

# **2023-24 POLICIES AND GUIDELINES**

Thank you for giving your child the gift of dance at the Institute for Dance.  
By enrolling in any of our classes, you agree to the following:

## **COMMUNICATIONS**

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### **PARENT'S RESPONSIBILITY**

It is the responsibility of the parent or adult student to be aware of all studio activities, including observation days, performances, extra classes, upcoming payments and dates the studio is open or closed. Parents should provide the studio with at least one valid email address so that all such notices can be emailed to them. We also recommend that an email address for each high-school-age student be provided so that they, too, are informed about studio events, rehearsals, etc. We will also post all notices on bulletin boards around the studio. It is the responsibility of the parents or adult students to inform iDance of any email, address, or phone number changes.

### **NEWSLETTER**

A monthly newsletter is sent via email to all currently registered families. The monthly newsletter contains information regarding important dates, upcoming events, studio news, audition opportunities, Annual Showcase, other performance information, and more.

### **PARENT/TEACHER MEETINGS**

Our teachers are happy to speak to you regarding your child. To arrange a time to meet, it is best to send an email request so that we can direct the appropriate teachers or staff members to make contact. To preserve the quality of the class and the limited time, teachers are unable to meet during class times. If your request goes unanswered within a week, please bring it to the attention of the office staff.

### **BOARD OF DIRECTORS**

If you need to speak with the Studio Director, Artistic Director, or a member(s) of the Board of Directors, you are welcome to attend the monthly board meetings (dates listed in the monthly newsletter), or you can leave a request in the BOD mailbox (located in the main office). If your request goes unanswered by the board and other directors within a week, please bring it to the attention of the front office.

### **SOCIAL MEDIA**

Facebook: [www.facebook.com/TheInstituteForDanceInc/](http://www.facebook.com/TheInstituteForDanceInc/)  
Instagram: [www.instagram.com/idancewburg/](http://www.instagram.com/idancewburg/)

### **OTHER**

If you're unsure of who you should contact, you can always contact the main office by calling **(757) 229-1717** or emailing us at **[info@institutefordance.org](mailto:info@institutefordance.org)**.

## REGISTRATION

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A non-refundable fee of \$50 for the first child, and \$25 for each additional child, is due at the time of enrollment. Families that participated and paid during our pre-registration period do not have to pay this fee again.

## TUITION

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### 2023-24 FEES

Tuition is based on a yearly rate divided into nine equal payments from September to May. Our 2023/24 season consists of approximately 36 weekly classes.

Other fees for productions, apparel, etc. may apply and are not included in tuition.

### 2023-24 RATES

Rates are based on a per-student rate, but we do offer a family discount. For more information, please inquire in the office or send us an email.

#### *Early Childhood Classes*

*(Intro to Dance, Kinder-Combo, Mommy and Me)*

HOURS PER WEEK	MONTHLY RATE
1	\$59

#### *Fundamentals I Level and above*

HOURS PER WEEK	MONTHLY RATE
1	\$66
1.5	\$86
2	\$106
2.5	\$126
3	\$146
3.5	\$166
4	\$186
4.5	\$206
5	\$226

HOURS PER WEEK	MONTHLY RATE
5.5	\$246
6	\$260
6.5	\$270
7	\$280
7.5	\$290
8	\$300
8.5	\$305
9+ (unlimited dancer)	\$310

### DROP-INS

We offer the opportunity to drop in for our non-performing classes only, space permitting. Please call or email ahead to reserve a spot in these classes. **Walk-ins will not be permitted to take a class—advanced reservations are required.**

The rates for drop-in classes are: \$15 for a ½-hour class      \$20 for a 1-hour class      \$25 for a 1.5-hour class

Please see our "Class Descriptions & Requirements" for a complete list of the non-performing classes. Drop-in fees must be paid before you can take a class. We offer a special discounted drop-in rate of \$10/class (regardless of length) for iDance alumni.

### ADULT FEES

We offer adult fitness and dance classes throughout the year. These sessions are held outside of the regular season schedule, typically on a weekday morning. The cost ranges from \$10 - \$15 per class. Family discounts and student maximums do not apply to adult sessions.

