



# THE DALLAS CONSERVATORY

## Student and Parent TDC Policy Handbook 2021-2022

**THE DALLAS CONSERVATORY** provides New York-quality dance, acting, voice and musical theater training to all students, ages 18 months to senior. From the once-a-week recreational student to the passionate 20-hour per week pre-professional, all students are treated equally and given a positive, nurturing experience, while receiving proven quality training unsurpassed in North Texas. More of a metropolitan arts complex than a local dance school, TDC:

- Welcomes drop-in students from other approved local schools
- Specializes in training beginning adults with the same precision and intensity as we train children
- Works as a perfect springboard to a professional career, with its own prestigious Conservatory Program (see below).

The Dallas Conservatory's PrePro Program exists to further the experience by providing world-class instruction in dance, acting, voice, musical theatre, and opera for students aged 8-22, with the goal of preparing them for possible professional careers in the performing arts. The PrePro Program requires a time commitment and dedication proportionate to the world's top training facilities. Our students win prestigious awards, work professionally, and are invited to participate in America's top training programs. In addition, our PrePro Program' national recognition attracts students from all over the country.

## FOYER AREAS

When possible, please drop off your student and go. This minimizes foyer crowding and noise.

- The foyer is not a public lobby. It is a quiet area to wait and observe.
- Kindly be respectful of the instructors and dancers by keeping your voice low.
- Please enjoy conversations outside where benches have been provided.
- Refrain from making/receiving cell phone calls; kindly use the balcony area.
- Kindly keep all conversations in the lobby of a positive and edifying tone.

As much as we love children, we must ask you to adhere to the following:

- Small children must be within arm's reach at all times.
- Absolutely no running at any time.
- Kindly remove your children if they are discontented and/or crying. The sound strongly carries into the studios. Please ask them to keep their voices down similar to a doctors' office or library.
- Please do not allow children to place hands and feet on the walls, windows or mirrors.

Food, drink and gum policies:

- Absolutely no hot foods in the foyer areas. Please use the balcony.
- Absolutely no beverages other than bottled water.
- Absolutely no gum chewing from parents or children anywhere in the building.

## DRESSING AREAS

- Dressing areas should remain clean and organized.
- We encourage your light snacking prior to arrival at the studio/dressing room.
- Snacking is permitted only for those taking multiple classes.
- Bottled water only. Absolutely no drinks in cups with or without lids.
- Please show respect by using the wastebasket.
- No bags on the floor; use the cubbies or rented lockers. Bags found on the floor will be immediately removed to lost and found. Dancers are solely responsible for their belongings.
- No playing with the curtains/blinds.
- Please keep the volume at a respectable level so as not to disturb classes in session.

## RESTROOMS

- Please remember to use the restroom prior to class.
- Please do your part to keep the area clean!
- If you see trash on the floor, please help by disposing of it

## BALCONY

- Please use the balcony for eating, cell phone use and quieting small children.
- Please remind your children not to touch the windows. Please help keep the balcony clean.
- Please ensure that children do not hang on the railings. This is VERY dangerous.
- No smoking on the balcony or stairwell. Ashtrays are provided on the first floor.
- The area in front of Studio A should remain clear except for observation.

## STUDIO AREAS

- ABSOLUTELY NO food or drink permitted in the studios.
- Street shoes are not permitted.
- Do not lean on or touch the mirrors.
- The barres are for instruction; do not drape items, hang, or play on them.
- No teaching tools, props, visual aids, and sound equipment should be touched or used without explicit permission by the instructor.

## BILLING POLICIES (All Sessions)

- All families must have a working credit card on file in their parent portal account.
- All tuition is posted on the first of the month and auto-charged on the 5th of the month.
- Registration fees are never refundable and are non-transferable. These are (per student) \$50 Registration for Fall-Spring 2021-22 and \$25 for Summer Classes 2022.
- Families cannot begin attending classes until all fees are paid from the previous session.
- All tuition is non-refundable including summer tuition. Scholarships can be formally applied for by contacting [info@TheDallasConservatory.org](mailto:info@TheDallasConservatory.org).
- We do offer a monthly tuition payment plan. For details, please email our Billing & Accounts Manager, [MeMe@TheDallasConservatory.org](mailto:MeMe@TheDallasConservatory.org)

## CANCELLATIONS OF CLASSES

- TDC reserves the right to terminate lessons to any student without notice. In such cases a refund for unused classes will be given.
- If a family elects to drop a class and is on a payment plan, they must give 30 days' written notice in order for the next payment not to be charged. However, they are still responsible for all fees incurred within those 30 days.
- If a family elects to drop a class and they have paid in full, a CREDIT may be applied to their account for future enrollment at the discretion of the Managing Director. Credits are non-transferable from one family to another.
- There is a trial class fee for all classes except for Kinder Ballet and below.
- Checks should be made out to The Dallas Conservatory and include the student's name.
- Late payment fees are \$50 with a 5-day grace period. Students whose accounts are 30 days or more overdue will be dropped from all enrollment and not allowed to attend class until all fees are paid in full.

