



**THE DANCE CONSERVATORY**  
AT THE ST. PAUL'S SCHOOLS



# WELCOME BOOKLET

EMPOWERING CHILDREN ONE DANCE CLASS AT A TIME

443-632-1077 | [TDC@STPAULSMD.ORG](mailto:TDC@STPAULSMD.ORG)

[WWW.STPAULSMD.ORG/TDC](http://WWW.STPAULSMD.ORG/TDC)

# Welcome!

## Hello from The Dance Conservatory!

Welcome to a brand new dance season at The Dance Conservatory!

As the TDC Director, I am thrilled to welcome back all our returning students and extend a warm greeting to our new members. This season promises to be filled with exciting opportunities for growth, creativity, and community as we embark on another journey of dance excellence.

### **Our Commitment:**

At TDC, we are dedicated to fostering a supportive and nurturing atmosphere where every dancer can thrive. Dance meets imperative needs for social-emotional skills, mental well-being, and physical health and provides quality friendships and role models. And THAT is the greatest investment a parent could make in their child. I do not only share that as a dance teacher but as a mom myself. Our talented and passionate instructors and staff are here to guide you, whether your goal is to pursue a professional career or simply enjoy the joy of dance.

### **Community and Support:**

We believe in the power of community and encourage everyone to support one another. Parents and guardians, your involvement is crucial to your dancer's success, and we welcome your participation in our events and activities.

As we step into this new season, let's embrace the challenges, celebrate our achievements, and most importantly, enjoy the journey of dance together. If you have any questions or need assistance, do not hesitate to contact us

Thank you for being a part of The Dance Conservatory. Here's to an amazing season filled with dance, growth, and unforgettable memories!



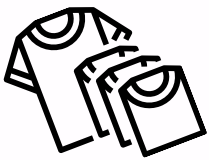
Sincerely,

*Crystal Mann-Hollinger*  
Crystal Mann- Hollinger  
TDC Director

# Connect With Us

## Access Your Account

- 1 Go to [www.stpaulsmd.org/tdc](http://www.stpaulsmd.org/tdc)
- 2 Click "TDC Parent Portal"
- 3 Type in the member login email and password



## Snag Your Swag

Order your dance wear with us during a dancewear fitting or stop by the front desk!



## Purchase your dancewear

## Follow Our Social Media



[@TheDanceConservatoryBaltimore](https://www.instagram.com/TheDanceConservatoryBaltimore)



## Subscribe to Texts & Emails

Make sure you are opted-in to texts and emails so you can receive important communication! If you are unsure if you are opted-in, please contact us.

## Mark Your Calendar

[View the Calendar for the year!](#)



# Policies

## GENERAL POLICIES AND INFORMATION

- Water only is allowed in the studio.
- Please label all dancewear, shoes, and personal items with your child's name.
- If your child has a medical condition that requires medication or medical treatment (such as a seizure disorder) we ask that a parent or guardian remain at the studio during their child's class.
- The Dance Conservatory does share photos of its dancers on social media. If you prefer that your dancer not be photographed for this purpose please contact the studio.

## MEMBERSHIP FEES, TUITION FEES AND PAYMENTS

- Membership fees are an annual fee that is due once a year upon enrollment in a season.
- Membership fees are non-refundable.
- Tuition rates are based on the full season. It is a course fee. It is not based on the number of classes each month and not based on monthly fees.
- Tuition is an all-inclusive annual course fee that is divided into nine (9) equal monthly installments and is due by the first of each month. Costume fees for the annual recital are included in tuition for students enrolled by September 30.
- Students enrolling after September 30 will be assessed an additional \$10 per month, per class, beginning with their enrollment month to cover costume and recital-related expenses.
- All families must have a credit card on file and be enrolled in AutoPay. We accept Visa, Discover, and MasterCard. Tuition will be automatically charged to the card on file between the 1st and 5th of each month (September–May). If you wish to use an alternate payment method, payment must be made before the 1st of the month.
- By enrolling and agreeing to these terms, you authorize The Dance Conservatory to automatically charge the credit card on file for tuition payments due on the 1st of each month and for any outstanding balances, fees, or other charges due under this agreement.
- Tuition not received by the 15th of the month will incur a \$15 late fee. Refunds are not given should a dancer discontinue mid-month.
- No refunds will be issued for classes missed due to student absence, inclement weather, emergency school closings, or other circumstances beyond the studio's control. Please refer to the Makeup Policy for attendance options.
- Delinquent accounts must be settled before a student can register for a new session/semester or attend production rehearsals.

