



Handbook

Thank you for choosing Diana's Dance Company. We have been proudly serving the area since 1980. The student's overall well-being is our top priority. We understand that each student is truly unique, will progress at his or her own rate and our staff will promote him or her accordingly.

Our goal is to offer quality instruction to train students in the proper techniques of various styles of dance. We pride ourselves on a family orientated environment where we teach self-confidence and provide an avenue toward a healthy, active lifestyle and create lasting memories. Our staff is proud to keep our routines and costumes age appropriate.

Our studio offers 2 large lobbies with free WIFI. We have 4 dance rooms that are displayed on televisions in both lobbies, so parents can always see what is happening in the classroom.

Receptionist Hours
Monday-Thursday 4:00 pm -7:30 pm

29683 New Hub Dr. Ste H.,
Menifee, CA 92586
951-301-3881

Email: dianasdanceco@yahoo.com

www.dianasdanceco.com

www.Facebook.com/dianasdancecompany

Class Descriptions

Ballet: (ages 2+) Ballet is the foundation of dance and where all technique comes from. Ballet is a class that varies from 30 minutes for our tiny dancers to 45 minutes for wee and Jr and 60 minutes for all other ballet classes.

Students are placed by skill level and age is used as a guideline.

Combos: (Ages 2-6) are a 45-minute class. This class teaches the fundamentals of tap and ballet, as well as improve their coordination, posture, balance and gracefulness in class. The class will begin with tap and finish with ballet. Students should arrive in class with tap shoes on. Teachers will assist young dancers with shoe changes. Make sure you label shoes and bags inside.

Dancetivity: (Ages 18 months +) is a non-recital class. Dancers will learn classroom etiquette, teaches dance fundamentals through creative movement and music, prepares dancers and helps transition them into our recital classes.

Hip Hop: (Ages 2-Adult) is a 30-60-minute class. High-energy class that uses old school and the latest sounds in rap, R&B and pop music together with original movements and grooves or steps that have their base in jazz/funk. Hip hop is urban, street, diverse and forever changing.

Jazz: (Ages 2-18) is a 30 to 60-minute class offered to students 2 to 18 years old. Jazz is a style of dance that is structured in technique while taking many shapes and forms. It can be performed to a vast variety of style music from Broadway to pop.

Leaps & Turns: (Ages 7+) This is a non-recital class. This class concentrates on the technical aspects of leaping, jumping and turning by teaching a series of jumps, leaps and turns while focusing on weight and direction changes. Students will develop balance, strength, elevation and body alignment.

Lyrical/Contemporary (Ages 4-18) is a 30-minute or a 45-minute class for students 4 to 18 years old. Lyrical dance is a fusion of ballet & jazz dance techniques that uses dramatic motion to interpret music and express emotion. Contemporary dance is a style of expressive dance that combines elements of several dance genres including Modern, Jazz, Lyrical & Ballet.

Tap: (Ages 3-Adult) is a 30-45-minute class. Tap training enhances rhythmic dynamics, speed, and agility. Traditional and contemporary tap styles are taught with a focus on total body movement, technical correctness and performance quality. Dancers study basic to advanced tap terminology, technique, rhythm, coordination, and style. This is a percussive style of dancing.

Technique: (Ages 4+) This is a non-recital class. This class teaches the proper positioning of the body and to learn how to properly execute skills. This class is intended to work on turns, jumps and across the floor combinations.

Class Placement

We use age as a guideline for class placement. Any dancer can be evaluated to be placed in a different class. The instructors have the final say in which class a dancer should be in. Dancers that are in Ballet levels II and up are expected to remain more than one year in a ballet level. Any new student wanting to be in a higher ballet/technique will be evaluated for class placement.

Dress Code

For All Classes:

- Appropriate fitting attire
- Hair must be pulled back away from the face for all classes. For Ballet classes, hair should be pulled back into a bun
- No jewelry permitted in any classes for the safety of the dancers.
- Appropriate shoes are required for all classes and must be worn during class.
- Please write your dancer's name on all belongings. (especially shoes)

Dancetivity

- Any color leotard and tights, ballet skirt is optional or any color fitted tank or leotard, jazz pants, capris or shorts. Pink ballet shoes (classic ballet shoes)

Combo Classes

- Any color leotard and tights (if not wearing tights, they need no show socks), ballet skirt is optional. Pink ballet shoes (classic ballet shoes) and black tap shoes. All dancers are required to bring a bag to class for their shoes.

Hip Hop:

- Any color fitted tank or dance top, cargo pants, cut off sweats, shorts, jazz pants and non-marking street sneakers.

Jazz, Contemporary & Lyrical:

- Any color fitted tank or leotard, jazz pants, capris or shorts. Proper dance shoes are required (teacher preference). For training purposes, we do not recommend foot undies.

