



**WELCOME
TO OUR
DANCE FAMILY**

HANDBOOK

Faculty



JAMIE ROUMAYAH

ARTISTIC DIRECTOR,
DECYC COMPANY
DIRECTOR & CEO

Teacher of ballet, tap, jazz,
prepointe, pointe, lyrical,
contemporary, musical
theater, children's classes &
visual art.

MARY KATHERINE CONAWAY

ASSISTANT DECYC
COMPANY DIRECTOR &
TEAM DIRECTOR

Teacher of ballet, jazz,
modern, contemporary, pointe
& prepointe.

KASSIDY RHODES

ADMINISTRATIVE
FACULTY MEMBER

CHRISTOPHER ROUMAYAH

CO-OWNER & CFO
Bookkeeping, accounting &
finance management

RAINE ANDERSON

ASSISTANT TEAM
DIRECTOR

Teacher of tap, jazz, modern,
hip hop, acro and children's
classes.

JULIA ALEWINE

TEACHING FACULTY

Teacher of children's classes,
hip hop, tap, jazz, acro & aerial
silks.

Policies



DRESS CODE

All dance classes must adhere to a dress code, including bodywear, tights, shoes and hair. Please see the Dress Code document for details which is located on the website. Dancewear can be purchased through our online boutique. Fittings can be scheduled.

TUITION & FEES

Tuition is based upon thirty-two weeks of dance and divided into 9 equal monthly payments between September and May. Tuition is due the first of the month and a late fee will be added to any unpaid accounts on the 8th of the month. Payment is only accepted through the parent portal on the website. There is also an annual registration fee due upon enrolling. All fees are non-refundable. For detailed tuition rates and fees, please see the Tuition Rates document on the website.

OFFICE ENTRY

Private student and financial information is kept in the office thus no entry will be permitted with the exception of faculty.

ABSENCES

If a student is absent for any reason, within two weeks of their absence they may attend another class of their choosing that corresponds with their level. Credits and refunds will not be issued for missed classes. Parents are asked to email, call or record the absence in the parent portal if their child will be absent. In the event that a dancer is in a class with a wait list and is absent for 2 or more weeks without contacting the studio, their spot will be forfeited in the class

WAIT LISTS

In the event that a class fills, a dancer can be put on a wait list. If the class opens for enrollment, you will be contacted.

Policies (cont'd)

RECITAL

With the exception of a couple of classes, each class will culminate in an year-end dance recital during mid- to late-May. Each participating family will be charged for the recital package, due January 15th. The package is not optional and includes a recital t-shirt, a printed recital program, a year-end award/trophy and a link to the recital video. This is non-refundable. See the Tuition Rates document on the website for details. It does not include tickets to the event.

TARDIES

Any dancer arriving more than 15 minutes late will not be admitted into class. This is for the safety of the dancer as well as preventing a disruption to the class.

COSTUMES

Each recital class will require a costume. A 50% deposit is due October 15th and the 50% balance is due November 15th. All fees are non-refundable. See the Tuition Rates Document on the website for details.

SICKNESS

Dancers that are exhibiting ANY sign of sickness should stay home. We no longer offer Zoom as an option for virtual attendance. Dancers that are absent due to illness may schedule a make-up class on another day at another time.

STUDIO ENTRY

Every family who has a dancer enrolled will receive their family's personal code to our keypad entry system. Once a dancer is no longer enrolled, the code will be deleted from the system. Do not share the code with anyone outside of your immediate family. This system is in place to keep our dancers safe while in our care.

LOBBY & WIFI

Parents are welcome to use the lobby & free wifi while waiting during your child's class. The wifi info is posted on the wall in the lobby.

Policies (cont'd)

PRIVATE LESSONS

If a dancer is interested in supplementing their dance education with private lessons, whether to improve their technique or to learn choreography, arrangements can be made through the studio and a teacher will be assigned based upon the student's needs and the genre of dance.

SCHOLARSHIPS

We believe every child should have the opportunity to dance despite the economic state of their family. If a family needs assistance in paying for dance classes, they may request a scholarship application. There are two types of partial and full scholarships available -financial and working scholarships.

Scholarships cover the cost of tuition only. Once an application is received, the applicant will receive an email regarding the application status within two weeks.

RESTROOM & WATER BREAKS

Dancers will be encouraged not to leave the dance room once class has begun. Please allow time for restroom use prior to class and send your dancer into class with a reusable water bottle.. Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom breaks or behavioral issues. Please do not leave the lobby when preschool children are in class without having another parent responsible during your absence. Assistants and teachers will not assist children to the restroom.

CLASS ADD/DROP

Classes may be added, dropped or changed anytime. Costume add-ons cannot be guaranteed. Changes must be made 5 days prior to the next due date in order to adjust the next statement. There are no refunds for missed classes or costumes paid for.

Policies (cont'd)

FOOD & DRINKS

Dancers should be sent to class with a reusable water bottle or a disposable water bottle that has their name clearly marked on it. Water is the only liquid permitted in the studio. No sugary drinks or juices are allowed. Dancers will not be permitted to eat in the dance room but they may have a quick, healthy snack in the lobby. We ask that banana peels are not left in the trash cans. The mini-frig will only be used for ice packs and medication.