## Class Make Up Policy

- Students may make up a missed class by attending another class of the SAME LEVEL or a LOWER LEVEL.
- Students and/or parents must email or call the studio pre-arrange a make-up class.
- Students must make up missed classes within the same calendar month. Make-up classes may be scheduled in advance of the excused absence.
- Classes missed the last week of a month should be made up within the first week of the next calendar month when a student returns to class.
- Missed classes do not accrue from one month to another month, nor from one session to another. Missed classes not made up will be lost classes.
- Tuition will not be refunded for unattended classes or classes that are not made up.
- TDC reserves the right to add additional classes or extend the calendar school year to make up for classes missed due to inclement weather or emergency/unexpected school closings.

## DRESS CODE & HAIR

- Children should be in proper dress code. Uniformity in dance allows teachers to assess how well the students are implementing the technique being taught
- No jewelry – including but not limited to watches, rings, bracelets, necklaces, dangle, hoop, or large earrings.
- Hair must be tightly secured away from face at all times.

# Policies

## **WITHDRAWAL FROM CLASS**

- Thirty (30) day written notice is required to withdraw a dancer from any class. All written notices should be emailed to TDC Director, Crystal Mann-Hollinger at [cmann@stpaulsmd.org](mailto:cmann@stpaulsmd.org)
- Non-attendance does not constitute withdrawing from class.

## **Withdrawal During Weeks 3-8:**

- You owe the cost of all classes taken from the start date until the official withdrawal date (submitted in writing), multiplied by two.

## **Withdrawal During Week 9 or Later:**

- You owe the cost of all classes taken from the start date until the official withdrawal date (submitted in writing) plus an additional eight weeks of tuition.

## **Balances Due for Dropped Classes:**

- Can be applied towards switching to a different class or enrolling a sibling in place of your dancer (must occur before December 1st). "Date of withdrawal" will be as of the date we receive written notification requesting to withdraw from class(es)

## **Withdrawal Due to Extenuating Circumstances**

- If a student needs to withdraw due to injury, illness, extenuating family circumstance, or relocation, parents must email the TDC Director, Crystal Mann-Hollinger at [cmann@stpaulsmd.org](mailto:cmann@stpaulsmd.org) with a doctor's note, or reason for withdrawal for review on a case-by-case basis.

## **REFUNDS AND CANCELLATION**

- Tuition refunds are not given for a student that drops from a class mid-month.
- Membership fees are non-refundable.
- All refunds are subject to an administrative processing fee.

## **RESCHEDULING AND SUBSTITUTION**

- The studio reserves the right to provide a substitute teacher if the regular teacher is ill or otherwise unable to teach.
- The studio reserves the right to reschedule or combine classes.

## **PRIVATE LESSON CANCELLATION POLICY**

- All private lessons canceled with more than 24 hours notice will not be billed.
- No-show lessons or lessons canceled with less than 24 hours notice will be charged the full amount of the lesson.

## **LOST AND FOUND AND SECURITY**

- The studio is not responsible for lost or stolen items.
- If you have lost an item, please check the lost and found.
- Lost and found items are donated at the end of each month.

## **COMMUNICATION**

- TDC goes to great lengths to keep you informed and up to date through monthly electronic newsletters, email, & text messaging
- We welcome email or phone communication via call or text and are happy to set up a meeting, if necessary, to answer any questions you may have regarding your dancer or our programs.