### MASTERCLASSES

Throughout the year, we try to bring in industry professionals to serve as guest artists and instructors. Master classes vary in style, difficulty, and tuition, but are generally open to all students and the public. Please check our social media, website, and bulletin boards for information on instructors and when classes will be offered.

## PAYMENT POLICIES

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We require a completed payment agreement form before your child can begin classes. This form requires you to indicate your preference to make annual, semester, or monthly payments. This form also requires that you choose if you'd like to pay by credit card, ACH transfer, or check. Please be advised that credit card payments are assessed a 3.59% processing fee by our merchant account (we do not have control over this). **ACH transfers are free of charge (and less expensive for iDance to process)** — you provide a voided check to iDance with your signed payment agreement, and we withdraw funds from your bank account based on the agreement. We do not accept cash for tuition payments. By signing the payment agreement, you are stating that you understand the following policies and financial responsibilities when enrolling in classes at iDance.

### ANNUAL TUITION PAYMENT OPTION

Payment is due by September 1<sup>st</sup>, 2023.

Receive a 1% discount on the total year's tuition for choosing this option.

### SEMESTER TUITION PAYMENT OPTION

Fall Semester fees are due by September 1<sup>st</sup>, 2023 [4 months – Sept., Oct., Nov., and Dec.]. Spring Semester fees are due by January 1<sup>st</sup>, 2024 [5 months – Jan., Feb., Mar., Apr., and May].

### MONTHLY TUITION PAYMENT OPTION

Monthly tuition is due by the 1<sup>st</sup> of each month (regardless of if the studio is open or closed).

### LATE PAYMENT & DELINQUENT ACCOUNTS

A late fee of \$35 will be assessed for all tuition not paid by the 5<sup>th</sup> of the month and will continue to be assessed each month until all tuition and fees are paid in full. If annual or semester tuition is not paid by the appropriate due date, your account will automatically switch to a monthly payment option and late fees will be assessed accordingly.

Any account that is delinquent is considered in poor standing and may cause students to be ineligible for auditions and future performance opportunities. Institute for Dance, Inc. reserves the right to remove a student from class if their family's account is more than 3 months delinquent; and all incurred fees will still be owed to the studio.

Any tuition payment that cannot be processed due to card expiration, NSF, etc. will be assessed a \$50 fee.

Monthly statements will be emailed by the 20<sup>th</sup> of the previous month (ex. August 20<sup>th</sup> you'll receive the statement for September). Your account can also be viewed online anytime by accessing the "Family Portal" link on our website.

*Once classes begin, tuition is non-refundable and non-transferrable; credits are not issued, and we do not pro-rate for early withdrawal or missed classes. Tuition will remain the same regardless of class format (in-person or virtual) changes due to illness or other emergency situations. **If you must withdraw from a class, a completed withdrawal form must be submitted to the office no later than the 15<sup>th</sup> of the month to avoid being assessed for the next month's tuition.** Forms must be submitted via email or in-person to the office. All balances must be paid in full at the time of withdrawal. Non-attendance does NOT constitute a withdrawal notice or adequate reason for not paying tuition. Please note that any outstanding balances not paid may be sent to a collection agency, and you will be responsible for all business and legal fees incurred.*

### EXTENUATING FINANCIAL CIRCUMSTANCES

As a nonprofit, we depend on tuition and donations to keep our doors open and fulfill our mission to support our community by instilling the love of dance and performance. To foster that sense of community and support, we are willing to work with families who may have extenuating financial situations and need assistance. To be considered for an extenuating circumstance payment plan, please submit a request in writing to the attention of the Board of Directors.

## SCHOLARSHIP OPPORTUNITIES

At iDance, we believe passionately in the power of dance to develop artistic expression, technical skill, confidence, poise, and discipline in the students that we reach. We strive to reach as many dancers as possible and to minimize barriers to participation as much as possible.

