the 15th of the month, and if not completed by the 15th I am responsible for the tuition of said dropped class for the following month.
- ___ I have read and acknowledge all details regarding Spring Show and the fees that it requires.
- ___ I understand, that if for any reason my dancer is unable to participate in Spring Show, I will need to let Dance Institute know before Dec. 22nd.
- ___ I acknowledge that all required class dress codes must be observed.
- ___ Dance Institute reserves the right to combine/cancel classes and provide substitute Instructors at any time.
- *I/we realize that participation in dance classes and activities could involve some possible personal injury. Despite precautions, accidents and injuries may occur. By signing this release form, I/we (the dancer and parent/guardian) assume all risks related to the use of any and all spaces used by Dance Institute.*
- *I/We agree to release and hold harmless Dance Institute, including its instructors, dancers, staff members, and facilities used from any cause of action, claims, or demands now and in the future. I/we will not hold Dance Institute liable for any personal injury or any personal property damage, which may occur on the premises before, during or after classes. Furthermore, I/we agree to obey the class and facility rules and take full responsibility for my/our behavior in addition to any damage I/we may cause to the facilities utilized by Dance Institute.*
- *By enrolling in Auto-Pay, I/we authorize Dance Institute to charge the credit card on file for any incurred fees. A valid credit card must remain on file with Dance Institute. Monthly tuition payments will be charged the first day of each month.*
- ***I/we have read and agree to all provided terms and policies listed above and in "Policies & Procedures".***

Parent/Guardian Signature

Date

DANCE INSTITUTE
LIABILITY WAIVER AND PHOTO/VIDEO RELEASE

Liability Waiver

As the participant or the parent/legal guardian of the participant signing below, I have voluntarily elected to participate (or have my child participate) in a dance and/or fitness training program at the facilities of Holland Dance Institute, LLC dba Dance Institute ("Dance Institute"). I acknowledge that, as with other athletic activities, there are risks inherent in dance and fitness training including, without limitation, the risk of injury to bones, joints, tendons, ligaments and muscles. If I/my child experience(s) an injury or I have concerns about a possible injury, I should and will promptly consult a physician and notify my/my child's instructor at Dance Institute.

By signing below, I assume the risks related to dance and/or fitness training at Dance Institute. I hereby release Dance Institute and its instructors, officers, managers, agents, volunteers, and employees (collectively, "Agents") from, and agree to indemnify and hold them harmless against, all claims (including claims of negligence), demands, actions, damages, liabilities, and expenses (including reasonable attorneys' fees) (collectively "Claims") arising out of or resulting from the dance and/or fitness training and the use of the Dance Institute facilities (including, without limitation, personal injury and the loss or destruction of personal property).

Emergency Medical Assistance

In the event I (or my child) were to become ill or sustain an injury requiring emergency assistance, I authorize any Agent of Dance Institute to seek emergency medical assistance that, in Dance Institute's sole discretion, may be necessary for me or my child (as applicable), and to arrange or provide transportation to a medical facility. In that event, I agree to pay (or cause my insurance carrier to pay, if applicable) the costs associated with such emergency medical assistance. I hereby release Dance Institute and its Agents from, and agree to indemnify and hold them harmless against, all Claims resulting from such emergency medical assistance, if provided to me/my child or arranged for my/my child's benefit by Dance Institute.

Photo and Video Release

I hereby authorize Dance Institute to use my/my child's photographs and likeness (including in videos) for lawful and respectable purposes relating to Dance Institute, including publicity, choreographic archives, promotional materials, and educational purposes.

I HAVE CAREFULLY READ THE ABOVE LIABILITY WAIVER AND PHOTO/VIDEO RELEASE, I FULLY UNDERSTAND ITS CONTENT AND SIGNIFICANCE, AND AGREE TO THIS WAIVER AND RELEASE IN CONSIDERATION OF ME/MY CHILD BEING ALLOWED TO PARTICIPATE IN DANCE INSTITUTE'S TRAINING PROGRAMS. I AGREE TO BE FINANCIALLY RESPONSIBLE FOR THE COST OF ENFORCEMENT OF THIS INSTRUMENT. I AGREE TO ABIDE BY THE POLICIES AND RULES OF DANCE INSTITUTE. I AM SIGNING BELOW VOLUNTARILY. IF I AM SIGNING FOR MY MINOR CHILD, I REPRESENT THAT I AM THE LAWFUL GUARDIAN OF SUCH CHILD, WITH AUTHORITY TO GRANT THE CONSENT REFLECTED BELOW.

Participant's Name (please print)

Date _____, 20__

Signature of Participant or Parent/Legal Guardian (if participant is under 18)

Name of Signatory (if different from participant - please print)

DANCE INSTITUTE BALLET ACADEMY DRESS CODE

General Reminders:

- Hair must be up and out of face for all classes. A bun is required for all Pre-Ballet and Ballet classes.
- No jewelry allowed in class (small studs only).
- Movin' Easy Dancewear carries our dress code in store and on movineasy.com!