Tiny/Wee Ballet:

- Any color leotard and tights. Ballet skirt is optional. Pink ballet shoes (classic ballet shoes)

Jr Ballet:

- Any color leotard and ballet pink tights. Ballet skirt is optional. Pink ballet shoes (classic ballet shoes)

All other Ballet:

- Black leotard and ballet pink tights. Ballet skirt is optional. Pink ballet shoes (classic ballet shoes)

Tap:

- Any color fitted tank or leotard, jazz pants, capris or shorts. Black tap shoes (Tap 1 & up levels are required to have lace up tap shoes)



Tuition/Registration Fees

1st Dancer - Rate applies to 45-60 min. classes

| # of classes | Monthly Tuition |
|-----------------|---------------------------|
| 1 | \$50 |
| 2 | \$90 |
| 3 | \$130 |
| 4 | \$160 |
| 5 | \$185 |
| 6 | \$210 |
| 7 | \$235 |
| Unlimited | \$250 |
| Drop in fee | \$20 |
| 30 Minute Class | \$30/\$25 each additional |
| Adult Classes | \$35 |

1. Registration requires a credit card on file and email address.
2. A non-refundable registration fee and first month's tuition will be charged to your account upon enrollment. **Tuition fees thereafter will be charged on the 1st of every month.** If you would like to use a different form of payment, other than the credit card that is on file, that payment needs to be made prior to the 1st of the month. Our studio does not send out monthly statements. Charges will be posted to your card after your registration has been reviewed and discounts applied if applicable.
3. DDC requires families to keep a credit card on file for monthly tuition payments and all other payments.
4. We gladly accept the following methods of payment: Visa, MasterCard, Discover, American Express, and Cash.
5. **Tuition is due the 1st of the month and can be paid via cash, or credit card in the office prior to the 1st of the month otherwise the card on file will be charged on the 1st.**
6. After the 7th of the month, a \$20 late fee will be charged and enforced on all accounts past due. Late notices will be sent via email.
7. You agree to take full responsibility for payment of all charges and understand that a \$10 fee will be applied to your account if your credit card is declined and cannot be processed for the amount due at that time.
8. **Tuition is due on the 1st of each month regardless of start date.** Tuition fees are based on a 4-week month. No additional charge is applied when a fifth lesson occurs in a month, nor is tuition reduced when fewer than 4 classes are held due to holidays, studio closings, recital, etc. that effect the schedule of classes. Tuition is due regardless of your attendance. All tuition is non-refundable. Tuition is not prorated or refunded for absences. Any attendance during a month constitutes a full month's tuition. Monthly tuition is mandatory until the studio has received a written request of cancellation.
9. When registering, you are agreeing to have the total amount due for registration, tuition and all fees charged to the card you have on file.
10. You may pay in advance for tuition and fees; however, there is no discount

Parents are responsible for checking their email, parent portal, Facebook page and website on a regular basis for updates/information.

Tuition/Registration Fees

Cancellation:

Our dance season is August-June. Tuition is on a month to month basis, but we do require a cancellation notice. If you choose to withdraw from the studio, written notice must be given to the office in writing by the 25th of the month or you are responsible for the next month's tuition. You can either give the notice directly to the front desk, email it to the studio dianasdanceco@yahoo.com or through the parent portal. You must receive a response back during business hours. Please note that if you are on automatic payment, there are no refunds if you cancel after billing has been processed or if you miss classes. Any dancer that withdraws after April 1 will owe a \$50 drop out fee along with any tuition or account balance that is due.

A student not showing up for classes, does not constitute a withdrawal.

Current

Charter School Partners

Inspire Charter School
River Springs Charter School

Charter School Families are required to register a family account. You can register online here or at our studio. A credit card is required for registration as the dancer's family is ultimately responsible for all fees associated with their enrollment.

Charter Schools will be billed for and only pay tuition for classes that are attended during school calendar year. All other fees for enrolled classes, products and services will be charged to the family's credit card on file, unless another payment has been provided in advance. Charter schools only cover tuition fees. All charter schools have different rules and regulations. Make sure you know your school's policies on absences.

Families are responsible for the following payments:

- Registration fee: \$20 (waived if returning dancer that performed in June recital & registers in August)
- Tuition for any absences not made up within the month (River Springs, see makeup policy)
- Tuition for classes outside of the school year
- Tuition for classes taken before DDC receives a purchase order/certificate from your charter school.
- Any late fees/account fees
- Recital fees (costumes, finale shirts, tickets, etc.)
- Competition fees

Registration & Billing Process

1. Request to take classes at Diana's Dance Company through your charter school
2. Register in our studio or online
3. When you receive your P.O., or certificate from your charter school call or visit the studio to enroll in classes. Email or hand it into the office. (if you want to pay until then you can enroll immediately)
4. DDC will invoice charter school for approved & attended classes.
5. DDC will charge the family's card on file for any fees not approved by the charter school.

