

the *Dance* Academy

2024-2025 STUDENT HANDBOOK

637 Big Bend, Manchester, MO 60321

www.thedanceacademystl.com

danceacademystl@gmail.com

[\(636\) 235-4472](tel:(636)235-4472)



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INTRODUCTION

On behalf of our staff and faculty, I want to welcome you to The Dance Academy. Thank you for bringing your dancer to us! This will be a fun filled year with loads of new dance steps and exercise. This handbook is a resource to help Dance Academy family succeed and grow at our studio. If you have any questions or concerns, please don't hesitate to ask. We look forward to teaching your dancer and getting to know them.

OUR HISTORY

The Dance Academy has been in existence since 1984, under the thoughtful direction of Ms. Colleen Kilmer. In 2023, the Dance Academy transitioned, following Ms. Kilmer's retirement, to continue and enhance the legacy of quality dance instruction.

MISSION & CORE VALUES

The mission of The Dance Academy is to create a supportive and nurturing environment for every student to learn dance, whether for fun and exercise or whether to enter the arts on a professional level.

Our core values are that:

1. We are committed to nurturing and growing leaders.
2. We are committed to dance as creative self-expression, as an athletic art, and to dance as a way of life.
3. We are committed to instilling self-confidence, discipline and passion in all dancers, by incorporating various forms of dance.
4. We are committed to providing a wholesome, inspiring environment that meets the needs of all learners.

The Dance Academy curriculum is comprehensive and is designed to give each Child or Adult the best possible dance education. Technique and discipline are stressed throughout each and every class. Building confidence in each Dancer's abilities and instilling a sense of commitment to themselves and their peers is an important aspect of dance training.

Dance is a performing art. The Dance Academy provides many performing opportunities, which are vital to the Dancer's overall development. Performing teaches responsibility, provides an environment that requires group unity and effort for a common objective, instills confidence and rewards the performer with a sense of accomplishment.

While the Dance Academy subscribes to a vigorous and professional approach in the training of your Dancer, the Dance Academy continually employs various teaching methods designed to provide a "fun atmosphere" throughout his or her training. The Dance Academy philosophy is that dancing should be fun, and we feel this environment maximizes each Dancer's capacity to learn.

Whether your Dancer makes a long-term commitment to the Dance Academy's program or stays with us only for a year, the education provided to these young people is important to their

overall growth and development. Each Dancer is taught the proper techniques of movement fundamentals that will enhance their confidence as they pursue activities from routine walking and running to activities that require complicated movement. Therefore, dance training is a most worthwhile investment. The legacy of the Dance Academy is bolstered by the long list of distinguished alumni, several of whom have continued their involvement in the arts, either in performing and/or teaching. We are honored that some of these alumni have joined our faculty ranks. The Dance Academy faculty are dedicated to teaching all students the art of dance and strive to instill in our students a passion for dance.

CLASS DESCRIPTIONS

BALLET. Ballet dates from the 1500s and the Royal Court of Catherine de Medici, with the French terminology, specific training and technique classes having been developed during the reign of King Louis XIV. Classes begin with slow technique at the ballet barre, gradually developing into the center with adagio and allegro combinations. All exercises are done in a specific order to build strength and flexibility. The Dance Center trains the dancers in the Cecchetti (Italian) Method. This tradition of classical technique continues to train children, teens and adults in the foundation of all dance.

Ballet Levels: (Ballet 1st – 12th Grades/ Pre-Pointe/ Pointe) At each age appropriate level, the curriculum teaches the fundamentals of classical ballet. Student's benefit from the development of coordination, muscle strength, motor and listening skills along with the musical and spatial awareness that ballet offers. It is expected for a student to remain more than one year in a ballet level. New students will be evaluated for placement. Please contact the office to inquire about any placement questions. All students taking Pre-Pointe or Pointe must be in two Ballet classes, not inclusive of the Pointe class. One of these Ballet classes must precede the Pre-Pointe or Pointe class.