SPARKS CLASSES: AGES 2-6YR

Dance With Me (Creative Movement with Parent) 2-4yr old

Light blue short sleeve leotard with attached skirt. Style: Eurotard 10467 and pink tights
Shoes: Pink leather full-soled ballet shoes. Preferred Brand: So Danca (no drawstrings)

Tutus & Taps- (3-4yr old)

Light blue short sleeve leotard with attached skirt. Style: Eurotard 10467 and pink tights
Shoes: -Pink leather full-soled ballet shoes. Preferred Brand: So Danca (no drawstrings)
-Black Tap shoes with elastic or velcro (no laces).

Pre-Ballet: (5-6yr old)

Leotard: Light pink cap-sleeve leotard with DI monogram and pink tights. No skirts!
Purchase from Movin Easy Dancewear, in store or online at movineasy.com
Shoes: Pink leather full-soled ballet shoes. Preferred Brand: So Danca (no drawstrings)

Tap/Jazz combo: (5-6yr old)

Any color leotard with dance shorts/leggings
Jazz shoes: tan split sole
Tap shoes: black patent leather Velcro tap shoes (no laces)

ACADEMY LEVEL BALLET CLASSES: AGES 7+

Ballet 1: (Age 7+)

Lilac "Ophelia" leotard, pink tights, and pink leather full-soled Ballet shoes.

Ballet 2: (pre-requisite Ballet 1)

Mauve "Ophelia" leotard, pink tights, and pink leather full-soled Ballet shoes.

Ballet 3: (pre-requisite Ballet 2)

Cornflower "Ophelia" leotard, pink tights, and pink leather/canvas Ballet shoes.

Ballet 4/Advanced Ballet: (approval required)

Cobalt "Cleo" leotard, pink tights, and pink leather/canvas Ballet shoes.

Ballet 1



Ballet 2



Ballet 3



Ballet 4/Adv Ballet



ACADEMY CLASSES (NON-BALLET):

Hip Hop:

Clean tennis shoes, black baggy sweatpants/joggers, and loose top/crop top.

Contemporary/Jazz/Lyrical:

Fitted dance top/leo, with dance shorts/leggings. No loose baggy clothing

For Jazz shoes- tan split sole jazz shoes

For Contemporary/lyrical- barefoot preferred (can use pirouette/half soles)

Tap:

Fitted dance top/tank, with dance shorts/leggings

Black lace up tap shoes (no patent leather) Movin' Easy has a list of preferred shoes for each class level.

Ballroom:

Tan Latin shoes, black leotard, and hi-lo knee length black skirt. (Order through DI)

Shoes available at Movin' Easy and moveineasy.com

Commercial Jazz:

Any dance top/tank, leggings/joggers, dance shorts (instructor will discuss footwear)

Academy Boys/Men:

Black tights, or BW B192 Boy Shorts for little boys, black/white/gray/red tight-fitting shirt, with black or white canvas ballet shoes for Ballet, black jazz shoes for Jazz and black Tap shoes for Tap.

Latin: Tight fitting black or white shirt with black pants and men's Latin ballroom shoes.



Dance Institute Ballet Academy

2023-2024

Jul-23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug-23					
M	T	W	T	F	S
	1	2	3	4	5
6	7	8	9	10	11
12	13	14	15	16	17
18	19	20	21	22	23
24	25	26	27	28	29
30	31				

Sep-23						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Oct-23						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Nov-23					
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22	23	24	25	26	27
28	29	30			

Dec-23						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan-24						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Feb-24					
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15	16	17	18	19	20
21	22	23	24	25	26
27	28	29			

Mar-24						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr-24						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May-24					
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16	17	18	19	20	21
22	23	24	25	26	27
28	29	30	31		

Jun-24						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jul-24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug-24					
S	M	T	W	T	F
				1	2
3	4	5	6	7	8
9	10	11	12	13	14
15	16	17	18	19	20
21	22	23	24	25	26
27	28	29	30	31	

Important dates-

- < > start/end of classes
- () beg/end of a holiday break

Fall/Spring Semester Sept 2022-Aug 2023

- Open House, Aug 15th
- No classes 10/31, 9/4, 7/4
- Tuition fees are taken out the 1st of every month
- Observation week
- Wear your costumes to class week
- Recital performance fees due/ costume deposit
- Easter Monday - no classes April 1st
- Remaining Recital costume fee due
- Spring Recital rehearsal and show TBD

Tuition Scale 2023-2024

Registration Fees:

Continuing year-round students \$35 per student

New students \$50 per student

Payment Options based on number of class hours

12 monthly payments

45 minutes Payment	\$84
1 Hour Payment	\$90
1.5 Hours Payment	\$130
2.0 Hours Payment	\$160
2.5 Hours Payment	\$190
3.0 Hours Payment	\$220
3.5 Hours Payment	\$250
4.0 Hours Payment	\$275
4.5 Hours Payment	\$300
5.0 Hours Payment	\$320
5.5 Hours Payment	\$335
6.0 Hours Payment	\$350
6.5 Hours Payment	\$365
7.0 Hours Payment	\$380
7.5 Hours Payment	\$400
8-10 Hours Payment	\$440
10.5-12.5 Hours Payment	\$455
13+ Hours Payment	\$465