



2024-2025 Student Handbook

Welcome to de*la DANCE CENTER!
de la offers excellent ballet training, as well as training in other dance forms, by quality teachers. This handbook will give you details on dress code, class expectations, a code of conduct, performing opportunities, and the entire year’s calendar of events. Please fill out the form at the end of the handbook and return it to the front desk with your and your student's signatures.

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2024-2025 Calendar of Events

July 8	Fall Registration Late Fee applied
Aug 19 – Jan 11	Fall Semester (18 weeks)
Aug 20	Company rehearsals begin
August 29	<i>Nutcracker/Frankenstein Children's Auditions (FUNs-Int/Adv), 6:15-7:45</i>
	Labor Day - NO CLASSES
	(See teacher for makeup times.)
August 31	<i>Frankenstein</i> Casting posted
Sept 7	Frankenstein children's rehearsals begin /Costume Payments due(\$25 fee applied after deadline)
	Nutcracker casting posted
Sept 19	<i>Nutcracker/</i> Costume
Sept 28	Payments due(\$25 fee applied after deadline)
	Children's <i>Nutcracker</i> rehearsals begin
Oct 12	
Oct 11, 12, 13, 18, 19, 20, 25, 26, 27	<i>Frankenstein (Company Series #1)</i>
Oct 28 – Nov 9	Parent Observation Week
Nov 11–24	Spring Registration
Nov 23, 27, 29	MANDATORY <i>Nutcracker</i> Dress Rehearsals
	Spring Late Registration Fee applied
Nov 25	Thanksgiving Break
Nov 25 – Dec 1	<i>The Nutcracker, Jazzed up!</i>
Nov 30; Dec 1, 6, 7, 8, 13, 14, 15	(Company Series #2)
	Company Lay-off
Dec 16 – Jan 20	Winter Break
Dec 23 – Jan 5	Fall Classes resume
Jan 6	End of Fall Semester
Jan 11	Spring Semester (18 weeks)
Jan 13 – May 17	Martin Luther King, Jr. Day -
Jan 20	NO CLASSES (See teacher for makeup times.)
Jan 27	Spring Showcase Fee due (\$25 fee applied after deadline)
Jan 31	Early Registration Summer Intensive deposit due
Feb 3	Showcase rehearsals begin
Feb 6	Children's Audition for <i>Giselle</i> (FUNs-Int/Adv), 4:30–6:00pm
	<i>Giselle</i> Casting posted
Feb 15	<i>Giselle</i> Costume/Theater Fee due (\$25 fee applied after deadline)
Feb 17	
Feb 21, 22, 23, 28; Mar 1, 2	DanceCincinnati 2025 (Company Series #3)
	Early Registration Summer Intensive Balance due
	Regular Summer Intensive Deposit Due
Mar 1	Company Lay-off
	Parent Observation Week
Mar 3–17	Summer Intensive Late Fee applied
Mar 17–29	<i>Giselle (Company Series #4)</i>
April 15	Spring Showcase
April 25, 26, 27; May 2, 3, 4, 9, 10, 11	
May 17	

Inclement Weather Policy

In the event of bad weather, please check the deladancecenter.com website and social media. Information regarding cancellation of classes will be posted by 7:30AM for morning classes/rehearsals and by 2:00PM for evening classes/rehearsals.

Tuition and Fees

Registration Fee

There is a non-refundable \$65 Annual Registration Fee, good for one entire calendar year from the date of registration. One fee is due per family.

Showcase Fee

There is a non-refundable \$100 Showcase Fee for all dancers who wish to participate in the Spring Showcase (\$75 for each additional family member). This fee helps take care of extra expenses to make the showcase happen: extra work of teachers, the use and cleaning of costumes, work of technical staff for rehearsing and running the performance, etc. This fee does not include tickets for the showcase, and unfortunately, no complimentary tickets will be offered. Tickets (\$25 for adults and \$15 for children) must be purchased to attend the showcase.

Making a Payment

We operate online registration through deladancecenter.com. Please take advantage of this opportunity as it is the most efficient way to register. You may also pay in person at the front desk or by dropping a check in the box as you come into the building. We accept checks, cash, and most major credit cards.

Payment Policy

Please be on time with your tuition. There will be a **\$75 late fee** applied for any payment made after the registration deadline.

Refund Policy

If a student is unable to attend classes during a fall or spring semester that has already been paid for, the following may be issued dependent on the time of cancellation:

- first week of semester or prior – 100% tuition refund
- second week of semester – 50% tuition refund
- third week of semester or after – NO tuition refund issued

Summer Intensive Deposit

NO refunds will be given for Summer Intensive deposits nor Summer Intensive tuition, regardless of the point at which cancellation occurs, as we budget our intensive based off of the registration deadlines.

*If a long-term injury or illness occurs to a dancer mid-semester, there are ways a dancer can still learn and participate (i.e. taking notes in class, working on other aspects of his/her dancing). With written medical proof of injury, credit towards the following semester may be considered.

