



2025-2026

# STUDENT HANDBOOK

2960 South Durango Drive Suite 111

Las Vegas, NV 89117

702-772-0303

## Rules and Regulations:

- During classes parents and family members are asked to sit and relax on our comfortable couches. Crowding around our doorway watching class is not permitted and creates a safety issue for our students.
- Please clean up after yourselves and throw trash in respective cans.
- Determining a student's placement level, class schedules, and instructor is at the discretion of the director. Students are placed in appropriate classes according to age, experience, and skill level. Dance classes are not always the same as grade levels in school. There is an end of the year evaluation given for the benefit of each student; this is based on the expertise of our faculty. The dancer's best interest is always in mind. A student may not always move to the next level or stay at the same level each year.
- At times, substitute teachers may be used without prior notice. In addition, classes may be cancelled or rescheduled due to inclement weather or other unforeseen events. No refunds for classes.
- Master Dance Worx is not responsible for lost or stolen items. We do have a lost and found drawer behind our front desk in an event something went missing.
- Students will not touch the belongings of others, without the owner's permission.
- No Cell Phone use or to be brought inside the dance room by a student during class time.
- Disruptive students may be asked to sit and watch or dismissed from the room.
- When new shoes are purchased, students will ask the instructor if the shoes

are the correct footwear for class before usage.

- Students should label their dance shoes on the inside bottom sole with their initials.
- No Gum, candy, or food will be allowed inside the studio room during class.
- Student water bottles may be placed outside the studio door to prevent spills inside our studio.
- All families agree to be encouraging to all dancers and families, and supportive of decisions made by the artistic directors, staff and faculty.
- Students and Families will behave and speak respectfully to all classmates, teachers, assistants, and MDW volunteers. Negative comments, gossip, bullying, or inappropriate behavior towards students or staff will NOT be tolerated.
- Students and Families are expected to always act in a respectful way and with a positive attitude as all actions are a reflection of our studio. Any negative behavior associated with a student/family will result in loss of privileges or may even be dismissed from the studio.

## Proper Etiquette:

- All students are expected to wait quietly in our couch area for their next scheduled class.
- There is absolutely no running around or inside the studio room.
- Each dancer will keep their belongings inside their dance bag, and not spread around the lounge area.
- Students will not be allowed inside the classroom until the instructor gives the OK to enter.
- Students will respect all their teachers, and come prepared to class with a positive, hard working attitude.
- If your dancer takes Tap class, shoes *MUST* be removed before exiting the room for a bathroom break. Tap shoes are only to be worn on designated Tap surfaces.
- Shoes will be brought into the room and put on for class when Tap “dot” or designated surface is placed down only. No Tap shoes to be worn or used on the studio wooden floor. No exceptions. Any damage to the flooring by a student will be assessed and further discussions may be made.

## Class Attire/Uniform:

- Having a studio dress code helps foster a cohesive learning environment.
- Proper Dance Attire is strictly enforced inside our classroom.
- Students must be dressed/hair done at the start of the class time.
- Students should NOT wear their dance shoes they use for class outside of the building on the streets and pavement.
- Hair must be secured tightly in a ballet bun for all classes.
- No Jewelry (except for studded earrings), Rings, Necklaces, or Bracelets are not permitted in class.
- Students must all be dressed in official Master Dance Worx studio team gear when attending Conventions, Competitions, special showcase events, recitals, performance outings etc.
- Proper dance attire may be found at the Capezio Store on S. Fort Apache Road.
  - Mention you dance with Master Dance Worx and receive 10% off your purchase each time you visit.
  - Additionally, [discountdance.com](https://discountdance.com) has wonderful high-quality dance items at discount prices. Feel free to use our studio code: **TP 128705** at checkout.