WAIVERS & CONSENT

A dancer's parent or legal guardian must sign a new online waiver and photo/video consent form annually to be effective September 1 through August 31 of the current dance season. Participation in classes will be restricted until that is complete.

COMMUNICATION

All notices, invoices, and messages will be sent via email. Check your email frequently for updates and time-sensitive information. Email history can be accessed in your family account through the parent portal on the website.

AUTO PAY

When entering your payment information into your account, there is an option to sign up for autopay. To do so, a box indicating that option must be checked. It is not automatic. Autopay is the quickest and most efficient way to pay your tuition and fees and to avoid late fees. If you are not signed up for autopay, you must manually sign in to your account each month on or before the due date to pay your account whether you received an invoice or not.

INCLEMENT WEATHER

If classes will be affected due to inclement weather, parents will receive an email by 1:00 pm for weekday classes and 8:00 am for weekend classes. Depending upon the circumstances, we may decide to conduct classes virtually or to send dancers into a different class as a make-up during the following week or two.

Good to Know

ATTENDANCE

Attendance is kept in every dance class and both absences and tardies are recorded.

CUBBIES

Dancers are welcome to store their personal items in an open, unassigned cubby during their class time only. DECYC dancers will be assigned their personal cubby and can store items overnight.

DECYC

Policies specifically applied to DECYC were included with your contract prior to signing it. These policies supersede general policies.

LOST & FOUND

Any items left in the dance room or in an unassigned cubby at the end of the night will go into the lost and found. All items left behind should be claimed within 24 hours.

CELL PHONES & WATCHES

Dancers will not be permitted to use their cell phones or smart watches in class for calls, texts or tik toks and will be required to store them in their bag on silent. In the event that you need to reach your dancer during class, contact the studio.

LOST & FOUND

All items left behind will only be held for 24 hours. Please contact the studio if your child has left an item behind.

BUSINESS HOURS

General emails, phone calls & texts will be responded to during business hours as posted on the last page.

PARENT OBSERVATION

Parents are encouraged to watch their child's dance class when they are available. There is also a designated Parents Visiting Week scheduled in November so that parents can observe first-hand the progress their dancer has made.

Special Dates

SEPTEMBER 11-16	DANCE SEASON BEGINS
OCTOBER 2-7	BRING-A-FRIEND-TO-DANCE WEEK
OCTOBER 15	COSTUME DEPOSITS ARE DUE
NOVEMBER 6-11	PARENTS VISITING WEEK
NOVEMBER 15	COSTUME BALANCES ARE DUE
NOVEMBER 20-25	FALL BREAK - NO CLASSES
DECEMBER 22-JANUARY 4	WINTER BREAK - NO CLASSES
JANUARY 1	SUMMER CAMP REGISTRATION BEGINS
JANUARY 15	RECITAL PACKAGE IS DUE
MARCH 15	RECITAL TICKETS GO ON SALE
MARCH 19	SUMMER CLASS REGISTRATION BEGINS
MARCH 29-APRIL 6	SPRING BREAK - NO CLASSES
APRIL 8	FALL CLASS REGISTRATION BEGINS
APRIL 29-MAY 4	RECITAL PHOTOGRAPHY WEEK
MAY 13-18	LAST WEEK OF CLASSES
MAY 17 (TENTATIVE)	AWARDS CEREMONY
MAY 18 (TENTATIVE)	DRESS REHEARSAL
MAY 19 (TENTATIVE)	RECITAL
JUNE 3-6	BALLET INTENSIVE (AGES 8+)
JUNE 10-14	SUMMER ARTS CAMP (GRADES PRE-2)
JUNE 17-28	SUMMER ARTS CAMP (GRADES 3-8)
JULY 8-12	PRINCESS CAMP (GRADES PRE-2)
JULY 15-19	SUMMER ARTS CAMP (GRADES PRE-2)
JULY 8-AUGUST 1	4-WEEK SUMMER SESSION
AUGUST 19-22	JAZZ INTENSIVE (AGES 8+)

NOTE: THIS CALENDAR IS SUBJECT TO REVISIONS. PLEASE VISIT OUR WEBSITE CALENDAR TO SEE ADDITIONAL AND UPDATED INFORMATION AT WWW.DANSEELAN.COM/CALENDAR

Contacts

STUDIO HOURS:

MON-THURS 4-8:30 PM

SAT 9-NOON

OFF-SITE OFFICE HOURS:

MON-THUR 9 AM - 2 PM

PHONE & TEXT:

(980) 247-0475

EMAIL:

INFO@DANSEELAN.COM (DIRECTOR)

OFFICE@DANSEELAN.COM (ADMIN)

FACEBOOK:

[FACEBOOK.COM/DANSEELAN/](https://www.facebook.com/DANSEELAN/)

INSTAGRAM:

[INSTAGRAM.COM/DANSEELAN](https://www.instagram.com/DANSEELAN)

ADDRESS:

PHYSICAL - 1315 S NC-16 BUSINESS, SUITE A, STANLEY, NC
28164

POSTAL - PO BOX 511, IRON STATION, NC 28080