To that end, we are pleased to offer the iDance Scholarship Fund, which serves to mitigate the tuition cost of dance classes for families with demonstrated financial need. As a 501(c)(3) non-profit organization, The Dance Scholarship Fund will be funded through:

- Corporate and individual gifts designated for this purpose.
- Proceeds from iDance apparel sales.
- Various fundraisers throughout the year.
- A portion of dollars raised through the annual "Give Local 757 Day of Giving:" and,
- Grant funding when available.

Scholarship awards are determined by a subcommittee comprised of representatives from the iDance Board of Directors and the local community. All scholarship application materials and family financial information will be treated as strictly confidential. Scholarships are paid in two-semester installments, with the second semester's payment being contingent on the dancer being in good standing with the studio, including adhering to all conduct and attendance policies.

A copy of the scholarship guidelines and application can be requested via email or found on the iDance website. The application window opens before the upcoming season and applications should be returned by the deadline. If funds remain after the initial award period, a second application window may open after the season begins.

*The number and size of scholarships awarded each year are dependent on the availability of funds designated for this purpose.*

## CLASS PLACEMENTS

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Placement in the appropriate class is important to each student's skill development, personal growth, and physical health. Premature advancement to the next level can have a profound and negative impact on students' self-confidence, skill acquisition, development of proper technique, and proneness to injury. The instructor's placement decisions are final and are always meant to be in the best interest of the student.

Generally, placement is based on the following:

**Under 7 years old** – placement is based on the student's age as of the first day of class.

**Fundamentals I - Essentials II** – placement is based on skill level and experience, in addition to age.

**Intermediate and above** – placement is based on ability, work ethic, attendance, and in some cases, a student's execution of a select skill set per dance genre.

## ATTENDANCE

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Attendance is important to the learning process, and your student is expected to be in all assigned classes each week. Excessive absences may result in your student's inability to participate in upcoming performances and could inhibit your student's advancement to the next class level. **Please note that 4 or more absences per semester in a class are considered excessive at iDance.**

Both the teacher and the office staff record attendance in every class. Any student arriving more than 15 minutes late may be asked to observe the class and may not be permitted to participate for their safety (they probably missed crucial warm-up and stretching).

It is highly recommended to keep track of your attendance and communicate with the office and your teachers about any planned and/or unplanned absences. Please understand that an absence is an absence, whether excused or unexcused. As a courtesy, a notice will be sent to parents once 3 absences in a class have been reached.

Unfortunately, there are no make-up classes, and you will be held responsible for payment, even if your child does not attend class.



## EXTENDED ILLNESS/INJURY

If an extended absence becomes necessary due to injury or illness, we ask that you please provide the office with a signed and dated physician's note. For students who have non-contagious illnesses or injuries that require them to sit, attendance will be counted for observing the class.

## ADD/DROP

If your student has decided to withdraw from or enroll in a [different] class, please notify the office so that you can receive an add/drop form. Any withdrawals or changes to your child's enrollment must be submitted in writing. If you are requesting to move to a different class level, teacher sign-off is required on your form. **Emailing the completed and signed form to the office is an acceptable form of notification.**

To drop a class, you must submit a completed withdrawal form to the office no later than the 15<sup>th</sup> of the month to avoid tuition charges for the following month. Please note, that you will continue to be charged for all classes if the proper forms are not completed; non-attendance does NOT constitute a withdrawal notice or adequate reason for not paying tuition.

## INCLEMENT WEATHER/ HOLIDAY CLOSINGS

We follow the Williamsburg/James City County School District closings for the following holidays: Thanksgiving, Winter Break, Spring Break, and Memorial Day Monday. Please see the studio calendar on our website, in the studio, and at the back of this document for all other scheduled closings.

With regards to inclement weather, we will generally follow the WJCC School District but, ultimately, closings will be at the discretion of the board of directors. We will do our best to notify all families of unplanned closings via email and social media. Refunds will not be issued for missed classes.

## ILLNESS-RELATED & OTHER UNEXPECTED EMERGENCY CLOSINGS

While our intent is to remain open for in-studio classes, should the Governor of Virginia issue a mandate for our business to close, or should we need to close for any other illness-related, or unexpected, reason, we plan to continue classes virtually on the regular class schedule. There will be no tuition adjustments, and on-time tuition payments are still expected.

