

## **Allen Conservatory of Dance Studio Policies**

Thank you for choosing the ACD! To get the most out of your experience here, please review these policies and procedures with your dancers and family members.

### **Tuition and Billing**

Tuition is the same for each month. There will be no refund of tuition for missed classes. Please do not ask us to make exceptions. The instructor may recommend an appropriate make-up class. You will continue to be billed for tuition until we are notified of your withdrawal from a class.

Tuition is due by the 5th of the month. A \$25 late fee will be automatically assessed to your account.

There is a non-refundable registration fee due annually of \$40 per student and \$50 max per family. There is also a \$10 reduction in tuition for each additional family member.

Each student participating in the recital will pay a recital fee to help defray the costs of production. Students are responsible for the costs of their own costumes.

### **Communication**

**School information is sent out via emails.** If any of your contact information has changed since you registered please update your family's account online.

In the event of inclement weather, Allen Conservatory of Dance will follow Allen Independent School District delays and closings. Therefore, if AISD Schools are closed, then the studio is closed as well. On a non-school day (Saturdays), we will assess the safety of opening the studio and will post our decision to social media as well as send out an email.

### **Attire**

Dance attire is not considered appropriate for street wear. Always have your dancer wear clothes over their leotards and tights (such as shirts, shorts, skirts, etc). Street shoes must be worn to and from the studio.

Any dance shoes worn outside on pavement are not permitted on the dance floor.

Ballet 1-5 are not permitted to wear anything other than dress code leotards, tights and shoes. Sweaters may be worn on the very cold days.

All dancers must have dress code attire for classes and performances.

Hair needs to be pulled back away from face and secured neatly. A head band needs to be worn with short hair. No jewelry other than pierced ear studs may be worn in class.

### **In the Lobbies**

Parents may enter classrooms by invitation only.

Parents who bring small children need to supervise them! Out of consideration for the staff, faculty, and others waiting in the hall, disruptive children will be asked to leave the lobby area.

No food or drink other than water is allowed in the studio.

Students are expected to attend their assigned classes each week unless an unavoidable problem arises.

## **Allen Conservatory of Dance Studio Policies**

### **Tardiness and Absences**

Students arriving late to class should step into the studio and wait by the door until the instructor gives permission to join the class. If it is too late to participate, the dancer will be asked to observe class as an alternative learning experience.

When entering classrooms, please wait for music and dancers to stop.

Class attendance records are taken daily and excessive absenteeism may result in the dancer's inability to participate in recital performances, as well as jeopardize advancement to the next class level.

In the case of illness or family emergency a make-up class may be scheduled. The teacher will recommend a suitable make up class. The makeup class must be taken within 30 days of the absence.

If a child has fever above 99, signs of possible contagious illness, diarrhea, vomiting, any sort of rash, please stay home for 72 hours before attending classes.

## **Dancer Etiquette**

### **IN CLASS AND REHEARSAL**

Do not talk or create distractions while the teacher is talking, even if she is not talking directly to you. You will miss, or cause others to miss, potentially important information.

Do not talk or create distractions while others are dancing. It's rude and disrespectful. Watching others dance is a great way to learn.

In this country, ballet teachers are called "Miss," regardless of age or marital status. You will address Miss Mary as "Miss Mary" for the rest of your life, regardless of circumstances.

You should smile and thank teachers for their corrections. They are trying to help you and do not know if you understand or appreciate their corrections unless you acknowledge them properly.

If a teacher gives a correction to another dancer, you should listen and apply that correction as if she were addressing you personally; just because she does not call you by name, doesn't mean you could not benefit from that correction.

If you are late to class or rehearsal, it is necessary to apologize for your tardiness and ask permission to join class or rehearsal.

You should clap for your teacher/director at the end of class/rehearsal. It is considered polite to curtsy and thank your teacher before leaving the classroom.

## Allen Conservatory of Dance Studio Policies

### AT THE THEATER AND BEYOND

You may not appear outside of the stage, backstage or dressing room area in costume.

You may not eat in costume.

You may not ask your parents to photograph or record you during a performance. (OK during rehearsals).

You must treat any and all representatives, dancers, and volunteers of the Allen Conservatory of Dance and the premises it occupies with absolute respect.

#### Communication

**School information is sent out via emails.** If any of your contact information has changed since you registered, please update your family's account online. In the event of inclement weather, Allen Conservatory of Dance will follow Allen Independent School District delays and closings unless otherwise communicated to you. If it is a Saturday, we will assess the safety of opening the studio and will notify you via email and social media.