Studio Policies

Class Rules:

- Students need to arrive on time to class. Any dancer that is more than 15 minutes late to class, will not be permitted to dance and will be marked absent. The beginning of class is when dancers stretch and warm up their bodies to dance. This is a safety issue. Dancers could injure themselves if not properly stretched. It is also disruptive to the instructor and other students to have class interrupted to accommodate a late student. Parents, please do not enter the dance rooms after class has begun, this is also very disruptive to the class.
- All dancers must wear proper dance attire. Students not dressed appropriately for dance may be asked to observe for the duration of the class.
- If less than 3 dancers arrive for class, the class time may be reduced.
- Makeup classes need to be scheduled with the office prior to attending. There will be no makeup classes allowed the 1st week of the month. There will be no makeup classes in May or June due to recital preparation.
- All dancers who need assistance using the restroom must have a parent/guardian present at the studio always.
- Students must keep socializing to a minimum while in class; severe disruption may be cause for dismissal from class. All DDC classrooms are no phone zones. If you need to reach your student, please call the front desk.
- No food, drink or gum permitted in the dance rooms, water only!
- Dancers must be respectful to all DDC instructors, office staff and fellow students. If this becomes a problem, the student may be dismissed from class.

Lobby Rules:

- No dancers, siblings, parents, etc. are allowed in the dance rooms without a teacher.
- There are monitors in both lobbies that you can observe the classes from.
- Parent Observation is the 1st week of the month. Classes can be observed the last 10 minutes of class. Dancetivity, technique and competition classes are excluded from parent observation. Parent Observation months are as followed, October-December and February-June.
- The premises of DDC outside of dance classes are not supervised. Students under the age of 7 may not be left unattended by a parent before, after, or between classes. If Student is 7 or older, Student may remain on the premises of DDC unattended by a parent before, after, or between classes if student abides by the Waiting Room & Lobby Rules. When classes end, dancers are brought to the lobby where the parent/guardian are expected to be to meet their dancers. We are not held responsible if dancers are left unattended in the lobby after class.
- Parents remember that there are classes going on in the dance rooms downstairs. Do not allow siblings to enter the dance room to meet dancers that are coming down stairs or go in and out of the dance room, as this disrupts the other classes going on.
- **No horseplay:** Parents are asked to keep students and siblings from any horseplay in & around the lobby. Do not stand on any furniture or sit on tables.
- **No acrobatics:** Students should not be performing any gymnastics in or around the lobby.
- **Student drop off:** Students should not be dropped off earlier than 15 minutes prior to class or stay longer than 10 minutes afterwards. Please walk your dancer in or make sure they have gone inside their dance room before leaving. Dancers must remain inside until their ride arrives. Students left 10 minutes past the last class of the day, are subject to a \$10 charge. The handicap spot is not to be used as a drop off point, unless you have a handicap placard.

Studio Policies

- Parking lot: No student of any age should hang out in the parking lot or outside without a parent present.
- Courteous: Please be courteous to other people in the lobby. Our lobbies can become overcrowded and a little common courtesy can go a long way.
- Please have dancers/siblings wear headphones in lobby if listening to any electronic devices.
- Please pick up after yourselves and children.
- Food is allowed in Suite H only. Please make sure and get all trash in the trashcans. In the event of a spill, please advise the front desk so we can clean it up as soon as possible.

Student/Parent/Teacher Relations

1. **Contacting Instructors:** You may get in touch with the instructors through email. Please email the studio at dianasdanceco@yahoo.com or through your parent portal and that will then be forwarded to the teacher. Please do not try and catch the teacher in between classes. Class schedules are very tight and our instructors would like to give your questions and concerns the proper attention.
2. **Phone calls:** You may leave messages for a teacher at the studio. Do not call any staff member at home. Due to varied work schedules, emails are best.
3. We are on Facebook and Instagram. Become a fan by liking our page on Facebook or following us on Instagram. Great way to keep up on the latest news.
4. Disruptive behavior will not be tolerated. If this occurs repeatedly, the parent will be contacted. If it continues, the dancer will be dismissed from class that day.
5. **Opening class doors:** Please respect our instructors. All classes are closed session. Do not open the door during class time. When classes are over, the instructor will dismiss the dancers from class or bring the dancers to the lobby.
6. All registered accounts will automatically be enabled to receive email updates from the studio. You can update your email in the parent portal. Please note that opting out will mean you will miss out on important studio reminders and announcements. You can also sign up for remind text messages. Text @ddc5678 to the number 81010 (text messaging rates due apply)

Parent Portal

You have access to your studio account via the customer portal. From your parent portal, you're able to send messages to the studio, view and print your registered classes, update your credit card information, make payments and more.

Class Schedule

For the most updated version of our class schedule, please visit www.dianasdanceco.com and click on schedule.

Schedule Changes

Waitlist policy: Students that want placement in a full class will be placed on a waitlist. It is at the studio's discretion to fill available spaces.

Classes must have 4 dancers registered for the class to begin. If there is low enrollment in a class, there is a possibility that it may be cancelled.

Recital

Every dance season we have two Recital Events. The first one is our Christmas Recital in December and the second is our Annual Recital in June. These shows are considered an important part of the overall dance experience. Dancing is a performing art and the performance is the highlight of a dancer's experience, something for them to look forward to and to strive for. Being part of a performance helps build self-esteem and self-confidence and gives students a chance to showcase the results of all their hard work, dedication, and progress on a professional theater stage with professional lights, audio, etc. The recital event belongs to the performers. They are the stars!!

All classes participate in recital except for Dancetivity and technique classes. We cannot guarantee that siblings or dancers in multiple classes will be in the same show. Recital packets with all the information will be released as we get closer to recitals.