Pointe/Pre-Pointe is a class wherein the ballet dancer supports all their body weight on the tips of fully extended feet. Dancing en pointe makes the dancer appear weightless and sylph like; this is done by wearing special box toed pointe shoes. Students are recommended for pointe based on age and ability. A minimum of **two regular ballet** classes must be attended to dance en pointe, one of which must be the ballet class directly before pre-pointe or pointe. There is no recital for Pre-Pointe classes

Tumbling is a 30-minute class for students 3 to 6 years old. This class teaches the basics of floor tumbling including forward rolls, back bends, cartwheels and fundamental acrobatic strengthening and coordinating skills. There is no recital for Tumbling classes.

Acro is a 45-minute class for students 6 to 18 years old. This is an acrobatic style class that teaches floor gymnastics. Acro is a class that progresses from forward rolls and cartwheels to advanced tumbling, including aerial work. Teachers work with each student on their individual level. This class also focuses on flexibility, agility, and teamwork. **All students taking this class must participate in recital due to tricks and partner work.**

CONTEMPORARY/MODERN. These classes focus on creative movement of expression involving the various techniques of Ruth St. Dennis, Martha Graham and Jose Limon. Dancers will be introduced to improvisation, weight-bearing, choreography, locomotors and non-locomotors movements as they related to the styles of lyrical, jazz, near and far east cultures. These classes are designed for pre-teen through adults.

EARLY CHILDHOOD DANCE. All classes include locomotor and non-locomotor movements, gymnastic mat work and improvisation using imagery, props and movement stories in addition to the following –

Zumbini/Wiggles & Giggles (0 – 2 year olds) These classes provide an opportunity of sharing the fun of music and movement along with loving caregiver. An experienced instructor leads each class through a series of fun exercises designed to improve balance, increase coordination and develop body awareness. Children follow along, imitate their adult counterparts and socialize with other toddlers.

Pre K (3 & 4 year olds). Ballet technique and introduction to the ballet barre, beginning the development of center work including use of arms, legs and head together with the teaching of basic jumps, leaps and turns.

Kinderdance (5 year olds). Continues to develop the skills taught in the Creative Movement levels, additional ballet technique in preparation for our Beginning Ballet program, encouraging at-home practice and performance skills.

JAZZ. Jazz was the music of the World War I generation which included dance styles of the foxtrot, shimmy, ragtime, Charleston, etc. The center of jazz was New Orleans with it's mix of ethnic backgrounds which helped jazz music and jazz dancing to evolve into many forms. These forms include theatrical dancing for movies and musicals, lyrical with a ballet foundation and high-energy steps from breakdancing, funk, hip-hop and rhythm and blues. This class is designed to give the dancer a solid dance technique and style foundation.

HIP HOP. Hip Hop refers to dance styles, mainly street dance styles, primarily danced to pop and hip hop music, or that which has evolved as a part of the pop and hip-hop culture. The classes are designed to increase imagination, diversity of thought and dance perspective, developing personal expression and “rounding out” an individual style in the supportive atmosphere of the Dance Academy. The class involves warm-up exercises, old school and new school funk moves (krumping, Harlem shake, etc.), popping, locking and gliding. Taught in an age and music appropriate environment.

TAP. Tap dance began in the 1830s in New York City as a fusion of Irish and the African shuffle – most influential of all was the Irish Jig. Tap flourished in the U.S. from 1900 to 1955 when it was the main performance dance of Vaudeville and Broadway (remember Fred Astaire and Gene Kelly?). Tap dancers use their feet as a percussive expression of rhythm, music and syncopation. At the Dance Academy, we use many forms of tap dancing, including traditional (Broadway, Shim Sham), Irish (Jigs & Reels), percussive, clogging, Latin and funk. Tap dancing is energetic, fun and an exciting way to make friends.

MUSICAL THEATRE Musical theatre is a form of theatre combining music, songs, spoken dialogue and dance. The emotional content of the piece – humor, pathos, love, anger – as well as the story itself, is communicated through the words, music, movement and technical aspects of the entertainment as an integrated whole. Since the early 20th century, musical theatre stage works have generally been called simply, “musicals.”