- If a family incurs two late fees within any session, they will be taken off the payment plan and must pay the remaining balance in full before returning to class.
- Any family receiving a full or partial scholarship for tuition must be current on all fees at all times or the scholarship will be revoked.
- Receipt of this Handbook and agreement to adhere to all of its policies must be signed electronically by logging into the TDC website [www.TheDallasConservatory.org](http://www.TheDallasConservatory.org) and selecting "MY ACCOUNT" from the upper right corner of the home page. In your Parent Portal account Parents can also update contact information, make payments, view transactions and enroll in classes. If you are unable to get into your parent portal account please contact the office at 214.357.8888 or email [info@TheDallasConservatory.org](mailto:info@TheDallasConservatory.org).
- Please visit our website at [www.TheDallasConservatory.com](http://www.TheDallasConservatory.com) for tuition details on all of our programs.

## ANNUAL RECITAL

Our annual recital takes place at the end of the Spring session during the month of May. Participation is open to all recital classes. If a student elects not to participate in Spring Recital, a parent must go to this [2022 Recital Opt Out Online Form link](https://forms.gle/zWYJ4oCPxrEGqFev6) - also found at <https://forms.gle/zWYJ4oCPxrEGqFev6> - to indicate the student and classes you wish to opt out of for the Spring Recital. **The Opt-Out online request form must be submitted by January 14th. Performance Fees and Costumes Fees are non-refundable once they have been charged mid-January and mid-February.**

## PRIVATE LESSONS

Private Lessons are the most rapid method for advancement and development of skills. They offer one on one attention allowing students to learn according to their individual needs.

Private Lessons are offered in voice and all styles of dance through The Dallas Conservatory Faculty and with select student teachers. Private lessons can also be used to choreograph, clean and rehearse individual or small group performance numbers.

Private Lessons in Voice range from \$75 per hour to \$100 per hour depending on the instructor.

Fees for private lessons in dance vary according to the Instructor, except for our Artistic Director, Jacqueline Porter, and are paid directly to the Instructor with an additional studio rental fee paid to The Dallas Conservatory.

Private lessons with Jacqueline Porter are \$150/45 minutes and include the studio rental fee.

### **To book a private lesson:**

- Speak with the instructor of your choice to set a date and time for the lesson.
- Parents must email [Bookings@TheDallasConservatory.org](mailto:Bookings@TheDallasConservatory.org) to rent your studio time for the lesson.
- When the studio is requested and then confirmed by Bookings, studio rentals are immediately charged to the parent's credit card on file with TDC.
- Cancellations must be made at least 24 hours in advance or the studio rental fee will be forfeited.
- Studio rentals can be rebooked with a 24-hour notice.
- No refunds will be given.
- Instructor payments are arranged with the instructor and paid directly to them.

## **CHOREOGRAPHY**

- Choreography fees vary according to the Instructor and are paid directly to the Instructor with an additional studio rental fee paid to The Dallas Conservatory.
- Choreography fees include style and music selection assistance, choreography and 3 hours of choreography instruction with studio space for teaching to performers.
- Additional time for instruction, cleaning, rehearsing and coaching should be booked as a private lesson.
- Choreography fees are non-refundable

## **CLASS ATTENDANCE**

To reach full potential in class attendance on a consistent basis is expected. Please have students arrive ten minutes prior to the beginning of class time to ensure adequate preparation for that class.

- Tardiness: The school reserves the right to have students who come more than 10 minutes late to class, sit out of class.
- Repeated tardiness may result in termination of lessons.
- If any student misses more than 3 classes without written notices, the school reserves the right to terminate lessons.
- Absences and Make up Lessons: Please let the office know by emailing [info@TheDallasConservatory.org](mailto:info@TheDallasConservatory.org) of a class that will be missed in advance of the lesson. No refunds will be given for missed classes. No make-up classes will be given.
- On the rare occasion that a class must be cancelled for a reason other than weather, students may attend an equivalent, scheduled class.

## **CLASS PLACEMENT**

For leveled classes Level I/II and above, a placement audition is required to ensure the best possible fit for the individual student to the existing group and teacher. Current stage of ability, physical development, age, and physical gifts/potential are considered.

## WEATHER

If a cancellation is necessary due to inclement weather, you will be notified via email. Information will be posted to our website, Facebook and Twitter as well. There are no make-ups or refunds due to inclement weather. We follow Dallas Independent School District for closing decisions.

