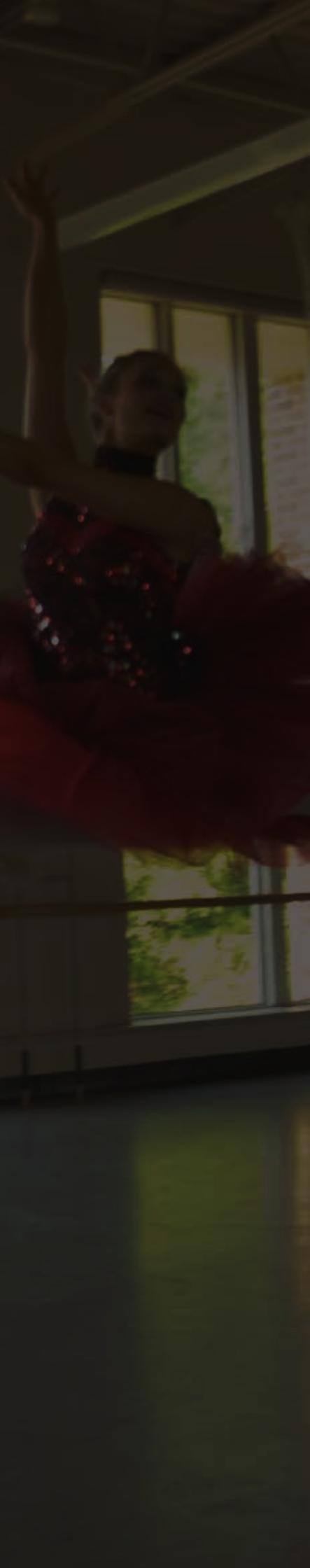


**METROPOLITAN  
DANCE THEATRE  
OF NEW ORLEANS**  
Policies and Guidelines 2019





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- 1) Metropolitan Dance Theatre of New Orleans, LLC is a learning environment. Students must behave appropriately and responsibly with respect for each other and for being safe. Students and parents are expected to follow all classroom rules and studio procedures. Students /families may be dismissed from MDTNO programs for failure to adhere to the code of conduct and policies.
- 2) Students must have their required dance shoes in order to take class. STUDENTS THAT DO NOT HAVE THEIR DANCE SHOES WILL HAVE TO OBSERVE CLASS.
- 3) No one is allowed to visit or wander around any part of the campus.
- 4) Absolutely no one is allowed on the playground or the athletic field - with or without their parent.
- 5) Country Day is a smoke-free environment.
- 6) Pets (including dogs) are not allowed on the grounds of Country Day.
- 7) The Metropolitan Dance Theatre of New Orleans, LLC directors and instructors are not liable for personal injury or loss of, or damage to, personal property. Each student may decline to participate in any activity. Please inform the instructor of any physical limitations you may have.
- 8) All children must be supervised by their parent. Running is not permitted in the building.
- 9) Non-dancing siblings and visitors must be supervised by their parent/guardians.
- 10) No one is allowed in the classrooms unless they are taking a class or being supervised by a faculty member.
- 11) With the exception of a plastic water bottle, no food or drinks may be brought into Country Day.
- 12) No video taping is allowed in the studio without Miss Jaune's permission.
- 13) MDTNO reserves the right to dismiss from the studio any person/ family who is disruptive or violates studio policies.
- 14) No street shoes are allowed on the dance floor at any time. This includes parents / visitors.
- 15) A doctor's written release may be required to resume class participation after injury / illness.

## ADMISSION AND TUITION

### **Admission, Placement and Dismissal**

Class placement is solely at the discretion of the director. All students are accepted on a trial basis and class placement / enrollment is determined by the director. All dancers are expected to conduct themselves in a safe, courteous and responsible manner. We are a private studio and reserve the right to dismiss any person who disregards school policy, shows inappropriate behavior, or upsets the harmony of the school.

### **Tuition**

Tuition is due by the first lesson of the month. After the 10th of the month, a \$10 late fee will be automatically added to your account. You will not be sent a tuition bill. Our tuition rates are based on our academic dance season and adjusted accordingly for holidays and special events. It is your responsibility to pay your tuition on time. If for some reason your child does not attend by the 10th of the month, please mail your tuition to our mailing address:

MDT

829 W. Wm. David Pkwy

Metairie LA, 70005

so your account will not be delinquent.

Payments can be made in cash or check.