CLASS ATTIRE

Proper class attire is essential and the following guideline must be strictly followed for all classes and rehearsals:

ALL DANCERS

- HAIR** Must be pulled back away from the face and secured in place.
- DANCEWEAR** Pink, black or white dance sweaters may be worn over the leotard if they are close fitting. Long sleeve turtleneck or t- shirt may be worn underneath the leotard in extremely cold weather.
- DANCE BAG** All Students in Ballet, Jazz, Tap & Modern must have a dance bag with the following items; dance shoes, comb or brush, bobby pins, barrettes, rubber bands, note book (8-1/2" x 11") and pen or pencil.

ZUMBINI/WIGGLES & GIGGLES

- ALL STUDENTS** Any comfortable clothing that doesn't bind or restrict movement can be worn. Bare feet/ socks.

PRE-K & KINDERDANCE

- FEMALES** Black leotard, optional Black Ballet Skirt (must be permanently attached to the leotard) & bare feet for summer. Pink ballet tights and ballet shoes.
- MALES** Black shorts, white t-shirt and bare feet for summer. Black shorts or dance pants, white t-shirt, white socks and black ballet shoes to be worn September through May.

BALLET

- FEMALES** Black leotard, no ballet skirt or shorts, pink ballet shoes & pink ballet tights.
- MALES** Black shorts, black dance pants, white t-shirt, white socks and black ballet shoes.

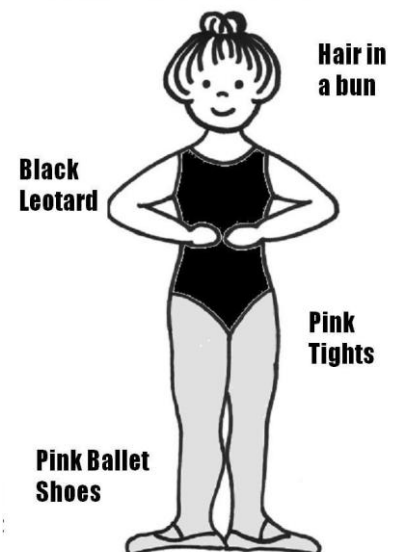
Pre-Pointe & Pointe: Black leotard, pink tights, pointe shoes, hair secured neatly back in a bun. Students may wear skirts.

*Ballet shoes and pointe shoes must be sewn completely. Tights must be worn over the feet; no jewelry. Girls must wear a black sports bra if one is needed.

CONTEMPORARY/MODERN

- ALL** Black leotard and black footless tights or black leggings. Barefeet or sandasols.

Proper Attire for Ballet I-V



HIP HOP

ALL SHORTS OR LONG PANTS & T-SHIRTS. SNEAKERS.

MUSICAL THEATRE

ALL Any loose comfortable clothing that doesn't bind or restrict movement can be worn. Jazz sneakers or shoes that are not worn on the streets

JAZZ

FEMALES Black leotard and tights or black shorts, black jazz shoes

MALES Black shorts, black jazz pants, white t-shirt, black jazz shoes

TAP

FEMALES Black leotard and tights or black shorts, black tap shoes

Children's (A) and Preteen (B) – Mary Jane style shoes

Teen (C & D) – Character tap heels.

MALES Black shorts/black jazz pants, white t-shirt, black tap shoes

All levels – lace-up or slip on black tap shoes

DANCEWEAR SOURCES

DANCEBAG INC.