## PARENT PORTAL REQUIREMENTS

Each TDC family must update and maintain their parent portal information to provide an accurate mailing address, primary email address, contact name and phone/cell number and a working credit card.

[Click here for TDC Parent Portal Link](#)

## PARENT EXPECTATIONS

- If you have any questions/concerns, kindly email [info@TheDallasConservatory.org](mailto:info@TheDallasConservatory.org)
- Family and friends are not admitted into a child's class except during Observation Week or during specified, "bring a friend week".
- If you would like to meet with a teacher, arrangements can be made to meet at a time convenient for all. Between classes is NOT the right time to approach a teacher.
- It is your responsibility to read and reply to ALL emails.
- It is expected that you will inform all caregivers, carpools, or any other person in charge of your child of all information in this handbook to ensure compliance.
- Please make sure to review the Handbook with your child.
- Please notify instructors of special circumstances or difficulties your child may have.
- Please pay tuition and fees on time.

## COMPETITIONS

The Dallas Conservatory engages in only the most rigorous and respected Ballet and Jazz competitions such as the Youth American Grand Prix International (YAGP) and New York City Dance Alliance (NYCDA). Dancers are invited by the Artistic Director to compete at their own expense (including costume fees), and are choreographed and coached under careful supervision.

## CAMPS

The Dallas Conservatory runs open enrollment camps for ages 2 through 17 in ballet, acting, dance and musical theatre during winter break, spring break, and summer. Full and half-day camps from one to two weeks serve a full range of needs for recreational performers and professional aspirants alike.

## LOST AND FOUND

The Dallas Conservatory is not responsible for lost articles. Found items are held in cubbies in the dressing rooms. Lost and Found is cleared twice per month with the items donated to charity.

## COSTUMES

We make every effort to keep the cost of costumes as low as possible. Costume fees will be charged to your account and vary depending on the performance.

## DRESS CODE

TDC maintains a strict dress code. The 2021-22 dance year requires all leos to have the TDC logo on the hip. TDC dress code leos are **only** available at Sandy's Dancewear locations in Dallas, Frisco or Plano - or by ordering online at <https://thedallasconservatory.org/dresscode/> and selecting the appropriate dance level. These links take you directly to Sandy's online website for ordering anything needed for the dance level chosen.

Each child must have proper attire within 2 weeks of the beginning class.

- Dance shoes are to be worn only in the studio, and not outside.
- Outside shoes are not to be worn inside the studio.
- NO BLACK SOLES ON ANY DANCE SHOES!
- Jewelry is not permitted in class with the exception of small earrings.
- Please put your student's first initial and last name on all clothing, shoes, bags, etc.
- Ballet skirts and leg warmers are to be worn to and from class only, or upon approval.
- TDC is not responsible for lost or stolen articles.

## CONTACT INFORMATION

Email: [info@TheDallasConservatory.org](mailto:info@TheDallasConservatory.org) (Preferred)

Studio Telephone: (214) 357-8888

Studio Address: 7979 Inwood Road, Suite 201, Dallas, TX 75209

Website: [www.TheDallasConservatory.org](http://www.TheDallasConservatory.org)

Thank you for your commitment to The Dallas Conservatory.

We greatly appreciate it!

# THE DALLAS CONSERVATORY'S 2021-22 CALENDAR

<b>August 16th</b>	<b>Dallas - Fall Semester Begins- 1st Day of Classes</b>
<b>August 23rd</b>	<b>Frisco - Fall Semester Begins- 1st Day of Classes</b>
August 28th	A Rockefeller Christmas Dance Auditions
September 6th	Labor Day - NO CLASSES
October 25 <sup>th</sup> -30th	Wacky Tacky Week (Primary Classes Only)
Nov. 8th-Nov. 20th	Recital Costume In-Class Measurements
<i>November 22nd-28th</i>	<i>Thanksgiving Break- NO CLASSES</i>
November 27th-28th	A Rockefeller Christmas @ The Majestic
December 6-11th	Parent Observation Week
<b><i>December 20th-January 2nd</i></b>	<b><i>Winter Break - NO CLASSES</i></b>
<b>January 3rd</b>	<b>Spring Semester Begins - Classes Resume</b>
<i>March 7th - 12th</i>	<i>Spring Break FRISCO- NO CLASSES</i>
<i>March 14th - 19th</i>	<i>Spring Break DALLAS+TDCA - NO CLASSES</i>
<b>May 7th</b>	<b>DALLAS Campus Recital</b>
May 9th-21st	In Class Leveling - Levels Pre II +
<b>May 21st</b>	<b>Dallas Last Day of Spring Semester</b>
<b>May 28th</b>	<b>Frisco Last Day of Spring Semester</b>
May 28th	Spring Musical @ IAC
June 3rd-4th	Classical Training Program Spring Ballet - La Bayadere @ IAC