

MOVING PEOPLE DANCE CENTRE STUDENT-PARENT HANDBOOK



Moving People Dance Centre
Official School of Moving People Dance Santa Fe
2536 Camino Entrada - Santa Fe, NM - 505.438.9180
www.movingpeopledance.org

MPDC FACULTY AND STAFF

Ronn Stewart	Co-Artistic Director; formerly Giordano Jazz Dance Chicago, Professional Company Member - ronn@movingpeopledance.org
Curtis Uhlemann	Co- Artistic Director; BFA in Dance, State University of New York, Professional Company Member curtis223@hotmail.com
Echo Gustafson	Assistant Artistic Director; formerly Martha Graham Dance Company, Professional Company Member - echog@mac.com
Erica Gionfriddo	School Director; BFA in Dance, Shenandoah University; Professional Company Member – school@movingpeopledance.org
Kate Eberle	Adult Program Director; formerly Giordano Jazz Dance Chicago – katee@swcp.com
Lori Brody	Ballet Mistress, formerly San Francisco Ballet
Christin Severini	Formerly American Ballet Theater – christinfs@gmail.com
Kevin Gallacher	Tap, Jazz; Professional Company Member – buzzhoobus@yahoo.com
Deollo Johnson	Urban Contemporary Dance, Capoeira, International instructor – dejo8@hotmail.com
Ariel Johnson	Jazz; Graduate North Carolina School of the Arts, Under Graduate Studies SUNY Purchase, Professional Company Member -
Elaine Hausman	Executive Director – elaine@movingpeopledance.org
Kelly Hill	Administrative Director – admin@movingpeopledance.org
Paulo Tavares	Studio Manager – studio@movingpeopledance.org

**WELCOME TO
MOVING PEOPLE DANCE CENTRE!**



MPD BOARD OF DIRECTORS

Polly White	President	polly_white@msn.com
Roger Montoya	Vice-President	rogermontoya@valornet.com
Larry Goldstone	Treasurer	lgoldstone@thornburgmortgage.com
Debby Everett	Secretary	debby.everett@gmail.com
Marlene Armijo		talaveramgr@nals.com
Brad Berge		BBerge@hollandhart.com
Tekla Johnson		teklaanna@hotmail.com
Joan Lombardi		JLombardi89@aol.com
Julie Zimmer		zmjulia@msn.com

DIRECTIONS TO MPDC

Going south on Cerrillos Road: Cross Airport Road and go to the next light at Camino Entrada. Turn right. Just past the first cross street, take the next left into the driveway and drive around the end of the building. MPDC is located next to Comcast.

LEVELS OF INSTRUCTION

Moving People Dance Centre faculty places each student at an appropriate instructional level, based on an assessment of individual needs, ability and experience. The Centre provides comprehensive programs for dancers in four core levels:

Level I	Beginning/Intermediate
Level II	Intermediate
Level III	Intermediate/Advanced
Level IV	Advanced

TUITION AND ENROLLMENT

Registration dates are identified before the start of fall semester (September through December) and spring semester (January through May). Prior to registration, semester/monthly tuition rates are identified. There are three methods for making tuition payments:

1. **Full Payment** - You may pay the semester's tuition in full. A 5% discount will be given if you choose to do this.
2. **Payment by Post-dated Checks** - Tuition is paid by a series of post-dated checks for the first day of each month (i.e., at registration in September, October 1, November 1, etc.). Checks should be made payable to Moving People Dance Centre. All checks must be received upon registration to guarantee enrollment. Failure to provide all of the post-dated checks will result in an additional fee of \$10 per month. All non-sufficient funds checks will be charged a \$25 fee. The first month of each semester is non-refundable.
3. **Payment by Debit or Credit Card** – Tuition will be charged to your debit/credit card on the first day of each month. The first month of each semester is non-refundable. You will be asked to sign an automatic debit/credit card authorization form. Debit/credit payments are not accepted for in-person payment on a monthly basis. All monthly payments must be pre-authorized at the time of registration. MPDC accepts *American Express, Visa and MasterCard*.

Please note – there is an annual non-refundable registration fee of \$10 per student and \$20 per family.

FINANCIAL AID

Moving People Dance Centre awards need-based financial aid toward tuition through a work-study program. Its purpose is to provide all students with an equal opportunity to study dance. The program is administered by the school director and studio manager. To be considered, an application must be submitted by the specified deadline at the beginning of each semester/term (please see page 7). Exceptions may be made for late enrollees or those with special circumstances.