# Policies

## ATTENDANCE

- Regular attendance is vital to student progress and group choreography. Please make every effort to attend each class, notifying the studio if a dancer will be absent.
- Students may schedule a makeup class by calling the studio or stopping at the front desk.
- Dance is a physical activity that requires the body to be properly warmed up. Students that are late to class miss the proper warm-up and, therefore, may sustain injury.
- Students who arrive more than 10 minutes late may be asked to observe the class for reasons of physical safety.
- Any dancer that displays signs of illness or has a fever should stay home.
- If a student should feel ill or develop a fever while in class, a parent will be called so the student can rest at home.

## SAFER STUDIO POLICY

- TDC requires all staff and students to stay home when they are ill.
- In order to reduce the community spread of all illnesses, we follow best practices and recommendations from our local health department and from our industry associations.

## CLASS PLACEMENT

- Class placements are at the discretion of our teaching staff and are derived from many years of teaching experience.
- Children are placed in a class where they will be confident, promote the development of self-esteem, and continue to be challenged.

## DISCIPLINE

- Our staff is trained to use constructive techniques of discipline, encouraging students to have respect for other students, teachers, staff, and studio property.
- Should disruptive behavior occur and continue a child may be removed from class and a parent or guardian will be notified.
- In extreme circumstances, it may be necessary for the director to terminate a student's enrollment.

## INCLEMENT WEATHER POLICY

- In the event of inclement weather, we will post closings to our Facebook & Instagram page, send an automated text, & send an email.
- We will always follow The St. Paul's Schools closings for inclement weather.
- Canceled classes may be made up at your convenience from our regular schedule of classes. Makeup class enrollment is determined by class capacity in another class.

## PERFORMANCE

- We end our season with our year-end performance. Recital dates will be announced by December
- Performance rehearsals are mandatory. A child must rehearse so that they are fully prepared to perform in recital.
- We do everything possible to accommodate all of our families. We can not accept special requests to adjust rehearsal and/or recital times or move routines from one show to another.
- Our priority is to prepare your children for the performance experience of a lifetime!



**Important!**

If you have not done so already, please login to your Studio Pro account [HERE](#) to sign and agree to our policies.

# PRE- ACADEMY Dress Code



## Girls

### PRE BALLET

LIGHT PINK LEOTARD, PINK TIGHTS & PINK BALLET SHOES

### BALLET COMBO CLASSES:

#### BALLET/JAZZ

LIGHT BLUE LEOTARD, PINK OR SKIN TONE TIGHTS, PINK BALLET SHOES & TAN SLIP ON JAZZ SHOES

#### BALLET/TAP

LIGHT BLUE LEOTARD, PINK OR SKIN TONE TIGHTS, PINK BALLET SHOES, & TAN BUCKEL TAP SHOES

### MUSICAL THEATER

ANY COLOR LEOTARD, PINK OR SKIN TONE TIGHTS, & TAN SLIP ON JAZZ SHOES



3 & 4.5 YEAR OLDS

PRE- BALLET



5 - 7 YEAR OLDS

BALLET/TAP

BALLET/JAZZ

MUSICAL THEATER

## Boys

### T-SHIRT

COLOR: BLACK OR WHITE

### DANCE PANTS/ATHLETIC SHORTS

COLOR: BLACK

### SHOES

BALLET: BLACK BALLET SHOES

TAP: BLACK LACE TAP SHOES

JAZZ & MUSICAL THEATRE: BLACK SLIP ON JAZZ SHOES

NON-BINARY AND GENDER NON-CONFORMING: PLEASE  
FEEL FREE TO MIX AND MATCH FROM THE OPTIONS  
PROVIDED TO CREATE AN OUTFIT THAT FEELS  
COMFORTABLE AND ALLOWS YOU TO MOVE CONFIDENTLY  
IN CLASS.