## Our Dress Code Attire

All items on this list may be purchased from [Revolution Dancewear](https://www.shopnimbly.com/allenconservatory), where the Allen Conservatory's Students receive exclusive pricing on dress code attire. Visit <https://www.shopnimbly.com/allenconservatory>

### Intro To Dance

**Leotard:** Revolution Camisole Dress RD20019 Pink

**Footed Tights:** Revolution Color-Flow Footed Tights 1000-1122 Classic Pink

**Ballet Shoes:** Revolution Stretch Ballet Shoe 150-157 Classic Pink

**BOYS:** White T-Shirt, tucked in, black shorts, white socks, Revolution Stretch Ballet Shoe 150-157 in Black.

### BALLET 1 & 2

**Leotard:** Revolution Camisole Dress RD20019 Soft Lilac

**Footed Tights:** Revolution Color-Flow Footed Tights 1000-1122 Classic Pink

**Ballet Shoes:** Revolution Stretch Ballet Shoe 150-157 Classic Pink

**Tap Shoes:** Revolution Stretch Ballet Shoe 150-157 Classic Pink

**BOYS:** White T-Shirt, tucked in, black shorts, white socks, Revolution Stretch Ballet Shoe 150-157 in Black.

### BALLET 3

**Leotard:** Revolution Camisole Dress RD20019 Soft Blue

**Footed Tights:** Revolution Color-Flow Footed Tights 1000-1122 Classic Pink

**Ballet Shoes:** Revolution Stretch Canvas Dance Shoe RD013400 | RD013401 Classic Pink

## Allen Conservatory of Dance Studio Policies

**BOYS:** White T-Shirt, tucked in, black shorts, white socks, Revolution Stretch Canvas Dance Shoe RD013400 | RD013401 Black.

### BALLET 4

**Leotard:** Revolution Camisole Dress RD20019 Black

**Footed Tights:** Revolution Color-Flow Convertible Tights 1050-1422 Classic Pink

**Ballet Shoes:** Revolution Stretch Canvas Dance Shoe RD013400 | RD013401 Classic Pink

**BOYS:** White T-Shirt, tucked in, black shorts, white socks, Revolution Stretch Canvas Dance Shoe RD013400 | RD013401 Black.

### BALLET 5

**Leotard:** any style or color BALLEET leotard. Must have Black leotard for Master classes

**Convertible Tights:** Revolution Color-Flow Convertible Tights 1050-1422 Classic Pink

**Ballet Shoes:** Revolution Stretch Canvas Dance Shoe RD013400 | RD013401 Classic Pink

**BOYS:** White T-Shirt, tucked in, black shorts, white socks, Revolution Stretch Canvas Dance Shoe RD013400 | RD013401 in Black. Shorts should be replaced by black tights at the upper levels.

### BALLET 6

**Leotard:** any style or color BALLEET leotard. Must have Black leotard for Master classes

**Convertible Tights:** Revolution Color-Flow Convertible Tights 1050-1422 Classic Pink

**Ballet Shoes:** Revolution Stretch Canvas Dance Shoe RD013400 | RD013401 Classic Pink

**BOYS:** White T-Shirt, tucked in, black shorts, white socks, Revolution Stretch Canvas Dance Shoe RD013400 | RD013401 in Black. Shorts should be replaced by black tights at the upper levels.

## MODERN/CONTEMPORARY

Please consult with the teacher regarding her preferences.

Allen Conservatory of Dance dress code dancewear shop

is <https://www.shopnimbly.com/allenconservatory>

Please note that leg warmers, etc., may not be worn in class unless they are worn over an injury.

Any dancer who is cold is welcome to wear a fitted sweater.

No jewelry except for small earrings is allowed in class.

Any dance shoes seen being worn outside of the classroom will not be allowed in class, as they have the potential to destroy dance flooring. And PLEASE, PLEASE, PLEASE wear a cover-up when going to and from dance.

## Allen Conservatory of Dance Studio Policies

One last word about in-person purchases vs. on-line purchases. Please do not go to any dancewear store and get fitted for the proper size and then leave without making a purchase so that you may buy on-line. You pay a higher price for shoes in a local store because you are paying for the convenience of trying on shoes, etc, to ensure a proper fit. You are also paying for the time and expertise of the staff of the store.

# Proper Hair Styles for class

We recognize that achieving the hairstyle for ballet is probably the most challenging aspect of the dress code. We would be happy to give a quick tutorial on how to make a bun, so please feel free to ask. Hair may also be braided with the braid pinned or clipped to the head. Any hair that is too short to make a ponytail must be held back by a headband. Dancers may wear any ornament in their hair.

### *Classic 3/4 Ballet Bun designed just for you by Loalynda*

This bun has a beautiful silhouette and nice line.



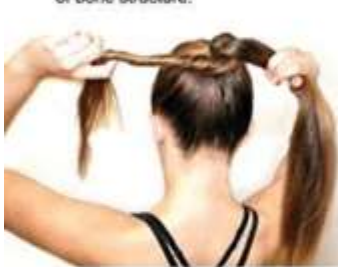
1. Brush hair into a smooth pony tail. Follow natural line of bone structure.



2. Divide pony tail into two equal sections.



3. Twist your first section clockwise toward the mirror.



4. Wrap twist clockwise around base of pony tail.



5. Pin with bobby pins along edge as you wrap twisted section around until all secured.



6. Now repeat wrap with the second twisted section.



7. Place transparent hairnet with elastic at base of bun. Pull up and over bun and twist.



8. Pull hairnet over the top of bun again for flawless bun. Tuck elastic under bun and pin.



9. The Classic 3/4 Bun! You can apply hair spray or hair gel for added sleekness.

For more "How To" hair and makeup designs go to [www.loalyndadesigns.com](http://www.loalyndadesigns.com)

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DESIGNS  
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