Applicants are asked to provide evidence of need, including copies of tax returns, and information about special circumstances. This information will remain confidential. Award decisions are made by a committee that includes representatives of the faculty, staff and MPDC Board of Directors by evaluating need and the availability of funds. Submitting an application for financial aid does not automatically ensure an award.

Recipients and parents (if applicable) sign an agreement that acknowledges the amount and conditions of the award. Students awarded financial aid receive specific work assignments appropriate for their age. Students perform weekly tasks designed to keep our studio clean, organized and welcoming. These assignments are fairly distributed among recipients and do not impose an undue burden on them and /or their families. Awards may be withdrawn for failure to complete assigned work or for poor attendance.

Receipt of financial aid is a confidential matter and will not be a consideration in class placement, casting or any other educational or artistic matters. Awards decisions are made by a committee and are based on need and the availability of funds.

WITHDRAWAL AND REFUNDS

If you choose to withdraw from classes, one full month's notice must be given by filling out a withdrawal form at the front desk. We do not give refunds, if you have paid for a semester in full you can use that credit toward following semesters or adult dance cards. After the month's notice, your remaining post-dated checks will be returned, or your credit card will no longer be charged. A withdrawal form must be filled out and submitted to receive a refund. If this procedure is not followed, the school will not be able to provide a refund.

DRESS CODE

Ballet - pink tights, solid colored leotard, ballet shoes, and hair securely fastened off neck and face. Advanced ballet students only are allowed to wear a short ballet skirt or tight dance shorts.

Dress code for boys: black tights, fitted tee shirt and ballet shoes.

Jazz, Modern, Tap - fitted dance clothes, appropriate shoes and hair securely fastened off neck and face. Dress code for boys: same.

Wearing jewelry in class is prohibited.

Do not wear loose or baggie clothing. This makes it difficult for your instructor to give your correction and inhibits their ability to help you prevent injuries. **MPD's dress code will be strictly enforced.**

EXPECTATIONS FOR STUDENTS

- Show respect and courtesy to all people while at MPDC.
- Welcome new dancers who join our company; show your support.
- Exhibit professional behavior at all times.
- Be prepared to start class on time with a positive attitude.
- If you will be late or absent, call the front desk and alert us that you will be late or absent.
- Ask permission before leaving class or sitting down.
- Do not talk while the teacher is talking or demonstrating.
- Do not talk while your fellow dancers are dancing.
- Gum chewing is prohibited in the studios.
- We do not supply cups; water bottles are recommended; however, water breaks will be allowed only when specified by the teacher.
- Pick up after yourself and help us to maintain a clean, organized and welcoming dance space.
- **Food and drinks are prohibited in the dressing rooms and studios.**
- Jewelry in class is prohibited.

ATTENDANCE AND TARDINESS

Please notify the studio if you will be absent from class. If a student is more than 15 minutes late to class, the teacher may ask him or her to observe the class. This is to prevent injury since the student will have missed warm-up. Missed classes may be made up during the semester at the same technique level or lower level than the student's placement. A minimum attendance level is required. If a student misses more than four classes without notice, the school reserves the right to terminate lessons.

SNOW DELAY AND CANCELLATION POLICY

Morning Classes 9:00am – 2:00pm will follow the Santa Fe public Schools snow cancellation or delay directive. For Classes from 3:30 pm to 8:00pm please call the office at 505-438-9180 by 2:00pm to talk with the front desk or to hear our phone recording of canceled classes.

EXPECTATIONS FOR PARENTS

- Support your dancer(s)!
- Be aware of all school activities, including class schedules, rehearsal schedules and dates the school is opened and closed.
- Participate in annual meetings. "Parent meetings" are mandatory.
- If you or your young dancer will be absent or late, alert the front desk.
- Inform the school of any address, telephone or e-mail changes.
- **Parents of young dancers/adult students involved with dance productions are expected to volunteer their help for productions.**

INJURIES

Parents, legal guardians of minor students and adult students waive the right to any legal action for any injury sustained on school property resulting from normal dance activity or any other activity conducted by students before, during or after class.

PHOTO RELEASE

Parents, legal guardians of minor students and adult students grant the school permission to take photographs of students to use in brochures, websites, posters, advertisements, and other promotional materials the school creates. Permission is granted for the school to copyright such photographs in its name.