# Attendance Policy:

- For a student to progress and excel in dance, consistent training and dedication is a must.
- Students are expected to be on time for all classes.
- If the student is up to 15 minutes late, the instructor may allow the student to participate.
- For the safety of the dancer and the entire class, if the student is more than 15 minutes tardy, they will be expected to quietly enter and observe the class and take notes as it becomes disruptive to the learning environment.
- If a student is injured, they are required to observe class. A doctor's note may be needed.
- If your student is ill, please contact Ms. Lauren directly (or leave a message with our front desk staff) to let us know your child will not make class.
- We understand situations arise, but please try not to text us minutes before a class starts.
- If your child is selected for competition teams, or special studio rehearsals, attendance to those rehearsals are mandatory. They are NOT optional. When your child is missing, the entire group suffers. In order to build a strong team, "teamwork makes the dream work". Missing rehearsals and required classes may lead to forfeiting placement on a team or special project. It is your responsibility to plan ahead and mark your calendars for rehearsal dates/times.
- Interested students looking to compete on our competition team must be registered by September 13th 2025.
- There are no refunds given for missed classes. Make up classes MUST be

made within 2 weeks of missed date. No Exceptions.

- If a student misses 3 weeks of classes within a single month, your dancer will be dropped from the classes. This also includes special private time for solos/duos/trios.

## Recital Opening Number:

- Students of the ages of 10 and up may have the opportunity to be selected for our recital opening number dance.
- Extra Rehearsals will be needed (possibly more as recital nears) and may fall on a weekend day for practice.
- Rehearsals will start in January 2026. Exact Date TBA
- A \$25 fee (per student-even siblings in this instance) for each practice date will be charged for each practice session.
- Practices would be 1-1.5 hours each session.
- Purchase of a selected Costume Needed. (Cost TBA)
- Great Team Bonding Experience!
- We look for committed dancers who will commit to the entirety of rehearsals until recital.
- An honor to perform in the opening number of the studio recital!

## Recital Protocol:

- Recital is held every year mid May.
- Costumes/Tights are purchased for each class
- Dancers are required to attend dress rehearsal in order to perform in recital
- Each family pays a recital fee (est. \$200 per child) to help cover the cost of venue rental, staff, stage technicians, props, custodians, security etc.
- Tickets are sold for family members and friends via a ticketing site.

# Tuition and Payment Policies:

- There is a \$30 (non-refundable) Registration fee per dancer. This is valid from the date of the initial registration until the following summer.  
Example: August 2025-July 2026.
- The first tuition payment is also due upon registration and is Non-Refundable. NO EXCEPTIONS. Registration will not be complete until the first month's tuition is paid in full, and this Student Policies Handbook is signed and returned. Students will not be able to participate in class until this is done.
- We will charge the credit card in your Studio Pro online Portal at the beginning of the month.
- Charges are run off Credit Card on File in your Dance Studio Pro.
- There is absolutely NO negotiation on pricing at Master Dance Worx. All pricing (which includes and is not limited to classes, costumes, studio gear, special dance events, Zoom classes, choreography from invited choreographers, Master Classes, private lessons etc.) is final.
- Tuition is divided into 9 monthly payments throughout the dance year. (September-May). There are no discounts given on our monthly tuition (Sibling discount rates are the only exception). If you enroll mid-month, you are responsible for the full month's tuition. If you withdraw mid-month then you are still responsible for that month's tuition but will no longer be charged after that month is complete.
- A fee of \$35.00 will be charged for returned checks, and in-sufficient funds.
- Payment for rehearsals/master classes need to be made BEFORE entry. Student(s) will not be allowed to participate until payment is made.

- In some cases, rehearsals, master classes, classes may be held at another studio space location other than Red Rock Country Club.
- If tuition or other payments are past due, the student will not be allowed to participate in class or rehearsals. If there is an outstanding balance at recital/competition time, the dancer will not receive their costume and will not be allowed to participate in recital/competition until payment has been made. No Exceptions. A \$25 late fee applies (even if one day late) for tuition or rehearsal fees.

## Additional Information:

- Dancers who take time off within a season for such things as travel, or other activities WILL still be responsible for tuition for the time that is missed. We are a growing studio, and you are essentially holding your space in class.
- Please note: Costume payments, recital fees, dance convention/competition fees, studio warm ups etc. charges (anything outside of the class tuition) will be run through Ms. Lauren via Venmo (@Lauren-Gerrish), personal check (Lauren Gerrish), Apple Pay, or Zelle transfer. Additional late fees may apply.
- Private lessons cancelled with less than 24 hours' notice will be charged at the full session rate. If you cancel private time 3 times within a single month, your private time slot will be given away. No Exceptions.