Cash—inside a sealed envelope with dancer's full name, class day and time, clearly printed. Check—made payable to MDTNO

Invoices/past due reminders may be e-mailed, passed out in class or mailed to delinquent accounts. After three unpaid late fees have been assessed, dancer may not be allowed into class until fees are paid or payment arrangements have been made. Delinquent accounts must be settled before dancer may enroll in a new session. Delinquent accounts may result in canceling of enrollment, certain privileges (ordering or picking up costumes, videos, photos, etc.) denied, and/or forfeit of recital participation.

There is a one month minimum for all classes. **14 DAY NOTICE FROM THE FIRST OF THE MONTH IS REQUIRED TO WITHDRAW FROM ANY CLASSES.** Withdrawal must be done in writing via the front desk or email. Registration fees and 1st month's tuition are non-refundable. MDT reserves the right to terminate lessons to any student without notice.

**NSF Fee: \$20**

### Waiting Area Rules

- 1) It is the parent's responsibility to supervise their children, especially visiting siblings, in the hall and on campus. Visiting siblings must be occupied with a sit down, quiet activity. These children are to adhere to the code of conduct expected of all MDT students.
- 2) No running in the hall.
- 3) Food or drink are not allowed in Country Day.
- 4) No playing ball in the hall.
- 5) No bags are allowed on the floor. Please use the cubbies.
- 6) Toys are not allowed on the floor.
- 7) No wandering or playing on campus.
- 8) Please keep the amount of visitors that will occupy the hallway to a minimum. The waiting area is not place for social gathering.
- 9) Please keep the waiting area quiet. The gym is home to music, athletics and dance. Please respect the other learning environments and encourage your children to do as well.

### Class Attendance

Regular attendance is necessary to maintain steady progress in the class. Attendance will be recorded at the beginning of each class. Excessive absences, sitting out of class, lateness and/or inconsistent attendance may result in a lower level assignment. Excessive lateness / absences (to be determined by teacher on an individual basis) may result in a smaller performance role(s) or forfeit of the part/dance. Metropolitan Dance Theatre of New Orleans, LLC is a private business and reserves the right to deny recital participation to any performer with excessive lateness and/or absences regardless of fees paid or costumes purchased.

### Communication / Inclement Weather

Newsletters will be emailed to each family. Outside of class, email is our primary form of communication with you regarding the recital, inclement weather closings and other program information. Please add MDTNO to your email address book in order to accept emails from us. In the event of inclement weather, MDT will be closed when Jefferson Parish public schools close.

### Care of Students

The school is not responsible for providing before or after class care for students. Students are not to be left at the school for excessive time before or after class.

### Parking

Please park along the gym or in the student parking lot across the athletic field. Please visit [www.mtdance.com](http://www.mtdance.com) for a detailed campus map.



### **Performance Opportunities**

Parents and relatives of all students enrolled in the MDT's program will enjoy watching their dancers in our professional optional annual recital.

### **Class Etiquette**

Be courteous and keep small talk to a minimum. Please do not touch the mirrors. Be punctual and attend class regularly. Keep yourself, your dancewear and shoes neat and clean. No coverups are allowed in class. Practice healthy eating habits.

### **Social Media & Facebook Page**

"Like" the MDTNO page on Facebook to receive updates on school events. Please invite your family and friends to "like" the school. Please do not post questions on the school's Facebook page. Instead, please email them directly to [mdtno@hotmail.com](mailto:mdtno@hotmail.com).

### **Student and Parent Use of Social Media**

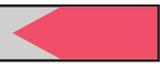
Use of Facebook, Twitter, LinkedIn, blogging, and other online social-media vehicles is commonplace. This policy is intended to provide MDTNO students and parents with guidelines to eliminate any confusion concerning the use of social media

You DO NOT have permission to reveal any information that compromises MDTNO. By that we mean you are forbidden to share personal information about the director, other students or their families, or anything that is proprietary and/or confidential to them or MDTNO. Students and parents should neither claim nor imply that they are speaking on behalf of MDTNO.

Never post anything that could compromise the self-esteem of students who attend MDTNO.

Do not post videos of class or rehearsals, don't post any choreography in its entirety; MDTNO owns the all choreography taught at the school.

## STUDIO CALENDAR



Please mark your calendars for the below dates that the studio will be closed in observation of holidays and school vacations. This is our tentative recital schedule. Events may be added or changed. We will notify you if this occurs.