## DRESS CODE

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The Institute for Dance enforces a mandatory dress code for each class division. We strongly believe that this will promote discipline and proper classroom etiquette. Any student not consistently following the dress code will be asked to sit out and observe the class.

- ▶ **All hair must be pulled back away from the face (including bangs). A bun is required for all ballet classes.**
- ▶ **No jewelry (including Fitbits and Apple watches) is permitted.**
- ▶ **Dance shoes are not to be worn outside of the studios or on any surface other than appropriate dance floors – please do not wear them on pavement or concrete.** This preserves the life of your dancer's shoes as well as our dance floors.
- ▶ **Appropriate attire should be worn to and from the studio,** as well. Dancewear should be covered when entering and exiting the studio.

## FEMALE DANCERS

In addition to the required uniforms below, we recommend sports bras be worn under dance apparel that does not have built-in support.

\*For ballet, character, and pointe, where pink tights are indicated, dancers may choose to wear flesh-toned tights and shoes to class, whichever makes them feel most comfortable. *Please note, for performances, tights and shoe color is dependent on the costume and at the discretion of the teacher.*

*Intro to Dance I and II, and Kinder-Combo*

Bottoms: pink tights Tops: pink leotard

Shoes: pink ballet slippers, black tap shoes (Kinder-Combo students may choose to bring black jazz shoes, as jazz may be introduced in class on occasion. This is optional and the jazz work may be done in the pink ballet shoes)



### *Tap, Jazz, and Community Performers*

**Bottoms:** black leggings, tights, or jazz pants/shorts—no loose athletic shorts **Tops:** black leotard, black tank top, black t-shirt, or iDance shirt

**Shoes:** black tap or jazz shoes\*

*\*Additional shoe purchases may be required in the upper-level classes at the discretion of the teacher.*

### *Hip Hop Classes*

Approved apparel for hip hop classes will be available through our fall apparel sale — please stay tuned to your email for more details.

**Bottoms:** Black leggings or sweatpants—must be plain if not iDance apparel

**Tops:** Black or white t-shirt, tank, or camisole—must be plain if not iDance apparel

**Shoes\*:** Fundamentals I-Essentials II—Black hip hop dance sneakers Intermediate I-Advanced—Shoes must be approved by the instructor

*\*Additional shoe purchases may be required in the upper-level classes at the discretion of the teacher.*

**PLEASE NOTE: If “street” sneakers are the approved shoe for your hip hop class, we DO NOT allow shoes that have been worn outside into our studios. You must purchase a separate pair of sneakers that will only be worn in the studio.**

### *Contemporary Classes*

Tight-fitting black dance attire (i.e., black leggings, tights, leotard, jazz shorts, etc.) and foot undies or bare feet

### *Character*

Black leotard, pink tights, black character skirt, and black character heels (all can be purchased at Dancer’s Boutique)

### *Ballet Fundamentals, Essentials, Intermediate, & Teen Levels*

Black leotard, pink tights, and pink ballet slippers (must have full instep—no elastic instep allowed)

### *Pointe Prep Classes*

Black leotard, pink tights

Leather split-sole ballet shoe (flat, pink, full instep, and with crisscross elastic on top). Pointe shoes should only be purchased upon teacher approval (refer to iDance’s *Guide to Pointe* handbook)

### *Elementary, Intermediate, & Advanced Pointe*

Black leotard, pink tights

Pointe shoes AND Leather split-sole ballet shoes (flat, pink, full instep, and with crisscross elastic on top)

### *Variations*

Leotard – Style: Natalie Couture Adult Microfiber Tank Mesh Leotard (NC8809) (color – eggplant) Skirt – Style:

Theatricals Adult Sheer Wrap Skirt (THS109) (color – eggplant)

Pointe shoes AND Leather split-sole ballet shoes (flat, pink, full instep, and with crisscross elastic on top)

## **MALE DANCERS**

In addition to the required uniforms below, we recommend dance belts for our pre-teen and teenage boys; like a jockstrap, this is for the health and safety of our dancers. **Recommended dance belt style: Capezio #5935**

Black jazz pants, black ballet tights or leggings, a black t-shirt, tank or an iDance shirt, and black shoes in the appropriate style of whatever dance style you are taking (i.e., tap, jazz, or ballet). No sweats will be permitted unless it is for participation in a hip hop class. For ballet classes, shirts must be white, tight-fitting, and tucked in.