## Withdrawing:

- Withdrawal from the studio must be submitted in writing and signed by a guardian. If you choose to have your dancer withdraw from a class, you will be responsible for the remainder of the tuition for that month.

# MDW Season Calendar

August 25th.....Classes Begin  
September 1st.....Labor Day (No Classes)  
September 13th.....Competition Team Tryouts  
October 27th.....“Wear Your Halloween Costume/Accessories to Class Week”  
October 31st.....Halloween/Nevada Day (No Classes)  
November 11th.....Veterans Day (No Classes)  
November 17th-22nd.....Zoom Observation Week  
November 23rd-November 30th.....Thanksgiving Week (No Classes)  
December 12th.....Recital Costume Fees Due in Full  
December 15th-December 20th.....MDW Spirit Week!  
December 21st-January 4th .....Winter Break (No Classes)  
January 5th.....Classes Resume  
January 19th.....Martin Luther King Jr. Day (Classes will be held)  
January 26th.....Classes Will Be Held on This Date  
February 9th.....Classes Will Be Held on This Date  
February 9th-February 14th.....”One Sweet Week”  
February 16th.....President’s Day (Classes will not be held)  
March 2nd-March 7th.....SPIRIT Week! “Creative Container Challenge”  
    \*\*Bring in something that could be used as a water container that's not the typical  
    water bottle. A winner will be announced!\*\*  
March 16th-March 22nd.....Spring Break (No Classes)  
    \*\*Competition Teams may rehearse this week off\*\*  
April 3rd.....Classes will be held on this date  
April 27th.....Classes will be held on this date  
MDW RECITAL.....Mid May (Date/Location TBA)  
May 15th .....Last Day of Classes

# Class Attire

## Ballet/Pre Pointe:

### Girls:

Solid Black Leotard, Capezio (Ballet Pink) Transitional Tights (Style 1916c ). Capezio Canvas Hanami (Light Pink) split sole Ballet slipper (Style 2037c), Hair in a Slick, Neat Bun.

## Pre-Pointe:

Dancers selected for Pre-Pointe will attend a professional pointe shoe fitting that specifically fits the needs of their feet.

### Boys:

Solid White fitted T-shirt, Black Shorts, and Capezio Black Canvas Hanami split sole Ballet Slipper.

## Acro:

### Girls:

Any Color Leotard or half top/ Fitted Shorts, Hair in a Slick low side Bun by the neck for Acro movements. Barefeet.

### Boys:

Solid White fitted T-shirt, Black Athletic Shorts, Barefeet.

## Mini Masters: (Age 2-5)

### Girls:

Pink Leotard, Capezio (Ballet Pink) Transitional Tights, Capezio Pink Ballet Slippers (Without Drawstrings) (Style 212c), Hair in a Bun, No Jewelry, Ballet tutus and skirts (any color) welcome.

### Boys:

Solid White fitted T-shirt, Black Shorts, and Capezio Black Ballet Slippers.

## Tap:

### Girls:

Solid Black Leotard, No tights, Fitted Shorts (for Spring/Summer), Long Black Yoga Leggings (Fall/Winter), Hair up in a Bun, Capezio Black Lace Up Oxfords (Style Cg17c), Dot 2 Dance Circle Floor (Suggested for practice).

## INTRO TO TAP CLASS SHOES:

Capezio Child “Mary Jane” Buckle Strap Tap Shoes in Caramel (Style 3800c).

## Boys:

Solid White fitted Tshirt, Black Shorts, and Capezio Black Lace Up Oxfords (Style Cg17c), Dot 2 Dance Circle Floor (Suggested for practice).

## Contemporary:

Solid Color Leotard, No Tights, Fitted Half Top and Fitted Shorts, Solid Color Leotard and fitted Shorts, Capezio (Nude) Half Shoe (Style HO63). Or, No Shoes- (Clean) Barefeet, Hair up in a Ballet Bun.

## Hip Hop:

Leotard, and Long Black Yoga Leggings with tank top over, Half top and Long Black Leggings, Sneakers, Hair in High Top Knot or Ponytail/Braid.