**CLICK HERE TO  
PURCHASE DANCE WEAR**

# ACADEMY

## Dress Code



### Girls

#### LEOTARDS

BALLET 1: LAVENDER (ANY STYLE)  
BALLET 2: BURGANDY (ANY STYLE)  
BALLET 3 & TEEN BALLET: NAVY BLUE (ANY STYLE)  
BALLET 4 AND UP: TEAL (ANY STYLE)

#### TIGHTS

BALLET: CONVERTABLE PINK OR SKINTONE  
ALL OTHER GENRES: CONVERTABLE PINK OR SKINTONE

#### SHOES

BALLET: (COLOR: PINK)  
TAP: LACE TAP SHOES (COLOR: BLACK)  
HIP HOP: ATHLETIC SNEAKERS (COLOR: WHITE)  
ACRO: BARE FOOT  
CONTEMPORARY & LYRICAL: CANVAS HALF SOLE  
JAZZ & MUSICAL THEATRE: SLIP ON JAZZ SHOES (COLOR: SKINTONE)



7.5-9 YEARS OLD

BALLET

TAP

ACRO

JAZZ



10+ YEAR OLDS

BALLET

TAP

ACRO

JAZZ

CONTEMPORARY

### Boys

#### T-SHIRT

COLOR: BLACK OR WHITE

#### DANCE PANTS/ATHLETIC SHORTS

COLOR: BLACK

#### SHOES

BALLET: (COLOR: BLACK)  
TAP: LACE TAP SHOES (COLOR: BLACK)  
HIP HOP: ATHLETIC SNEAKERS (COLOR: BLACK)  
ACRO: BARE FOOT  
CONTEMPORARY & LYRICAL: CANVAS HALF SOLE  
JAZZ & MUSICAL THEATRE: SLIP ON JAZZ SHOES (COLOR: BLACK)

NON-BINARY AND GENDER NON-CONFORMING: PLEASE  
FEEL FREE TO MIX AND MATCH FROM THE OPTIONS  
PROVIDED TO CREATE AN OUTFIT THAT FEELS  
COMFORTABLE AND ALLOWS YOU TO MOVE CONFIDENTLY  
IN CLASS.

[\*\*CLICK HERE TO  
PURCHASE DANCE WEAR\*\*](#)

# What is More Than Just Great Dancing (MTJGD)?

- MTJGD is a licensed affiliation of dance studio that subscribe to a higher standard of dance instruction and management principles.
- As part of a dynamic network of 300+ dance studios and 95,000 students worldwide, MTJGD transforms staff development and provides leadership training, quality programs and curricula to its affiliate studios.
- But, MTJGD is a commitment to providing **MORE** than excellent dance instruction. MTJGD dancers go beyond technique to develop important life skills, learning to be respectful, confident, and conscientious young people who share their gifts and talents with the community.
- Only one studio per market can be awarded a MTJGD affiliation.



MTJGD studios are diverse in their specialties, but **united in their belief in the power of dance to change lives!** We are proud to be a MTJGD affiliated studio!

## TDC is First Aid/CPR Trained

- The Dance Conservatory is committed to keeping kids happy, healthy and safe in dance. All teachers and staff members complete training in CPR, First Aid, dance education and safety, injury prevention, and emergency preparedness.



## TDC staff is background checked

- All instructors and staff members have successfully completed background checks to help ensure a safe and supportive environment for all students.



# 2026-2027 Calendar

## SEPTEMBER

**Sept 1:** Tuition Installment Due  
**Sept 8:** First Day of Classes  
**Sept 11-12 :** Rosh Hashanah  
(Studio Closed)  
**Sept 21 :** Yom Kippur (Studio Closed)

## OCTOBER

**Oct 1:** Tuition Installment Due  
**Oct 5-10 :** Bring a Friend Week  
**Oct 12-17 :** Dance Days  
**Oct 24-30 :** Halloween Dress-Up Week  
**Oct 31 :** Halloween (Studio Closed)

## NOVEMBER

**Nov 1:** Tuition Installment Due  
**Nov 2-21 :** Thanksgiving Food Drive  
**Nov 25-29:** Studio Closed



Dancers begin to work on the curriculum and create the foundation for more challenging steps as the year goes on! The recital theme is announced and recital information is released.



## DECEMBER

**Dec 1:** Tuition Installment Due  
**Dec 5 :** Winter Recital  
**Dec 21-Jan 3:** Studio Closed

## JANUARY

**Jan 1:** Tuition Installment Due  
**Jan 18 :** Martin Luther King Jr. Day (Studio Closed)

## FEBRUARY

**Feb 1:** Tuition Installment Due  
**Feb 8-13 :** I Heart Dance Week  
**February 15 :** Presidents Day (Studio Closed)  
**Feb 22-27:** Parent Participation Week



Students will begin working on their dance choreography for the end of year performance! Dancers will be measured for costumes and costumes will start to be tried on during class after the holiday. More information on the end of year performance will be released.