## **WHERE TO PURCHASE DANCEWEAR**

**Dancer’s Boutique** 1220-B  
Richmond Rd.  
Williamsburg, VA  
757-220-6703

**Ellman’s Dancewear**  
19 S Belmont Ave.  
Richmond, VA 804-358-  
0655

**Discount Dance**  
[www.discountdance.com](http://www.discountdance.com)

## PERFORMANCE OPPORTUNITIES

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### ANNUAL SHOWCASE

All dancers are given the opportunity to participate in our annual showcase. Dances are choreographed and rehearsed during class time, so instructors assume all students will participate. If your dancer will not perform in the showcase, you must contact the office in writing by January 15<sup>th</sup> or you will be held responsible for the cost of the costume for each class in which your student is enrolled.

For those who like to plan:

#### *COSTUME FEES<sup>^</sup>*

**Intro to Dance I – Essentials I..... \$65      Essentials II – Advanced ..... \$70**

<sup>^</sup>Costume fees do not include shoes and tights. Dancers at the upper levels may be required to purchase additional performance shoes.

Once costume fees are placed in the accounts, payments can be made at any time, but **full payment must be made no later than January 15, 2024**. Costumes will not be ordered if we do not receive full payment by the deadline.

While we can still try to order a costume after this deadline, we cannot guarantee that it will be in stock, or available at the same price. Families may be responsible for additional rush shipping/special ordering fees.

#### *PRODUCTION FEES*

A production fee of \$50 per family will be added to accounts in January for all Annual Showcase participants to help offset the increased costs of venue rentals. **Production fees must be paid no later than March 15, 2024**.

A separate Annual Showcase handbook will be provided in the spring with more details about the recital process and requirements. **Please note that all family members wishing to watch the recital will be required to purchase tickets. This includes dancers who only perform in one show or act and wish to watch other shows or acts. We also require each family to fulfill at least one recital-related volunteer shift.**

### CHRISTMAS DREAMS

This unique-to-Williamsburg holiday show is written, choreographed, propped, narrated, and performed entirely by iDance, with support from the community. As an alternative to the normal holiday productions, Christmas Dreams provides residents and visitors with an exciting way to enjoy the season.

Auditions for this show take place in June prior to each season's production. We finalize casting in early July and set the rehearsal schedule in late July/early August. Rehearsals begin in September. A \$10 audition fee is assessed for each dancer auditioning for the production.

#### FEES:

Production Fee — \$65 per dancer

Costume Rental Fees — Varies based on casting

**Production fees must be paid in full no later than September 30, 2023.**

**Costume fees must be paid in full no later than October 22, 2023.**

### THE MOVEMENT DANCE COMPANY

The mission of The Movement Dance Company is to provide excellent, pre-professional training, education, and performance opportunities for talented dancers. The Movement is a multi-style dance company with a focus on developing artists. The vision is to open the door for all artists to create and rediscover dance through new collaboration while reaching, educating, and enriching the audience. The Movement Dance Company is open to all dancers in levels 'Intermediate' through 'Advanced'. Auditions take place in June of the prior year. For more information, please contact the office or visit our website.