|                                  |  |
|----------------------------------|--|
| Labor Day :                      | Monday, September 2 (STUDIO CLOSED)                  |
| Classes Begin:                   | TBA - Check your emails for more info                |
| Halloween:                       | Thursday, October 31 (STUDIO CLOSED)                 |
| Costume Deposits Due:            | November 2   |
| Thanksgiving Holidays:           | Monday, Nov 25- Saturday, Nov 30 (STUDIO CLOSED)     |
| Classes resume:                  | Monday, December 2 (STUDIO CLOSED)                   |
| Winter Holiday                   | Saturday, December 7, Make Up Classes on December 17 |
| Winter Break:                    | Tuesday, Dec 17 - Sunday, January 5 (STUDIO CLOSED)  |
| Classes resume:                  | Monday, January 6                                    |
| Early Bird Recital Fee Deadline: | Monday, January 20                                   |
| Costume Balances Due:            | Saturday, February 15                                |
| Mardi Gras Holidays:             | Thursday, Feb 20-Friday, Feb 28 (STUDIO CLOSED)      |
| Classes resume:                  | Saturday, February 29                                |
| Ad and Photo Deadline:           | Saturday, April 4                                    |
| Easter Weekend:                  | Saturday, April 11 (STUDIO CLOSED)                   |
| Classes resume:                  | Monday, April 13                                     |
| Recital Fee Deadline:            | Saturday, April 18                                   |
| May Holiday:                     | Saturday, May 9                                      |
| May Gym Rehearsal                | TBA - typically May 17                               |
| Adjusted Class Schedule Begins:  | Monday, May 18                                       |
| Memorial Day:                    | Monday, May 25 (STUDIO CLOSED)                       |
| Program Reveal Event and Pick up | Saturday, May 30                                     |
| Theatre Rehearsal at MJTPA       | Wednesday, June 3                                    |
| 2020 Recital                     | Thursday, June 4                                     |

## DRESS CODE

### Tiny Steps Division

- Any color leotard (skirts allowed but must be attached)
- Pink Footed Tights
- Pink Ballet Shoes - no elastic drawstring - please tie in a knot and cut excess
- Tan Mary Jane Tap Shoes (snap-on, buckle or elastic bound – no ribbons)
- Hair secured

### Young Performers Division -Combo Classes

- Any color leotard -skirts permitted
- Any color tights; Footless or stirrup tights acceptable
- Pink Ballet Shoes - no elastic drawstring - please tie in a knot and cut excess
- Tan Tap Shoes - lace up or slip on - no mary janes, please
- Tan split sole jazz shoes or Tan leather Half-soles or "Pirouette Shoes"
- Hair secured

### Hip-Hop - All Levels

- Freedom of Choice Dancewear
- Athletic Shoes

### Turning Pointe and Pointe I/II

- Black Leotards
- Pink transition tights
- ballet skirt optional
- HAIR IN BUN, with HAIRNET - NO EXCEPTIONS
- Pink ballet slippers - split sole

### Musical Theatre and Teen Musical Theatre

- Any color leotard or fitted dance top.
- Black capri-length pants, leggings, or black dance shorts shorts (no gym shorts).
- Suntan jazz shoes
- Hair secure in bun/ponytail

### Senior Musical Theatre

- Any color dancewear
- Light Tan Jazz Shoes
- Tan Character Shoes for Ladies
- Hair secure in bun/ponytail

### Senior Division I / II Jazz

- Any color dancewear
- Light Tan Jazz Shoes or Tan leather Half-soles or "Pirouette Shoes"
- Hair secure in bun/ponytail

### Senior Division I /II Contemporary / Pointe

- Any color dancewear
- Light Tan Jazz Shoes or Tan leather Half-soles or "Pirouette Shoes"
- Pink ballet slippers - split sole
- Hair secure in bun/ponytail

### Junior Contemporary

- Any color leotard or fitted dance top.
- Black capri-length pants, leggings, or short dance shorts (no gym shorts).
- Pirouettes 1/2 soles

**Metropolitan Dance Theatre of New Orleans**  
829 W.Wm. David Pkwy Metairie, LA  
70005  
Phone  
504-481-5402

**Hours**  
Monday - Thursday 4:30 - 9:30  
Saturday: 9:00-1:10

**Email**  
mdtno@hotmail.com

**Website**  
www.mdttdance.com

**Athletics Event Parking**  
Please park in the North Lot

1. Take the Bonnabel exit and turn right on Bonnabel.  
NOTE: Due to construction, there may not be a street sign at Bonnabel. Bonnabel is a 4-lane road divided in half by a wide neutral ground. There is a traffic light at the intersection where you will turn right from the exit lanes onto Bonnabel.
2. At the 4-way stop intersection, turn left on Codifer.
3. Codifer ends at Metairie Road. Turn left on Metairie Road.
4. Continue on Metairie Road until you reach the railroad tracks.
5. Immediately after crossing the railroad tracks, turn right on Frisco and drive two short blocks to enter the North Lot.
6. Once you park and are facing campus, take the sidewalk at the left of the parking lot to go to the Lupin Gymnasium in the Reily Recreation Center