## MARCH

**Mar 1:** Tuition Installment Due  
**Mar 15-21 :** Spring Break (Studio Closed)  
**March 26-28 :** Easter Break (Studio Closed)  
-

## APRIL

**Apr 1:** Tuition Installment Due  
**Apr 12-17:** Parent Observation Week (POW)  
**Dates TBD:** Costume Distribution Week, Picture Week & Recital Ticket Sale

## MAY

**May 1:** Tuition Installment Due  
**May 22-23:** Recital Weekend  
**Dates TBA:** Rollover Membership Renewal



This is a busy time of year! Students are finalizing and preparing their dance for the stage! Personalized class recommendations for upcoming season will be sent in preparation for rollover membership. Information on recital ticketing is announced.



## JUNE/JULY/AUGUST

**Jun 1:** Membership fee processed

**Dates are subject to change.**

**Late fees** are applied on the 15th of each month if tuition is not received.



Summer classes begin!

# 26-27 TUITION RATES

Our tuition is an **all-inclusive** annual course fee that is divided into nine (9) equal monthly installments.

## Your tuition investment includes:

- Weekly instruction from our experienced faculty
- Annual recital participation
- Recital costumes
- Access to a supportive and inclusive dance community

**OUR GOAL IS TO PROVIDE  
TRANSPARENT,  
PREDICTABLE PRICING SO  
YOUR FAMILY CAN FOCUS  
ON ENJOYING THE DANCE  
EXPERIENCE.**

| Hours      | Yearly Tuition | Monthly Installment |
|------------|----------------|---------------------|
| .5 hours   | \$454.00       | \$50.00             |
| .75 hours  | \$633.00       | \$70.00             |
| 1 hour     | \$835.00       | \$93.00             |
| 1.25 hours | \$1,044.00     | \$116.00            |
| 1.5 hours  | \$1,253.00     | \$139.00            |
| 1.75 hours | \$1,462.00     | \$162.00            |
| 2 hours    | \$1,503.00     | \$167.00            |
| 2.5 hours  | \$1,879.00     | \$209.00            |
| 3 hours    | \$2,004.00     | \$223.00            |
| 3.5 hours  | \$2,338.00     | \$260.00            |
| 3.75 hours | \$2,505.00     | \$278.00            |
| 4 hours    | \$2,672.00     | \$297.00            |
| 4.5 hours  | \$3,006.00     | \$334.00            |
| 5 hours    | \$3,006.00     | \$334.00            |
| 5.5 hours  | \$3,307.00     | \$367.00            |
| 6 hours    | \$3,608.00     | \$401.00            |
| 7 hours    | \$3,800.00     | \$422.00            |
| 8 hours    | \$4,342.00     | \$482.00            |
| 9 hours    | \$4,885.00     | \$543.00            |

## IMPORTANT TUITION POLICIES:

- Tuition is due on the 1st of each month
- A \$15 late fee will be applied to balances not paid by the 15th of the month
- A 30-day written notice is required to withdraw from a class
- Tuition is non-refundable once a month has begun
- Students enrolling after September 30 will be assessed an additional \$10 per month, per class, beginning with their enrollment month to cover costume and recital-related expenses.
- All families are required to maintain a credit card on file and be enrolled in Auto-Pay
- By enrolling, families authorize TDC to charge the card on file for tuition, fees, and any outstanding balances
- We accept Visa, MasterCard, and Discover



# The TDC Difference



## Welcoming & Inclusive Community

At TDC, every dancer belongs. We are committed to creating a positive, supportive environment where dancers of all ages, abilities, and backgrounds feel valued, encouraged, and celebrated. From the moment a family walks through our doors, our goal is to create a space where dancers can be themselves, build meaningful relationships, and develop a lifelong love of dance.