Late Payment Fee

Late fee for semester tuition.....\$75

Late fee for Costume/Theater Fee.....\$25

We ask that the Costume/Theater Fee be paid on the day of auditions.

Balance on Accounts

A student will not be allowed to return to classes the following semester if there is a balance owed from the previous semester.

A student will not be allowed to participate in any performance if there is a balance due from the previous semester of classes.

Splitting Tuition Payments

de la offers the convenience to split tuition payments for a service fee of \$40. This fee must be paid at the beginning of the term. Tuition payments will be due at the beginning of the semester and six (6) weeks into the semester.

Scholarships (up to 50% of tuition) may be available to dancers with financial need. Please see the front desk for forms. To maintain scholarship status, the student may be required to attend all sessions (fall, spring, summer, and summer intensive).

Class Attire

Class/Level	Attire
Dance FUNs and Intro to Ballet 1	light pink camisole/tank leotard (no skirt/tutu attached), ballet shoes to match tights*
Ballet 1 and Ballet 2	light blue camisole/tank leotard (no skirt/tutu attached), ballet shoes to match tights*
Ballet 3 and 4	black de*la leotard, ballet shoes to match tights*
Intermediate/Advanced Ballet	black de*la leotard, ballet shoes to match tights*
Pilates and Stretch/Strength	leggings and shirt
Int/Adv Contemporary	class leotard, tights/leggings (no shorts except over tights), bare feet
Tap, Jazz, Musical Theater	class leotard, tights/leggings (no shorts except over tights), tap shoes for tap, jazz shoes for jazz and musical theater
Boys	white t-shirt or tank, black tights, white socks, white shoes

*All ballet students must wear pink- or flesh-colored dance tights under their leotard.

No skirts or warmers.

*Hair must be pulled back in a bun (with no messy bangs) for all ballet classes.

Please see this YouTube link for a tutorial: <http://youtu.be/S-bXrKWw8vY>.

Class Leveling

Students will be placed in a class according to their ability to maintain the level of the class. Class placement will be made solely at the discretion of the teaching staff.

Dance Class Rules

- * Be on time. Make it a habit to arrive early to dance class to warm up and stretch.
- * Any dancer more than ten minutes late will be asked to sit out of class.
- * If you are late for class, please ask the instructor for permission to enter the class.
- * No talking in class—please raise your hand.
- * Follow the directions of the instructor.
- * No sitting in class unless you have been given permission by the instructor.
- * Always ask for permission to leave class.
(i.e. for the bathroom, to get something from the dressing room, to leave class early)
- * No chewing gum.
- * No food or drinks except water in the studio.
- * No eating in the studio—please use the lounge.
- * Always thank your teacher at the end of class with a bow/curtsy or verbal thank you.

Student Tardiness and Absence Policy

If your child is going to miss a class:

Please email info@deladancecenter.com. The teacher of that class will be able to advise you on the best times to make up the class (two make-up classes allowed per semester). You do not need to contact the teacher directly.

Sitting and watching class due to an injury or illness can be beneficial for the dancer to learn from watching the other dancers in class.

If your child is going to be late for class:

The student may be asked to sit out of the class if he/she is more than ten minutes late. In this instance, the dancer should take notes for participation. It is dangerous for a dancer to come in late without properly warming up, as this can cause injury.

***Students that are cast in De La Dance Company's productions will be held to a class absence policy for the duration of the rehearsal and performance period in a separate company contract.**

***Students that are cast in roles on pointe will be asked to take a required number of classes during the rehearsal period of the company production to maintain the level of technique needed to perform that specific role. Any student cast in a role on pointe is required to attend a minimum of three pointe classes per week.**

Spring Showcase

We will no longer be ordering costumes for the showcase. We will instead use skirts and tutus from our stock worn over the students' leotards.

The Showcase Fee for all dancers is \$100 (\$75 for each additional family member).

The Spring Showcase is scheduled for May 17th, 2025.

The performance will include a class demonstration to showcase the classwork learned throughout the year, along with their showcase piece. Tickets (\$25 for adults and \$15 for children) must be purchased to attend the showcase. Unfortunately, no complimentary tickets will be offered.

Because we do not require extra time outside of the student's dance class for participation in the showcase, the teachers choreograph and rehearse for the showcase during specified

classes during the spring semester. Therefore, the student's class attendance is very important. If a student misses class, he/she will not know what he/she is supposed to do or where he/she fits into the group choreography. If several absences occur, we will have to schedule extra rehearsal time outside of the student's class time. **If a student has excessive absences during the spring semester and if the teacher feels he/she is not able to perform properly, the student might not be able to participate in the showcase.**

Other Performance Opportunities

Students are welcome to audition for roles in De La Dance Company's productions including *The Nutcracker*, *Jazzed Up!* and this season's spring production of *Giselle*. Student contracts will be issued per production when casting is posted.

There is a \$150 Costume/Theater Fee for all company productions (\$100 for each additional family member). This helps cover the cost of teachers' time and expertise; use, alteration, and cleaning of costumes; work of technical staff during rehearsals and shows; etc.

