**PLEASE READ IN ITS ENTIRETY**

**The Dance Collective Orientation Parent Orientation**

**Sign In Form**

Every parent or guardian must sign in when arriving for class. The “Sign In” sheet will ask for your name, dancer’s name and phone number. You must sign in every time and please grab a monthly newsletter! This monthly newsletter will be located near the Sign In sheet and will include all the information that is pertinent to all parties to stay organized, informed, and on time with demands. Last year we had several parents that were not aware of information because they neglected to sign in their child or they did sign in but didn’t grab a monthly newsletter. This newsletter is a helpful tool for you, Michelle and I because we don’t have to verbally relay all information and we can get right into teaching class. We are open to you contacting us through our website or Facebook messenger or calling or texting but please keep in mind Michelle and I work full time and if the questions can be answered through the monthly newsletter, Facebook or website please refer to all resourceful information we provide.

Also to add: You must come inside the building and pick up your child. If someone other than you will be picking up your child….please note that on the “Sign In” sheet. We will not allow any child to walk outside the building to a vehicle. Any child walking without an adult in the parking lot will be expelled from dance school. I know this may sound harsh but we are responsible for your child and we take this very serious in making sure your child is safe. If you happen to have a sleeping sibling in the car please text Michelle inside and she will walk your child out to the car. Miss Michelle 419-351-9704

**Registration Form**

When completing the registration form please note that it asks for your dancer’s name first. There will be another section that will ask for parent’s name. This just helps us stay organized when completed properly. We have a lot of activity going on first day of class and first lesson of the month due to collecting payment and we are trying to stay organized as possible, quick and efficient and be able to attend to your dancer’s lesson as soon as possible. If you have more than one dancer please complete an additional registration form.

We also have had several parent’s interested in having their child join our school after registration has ended. As much as we are excited about our growing school we have to stand firmly that we cannot accept anymore children after the month of March. This is a benefit to the new student so they will not be behind and also respecting current students so that we do not have to cover material again to catch others up. But we will for sure put them down for next semester.

**Tuition**

All tuition must be paid the first lesson of the month. Unfortunately no exceptions to this. This also includes shoes and costumes. We have made several exceptions last year but we have financial obligations to renting our locations and paying for the help behind the scenes. We are trying to make this process the most efficient so we can give your dancer our full attention teaching their lesson and not spend the time on trying to collect payment. We have implemented an envelope system for your tuition. The first week of the month your tuition is due: when you arrive for class you will find your child’s envelope….please enclose payment and place in the proper location. If tuition is not paid first lesson of the month there will be a $15 late fee. If tuition is not paid by third week unfortunately your child will not be able to attend. We will accept a fold and hold check. All checks are to be made out to: Michelle Breitner

**If you are unable to attend class**

If your dancer is unable to attend their home location due to sickness or other reasons, they are able to make up their lesson in our other locations. We offer lessons in Wauseon, Napoleon and Delta.

Wauseon location-Mondays at the Wauseon VFW Rental Hall

Napoleon location-Tuesdsays at the The Filling Home Community Center on Independence Drive

Delta location-Saturdays at Swan Creek Community Church

**Dance Class**

Our lessons are designed to be fun,educational and structured and for our students to embrace their creativity. We want this to be an enjoyable experience for them. So I do ask that you arrive no sooner than 20 minutes to class because Michelle and I might just be arriving ourselves and getting set up but also in turn please try to arrive in time for the start of class. We welcome your child to class in anyway they can get here but If you will be arriving late please be mindful that class has already started and to enter quietly and join in.

We do ask that your child is mindful of keeping hands to themselves unless the lesson includes holding hands or interacting with each other. We have had some issues with students being very territorial about the dots I use on the floor or standing in line for “across the floor” lesson plan. I believe the dots are important for structure and also provides enough space for the child to move without running into others. Also hanging on the ballet barres or hanging or standing on the walls or any structure of the building we just cannot allow this for their safety and the protection of our equipment and the property of the building. So just be mindful that it will be brought to their attention by me or Miss Michelle if we see this. It’s not to be disrespectful when pointed out but just to be respectful of other students from unwanted touching and property of the space and Michelle’s dance equipment.

To include we request that all your dancer’s shoes and costumes are labeled with their name somewhere on them and in a bag with their name on it to stay organized. Especially when costumes are given out. We had some issues last year where we found Dance Collective T-shirts in the parking lot or last minute before the Dance Showcase or Recital was to take place that their tutu or hair piece or tights could not be found. We just ask that you try to keep your dancer’s item labeled and organized the best you can so your dancer is always prepared and nothing is lost.

**“End of the semester Showcase and Tiara Ceremony”**

We do request sufficient enough time for the number of family and friends that will be attending the “End of the Semester Showcase and Tiara Ceremony” We must receive this in the time we request .If we do not we will not account for your guests. We set up all chairs hours before performance and label chairs by dancer’s last name so that we can account for everyone. We had some that just showed up and we were not aware and unfortunately they were not pleasant about not having a seat but we were not told and it caused some stressful situations in trying to please everyone. This is to be a very happy and enjoyable experience for the dancer and their families. Please communicate with us within the time frame we offer to allow us to prepare for all your guests.

**Delta Spring Dance Semester-March 9th-May 18th**

**Wauseon Spring Dance Semester-March 4th-May 20th**

**Napoleon Spring Dance Semester-March 5th-May 21st**

**Will not have class the week of Easter: April 20, 22 and 23rd**