## Extensive Class Offerings

We believe in providing dancers with a well-rounded education, which is why we offer more than half a dozen class choices and over 120 classes per week. From classical ballet to jazz, our diverse range of classes caters to dancers of all ages and skill levels, allowing them to explore various styles and discover their passion.

## Safety & Security

The safety and well-being of our students are our top priorities. Our facility is equipped with advanced security measures to ensure a safe and secure environment for everyone. From secure entry systems to surveillance cameras, we go above and beyond to provide parents with peace of mind while their child is in our care.

## Comprehensive Support

From registration to recitals, our administrative team provides comprehensive support every step of the way. We understand that navigating the world of dance can be overwhelming, which is why we're here to assist you with any questions or concerns you may have, ensuring a smooth and stress-free experience for both parents and students.

## A Caring & Experienced Staff

Our team is made up of passionate and caring individuals who are dedicated to helping your dancers succeed, from their very first class to their graduation performance. With years of experience and expertise in their respective dance styles, our instructors are committed to providing personalized attention and support to each student, ensuring that they reach their full potential.

## We are More Than Just Great Dancing™

As a proud affiliate of More Than Just Great Dancing™, we adhere to the highest standards of ethics, professionalism, and excellence in dance education. Our affiliation underscores our commitment to providing a positive and empowering experience for every student, instilling values that extend far beyond the dance studio.



THE DANCE CONSERVATORY  
AT THE ST. PAUL'S SCHOOLS



# TDC Studio Etiquette

*At our dance studio, we are committed to providing a positive and enriching environment for both dancers and their families. With a goal of creating a space that fosters focus, preparation, and support for our young dancers, we're hopeful guests can understand their role in keeping our lobby a wonderful space!*

## THE DANCE STUDIO LOBBY AS A SHARED SPACE



Our lobby is a shared space for dancers, parents, and guests alike. We do our best to provide a good flow between classes, but it can become difficult. Let's work together to make it a welcoming and organized area for everyone by keeping things off the ground, and walkways free and clear. If you are missing something, please ask our front desk to check the lost and found.

## DESIGNATED AREA FOR DANCERS



It's important to understand that dancers need space to prepare for their classes. We encourage parents to help recognize that the lobby also serves as a space for dancers to comfortably change into their dance attire and put on their dance shoes.

## GUEST POLICY



When bringing guests to the studio, please embrace a mindful approach. While we love the support from family and friends, being conscious of the number of guests we bring to avoid overcrowding and distractions during class preparations is extremely important.

## SUPERVISION OF CHILDREN



We understand that siblings of dancers and other children may accompany parents to the studio. Please ensure that they are supervised closely to prevent disruptions and maintain a safe environment for all. Consider bringing a quiet activity to keep children not dancing busy and packing a pair of headphones for when electronics are being utilized.

## LEAVE IT BETTER THAN YOU FOUND IT



We encourage everyone to leave the lobby and shared spaces better than they found them. Simple acts like picking up after ourselves and keeping the area tidy contribute to a positive atmosphere within the studio.



### USE THE RESTROOMS APPROPRIATELY



We welcome parents and guests to use our restrooms and ask them to use it appropriately. We encourage a quick and efficient use of facilities, especially during peak times, to ensure that everyone has access when needed.

### NOISE LEVEL AND CLASSROOM INTERRUPTIONS



Be mindful of noise levels in shared areas, understanding that excessive noise can disrupt the focus of dancers. Encourage conversations to take place in designated areas to minimize classroom interruptions. Additionally, please do not open up the studio doors when classes are in session.

### POSITIVE COMMUNICATION



We appreciate your understanding and cooperation in fostering a positive lobby environment. Regularly check communication channels for updates on lobby etiquette to ensure everyone is informed and on the same page. Make sure that you are signed up to receive our text messages and emails!

*By collectively embracing appropriate lobby etiquette, we can transform our studio's lobby into a space that supports the passion and dedication of our young dancers and is a comfortable place for parents and caregivers to be. Your cooperation is instrumental in making our dance community even more vibrant and enjoyable for everyone involved.*

**Thank you for being an  
essential part of our dance  
family!**