Rehearsals for Company Productions

De La Dance Company rehearsals are run in a professional manner. Company members are professional adults hired by De La Dance Company with a yearly contract. Company Directors train the students of de la Dance Center to understand and learn the qualities and skills of a professional performer. There is an expectation of the students to handle themselves responsibly and professionally. Attendance at classes and rehearsals is mandatory. Students are only allowed two rehearsal absences during the production rehearsal period as well as two class absences.

de*la Summer 2025

Summer dancing is available to your dancer throughout June, July, and August by purchasing a Summer Flex-Card that allows flexibility with summer plans and vacations. The Summer Intensive in July is for those students who are exhibiting great interest in their dance training and want to gain more dance experience in a short period of time. There is a minimum registration of three weeks for all summer programs. See below for the general curriculum.

General Curriculum

- Ballet Technique
- Pointe
- Variations
- Pas de Deux
- Musical Theater
- Repertory
- Stretch/Strength
- Character
- Contemporary
- Acting, Mime, and Stage Presentation
- Health and Physical Therapy
- Seminars/Journaling/Reflection

Early Registration for summer offers a tuition discount of 10%. At the time of registration, you will be asked to determine how many weeks you/your student is planning to attend. A 50%

tuition deposit is due for early registrants on January 31. At this time, we ask for specific dates of participation, as this helps with scheduling guest teachers and staff.

Late Registration for summer allows more flexibility and time for planning. For late registration, a 50% tuition deposit is due by April 15.

Please remember that there are **no refunds** for the Summer Intensive deposit or tuition.

Code of Ethics for Students, Dancers, Parents, Families, & Faculty

These guidelines have been thoughtfully crafted by Meridith Benson and Mario de la Nuez in line with our mission of being a Dance Center for EVERY body. These values are intended to provide our students/dancers with guidance in daily settings and ensure that everyone who joins our dance family has the chance to thrive.

If you ever have questions, feedback, or concerns about your experience at de la, please contact the directors at 513-871-0914 or deladancemeridith@gmail.com.

I. Dedication: The art of dance is about constantly growing and evolving.

- YOU have the potential to do anything you put your mind to, but YOU must be willing to work hard!
- Show up for class with an eagerness to learn, a CAN-DO attitude, and readiness to give it your all.
- Never give up. Never think you are above trying harder. Always challenge yourself to be better.
- A dancer who puts forth his/her best effort WILL receive a more rewarding experience.
- Be grateful for constructive feedback—it's what will make you better!
- Honor your teacher by paying attention in class and thanking him/her at the end of class.

II. Inclusion: EVERY student is entitled to the best dance education in a safe and nurturing environment.

- Treat others the way you want to be treated.
- Dancers, teachers, and parents must help to sustain an INCLUSIVE environment where all dancers are supported, regardless of age, level, experience, or ability.
- Dancers should build each other up as teammates. No one should feel that he or she is better than others just because they dance at a higher level or get cast in “better” roles.
- Embrace ALL students in your class, regardless of differences in skill level or background.
- A dancer should be able to attend class without feeling self-conscious or alienated by students or teachers.
- Friendships at dance are important. Nurture these relationships while also making new friends.
- Always welcome a new student.

III. Community: de la is an inclusive, nurturing dance family.

- Embrace new parents and students. Give compliments. Share knowledge.
- All members of our de la staff, parents, and students should be treated with respect and kindness.
- There is ZERO tolerance for bullying of any kind, whether it be in person, on social media, or through texting.
- Don't gossip about a person behind their back or online. Always be friendly and have compassion for others.

- COMMUNICATE to your teacher or director if you are feeling uncomfortable about a situation.

IV. Leadership: Set a good example inside and outside of the studio, on and off the stage

- As a member of de la, you are an ambassador, representing the very best of our studio. All dancers must conduct themselves in a manner that reflects positively on de la.
- Dancers who participate in social media are reminded to keep it positive and appropriate.
- We expect our older dancers to set a good example and act as role models for our younger dancers. We expect our younger dancers to respect the older dancers, teachers, staff, and parents at all times.

V. Responsibility: Take care of our dance home—this space belongs to YOU!

- Keep the studio clean by picking up after yourself and others. When you see trash, throw it away, and place lost-and-found items in the lost-and-found bin.
- If you see a way YOU can help a teacher, a parent, or another student, roll up your sleeves and help!

Est. 2006
de la Dance Center
5141 Kennedy Ave
Cincinnati, OH 45213
513-871-0914

**Please keep the above handbook for reference and
return the signed form below.**

de*la DANCE CENTER

**Student Handbook
2024–2025**

Parent/Student Agreement

We have read and clearly understand the policies, rules,
and expected commitment level to de*la DANCE CENTER outlined in this handbook.

We promise to fulfill our obligations to de la and to uphold the integrity
and discipline of the dance art form as well as the de la dance community.

We have read, understand, support, and will abide by the
de la Code of Ethics outlined in this handbook.

Student	Level
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Signature of Student

Signature of Parent or Guardian (if under 18 years of age)