#64 Four Seasons Shopping Center, Chesterfield, MO 63017

Telephone: (314) 453-9600

Website: <http://www.dancebagmo.com/>

DANCEWEAR SOLUTIONS – ONLINE RETAILER

Telephone: 1-866-542-6500

Website: www.dancewearsolutions.com

DISCOUNT DANCE SUPPLY – ONLINE RETAILER

Telephone: 1-800-328-7107

Website: www.discountdance.com

HEAD TO TOE DANCEWEAR

200 W Argonne Dr, St. Louis, MO 63122

Telephone: (314) 966-6258

Website: <https://www.headtotoedancewear.com/>

ON POINTE DANCEWEAR, LLC

4236 Telegraph Rd, St. Louis, MO 63129

Telephone: 636-305-2090

Website: <https://onpointedancewear.com/>

ST. LOUIS DANCEWEAR

9644 Olive Boulevard, Olivette, MO 63132

Telephone: 314-733-5678

Website: www.stlouisdancewear.com

TUITION & REGISTRATION FEES

REGISTRATION

- Annual Registration Fee per Family \$15

MONTHLY COSTS

- ¾ hour to 1 hour per week \$50/month
- 1 ½ hour per week \$72/month
- 2 hours per week \$95/month
- 2 ½ hours per week \$117/month
- 3 hours per week \$140/month
- 3 ½ hours per week \$164/month
- 4 hours per week \$180/month
- 4 ½ hours per week \$200/month
- Select 9th and Up Ballet (1 ¾ hours) \$90/month
- Select 9th and Up Jazz (1 ¼ hours) \$60/month

MISCELLANEOUS FEES

- Late Tuition Fee \$25
- Returned Check Fee \$25

- 1) **Registration Fee:** A \$15 non-refundable registration fee per family is due at time of registration. Payment and electronic or paper registration must be submitted to reserve your space. All registrants will acknowledge the studio rules and agreement electronically or on paper registration.
- 2) **Tuition Late Fee:** Tuition is charged on the 1st of the month, but due no later than the 10th of each month. After that time, a \$25 late fee will be charged and enforced on all accounts past due, including e-payment accounts. Late fee notices will be sent via email. Additionally, a \$5 charge will be charged each month until the total amounts due including late fees are paid.
- 3) **Methods of Payment:** Dance Academy accepts credit cards, debit cards, and e-bank payments as methods of payment. Payments can be made via the customer portal.
- 4) **Online Registration / E-Payment:** By registering online, you are automatically signed up for e-payment and you are authorizing Dance Academy to use the account information for all of your account billing (including registration fee, tuition, costume fees, late fees, recital fees, and any other studio or dance related items purchased on account). You are agreeing to take full responsibility for payment of all charges and understand that a \$25 late fee may be applied to your account if your credit card/bank account is declined and cannot be processed for the amount due at that time.
- 5) **Advanced Payment:** You may pay in advance for tuition and fees; however, there is no discount.
- 6) **Tuition is not refundable or transferable.** Tuition, Fees, Registration, Performance Fees, or Costume Deposits are not refundable.

- 7) **Payment:** Tuition is charged on the 1st of the month, but due no later than the 10th of each month, and can be paid credit card, debit card, or online through the customer portal. All accounts that sign up online are automatically set up for e-payment and you are authorizing Dance Academy to use the account information for all of your account billing (including registration fee, tuition, costume fees, late fees, recital fees, and other studio or dance related items purchased on your account). After the 10th of the month, a \$25 late fee will be charged and enforced on all accounts past due, including e- payment accounts. Late notices will be sent via email. Additionally, a \$5 charge will be charged each month until the total amounts due including late fees are paid.
- 8) Tuition is **not pro-rated** for absences or studio closures. Students are encouraged to attend makeup classes for classes missed.
- 9) **Past due accounts:** The Dance Academy reserves the right to collect on pass due and owed fees. On any and every account that falls behind on payment for 150 days or more the DanceLife renter reserves the right to submit that account to a third party collection agency to allow them to collect the uncollected debt. If this happens the account will be charged a \$50 processing fee. Once the account is turned over to the collecting agency, the delinquent account holder will need to follow up with the collection agency to resolve the debt. Please note that any account submitted to the collection agency for collection may appear on your credit report.

SCHEDULE & PLACEMENT

CLASS SCHEDULE

For the most updated version of our class schedule please visit www.thedanceacademystl.com and click on Classes on the drop down and then go to the appropriate selection.