## **THE MOVEMENT BALLET**

The Movement Ballet is a pre-professional program for serious ballet students. The mission is to create versatile and healthy dancers, who are highly technical and perform with confidence and artistry. TMB is committed to sharing classical ballet with the community, making it accessible and relevant. TMB dancers have a company class/rehearsal once a week and perform in theatrical productions of classical repertoire and inventive new works. TMB dancers experience the wider ballet world through workshops and master classes with guest faculty and dance professionals. Auditions for Company, Apprentice, and Trainee are held in June and are open to all dancers, aged 8-20. TMB dancers commit to a company season of September through mid-June. For more information, please contact the Director at [themovementballet@gmail.com](mailto:themovementballet@gmail.com)

## **OBSERVATION WEEKS**

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For dancers to receive the most from their class, and for teachers to maintain a student's focus, we do not permit parents, guardians, friends, or family to sit in and watch classes except during our "Observation Weeks." We will designate several weeks in November and March for Observation Weeks. Please note, that we do not expect parents to attend all observation days during the month. The extended opportunity for observation is simply to allow parents who may have found only one week of observation difficult to work into their calendars, a fair opportunity to see their child at least once in class. We ask that you please respect the limited space and teacher's attention by limiting the number of times you come to see a class during the observation month. Please see the attached studio calendar for specific observation dates.

## **VOLUNTEERING**

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As a 501(c)(3) nonprofit organization, iDance relies heavily on volunteers. All families of performing dancers are required to fulfill volunteer shifts for our shows: one shift per cast member for Christmas Dreams and one shift per family for Annual Showcase. We will also solicit, via email, other volunteer assistance throughout the year, as needed. Please feel free to reach out to the office if you are interested in volunteering, as we do have some committees regularly seeking volunteers.

## **FUNDRAISING**

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As a 501(c)(3) nonprofit organization, iDance relies heavily on fundraising. There are multiple fundraising opportunities throughout the year. While we do hope that each family will participate on some level, participation in fundraisers is not required, and we do not expect each family to participate in all of them, but rather to participate in the ones that are best suited for their families.



## 2023/24 STUDIO CALENDAR

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Please note, that the calendar is subject to change based on emergency closures, weather, and special events/performances that may become available throughout the year.

### FALL SEMESTER

SEPT. 9	First Day of Fall Classes Welcome Back Movie Night, 7 pm
SEPT. 10	Christmas Dreams Costume Fittings
SEPT. 16	Christmas Dreams Rehearsals Begin
SEPT. 30	Christmas Dreams Production Fees Due
OCT. 21	TMDC Bake Sale
OCT. 22	Christmas Dreams Costume Fees Due Trunk or Treat, 3:30-5:00 pm
OCT. 23-28	Halloween Spirit Week
OCT. 28	Halloween Party (ages 10+), 7-9 pm
OCT. 31	Halloween – NO CLASSES
NOV. 6-18	Parent Observation Weeks
NOV. 22-26	Thanksgiving Holiday – Studio Closed, NO CLASSES
NOV. 28	Giving Tuesday – Consider a gift in support of iDance
TBD	Christmas Dreams, Kimball Theatre
DEC. 13-19	Holiday Spirit Days
DEC. 16	TMDC PJ Dance Party
DEC. 20-JAN. 2	Winter Break – Studio Closed, NO CLASSES

### SPRING SEMESTER

JAN. 3	First Day of Spring Semester Classes
JAN. 15	Deadline to Notify Office if NOT Performing in Annual Showcase
JAN. 15	All Annual Showcase Costume Fees Due
FEB. 24	TMB presents “Don Quixote” @WRL
MAR. 11-23	Parent Observation Weeks
MAR. 23	TMDC “From the Inside/Out” in Studio 3
APR. 1-7	Spring Break – Studio Closed, NO CLASSES
APR. 13	Community Performance @WRL
TBD	TMDC Spring Performance
TBD	Young Choreographers Showcase
TBD	Annual Showcase Dress Rehearsal
MAY 27	Memorial Day – Studio Closed, NO CLASSES
TBD	Annual Showcase
TBD	Auditions and 2024/25 Pre-Registration

### SUMMER

Summer Intensive and Camp dates will be announced in the spring of 2024.

JUL. 8-AUG. 1	Summer Classes
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**NOTICE: While we have done our best to provide as many dates as possible for our events, deadlines, and offerings in the upcoming year, this calendar is subject to change; so as always, please pay careful attention to your emails, our monthly newsletters, and bulletin boards to stay up to date on the most current dates and times!**