SCHEDULE CHANGES

- 1) **Class Changes:** A student may drop and add classes depending on availability.. Dancers wishing to change classes after then must have the instructor's permission **and** must possibly purchase an additional costume. Private lessons may be required for late registrants; this will be at the teacher's discretion.
- 2) **Withdrawal:** To withdraw a student from any class, you must notify the studio office. Failure to attend classes does not constitute a withdrawal. Students and their parents are responsible for giving at least 30 days' written notice and are responsible for tuition and other fees incurred during this timeframe. If costumes have already been ordered, you will still be required to comply with the Handbook policy on pick-up and payment of costumes. If a costume has been purchased for any withdrawn class and the student moves out of town, there is a \$15 shipping fee per costume.
- 3) **Waitlist Policy:** Students desiring placement in a full class will be placed on a waitlist. It is the studio's discretion to fill available spots. To be put on a waitlist, please log into your customer portal (if you are an enrolled student) or go to the registration page of the website (if you are not currently enrolled in our database) and click the word "Waitlist" for the full class that you would like to waitlist your dancer. While a credit card is required to create your account and be placed on the waitlist, your card will not be charged unless a spot becomes available and we have confirmed your dancer's enrollment and registration.

STUDENT CLASS PLACEMENT

- 1) **Age Groups:** All classes are based on the student's age as of September 30th. A student may select a class in a younger age group, but may not choose a class in an older age group. The instructors have the final say as to which class (es) students are placed.
- 2) **Kinderdance** is for dancers 5 years old or young 6 year olds. It is designed to prepare dancers transitioning from Kinderdance to our Ballet program. If you are unsure of whether your dancer should attend Kinderdance or Ballet I, please call or email the office or email your dancer's current instructor.
- 3) **Ballet :** Ballet is for dancers 6 years old and up. Ballet levels are based on skill set and age.

COMMUNICATION & FACULTY

PARENT PORTAL

You have access to your studio account via the Parent Portal. Each person that would like to manage the students account will need their own login. From your portal, you are able to send messages to the studio, view and print your registered classes, see if you are eligible for class makeups, update your credit card or bank account information, make payments, and more. See the Online Registration page of the website for more information.

STUDENT DATA CHANGES

Please ensure accurate information to the best of your knowledge in the Parent Portal. Please note that parents/ guardians are responsible for notifying Dance Academy of any changes on student data (for example, phone number or address changes, guardianship, etc.)

- 1) **Contacting Instructors:** Please do not try to catch an instructor between classes. Class schedules are very tight and our instructors would like to give your questions and concerns the proper attention.
- 2) **Social Media:** We are on Facebook, and Instagram! Become a fan and keep up with latest Dance Academy news!
- 3) **Phone Calls:** You may leave a message for a teacher at the studio. Do not call any staff member at home.
- 4) **Disruptive Behavior:** Disruptive behavior will not be tolerated. If this occurs repeatedly, the parent will be contacted. If it continues, the student will be dismissed from class that day. Please review our studios behavior policy.
- 5) **Opening Class Doors:** Please respect our instructors. All classes are closed sessions. Do not open the door during class time. When classes are over, the instructor will open the door for the next class to enter and students will exit to the lobby.
- 6) **Winter & Spring Parent Observation:** Parents will be invited to attend and watch the entire class. Classes will be conducted with a closed-door policy. It is very disturbing to the students and the teachers when there is a lot of noise in the reception area. It is up to the discretion of the Teacher to invite parents into the class to serve as a practice audience for the dancers.
- 7) **Emails from Studio:** All registered accounts will automatically be enabled to receive email updates and alerts from the studio. You can update your email address on file through your customer portal. If you want to opt-out of studio emails, please contact the office or opt out through your portal. Please note that opting out will mean you miss out on important studio reminders and announcements.

ATTENDANCE, ABSENCE & MAKE-UPS

Illness Policy: Parents are advised to keep their students at home for the following conditions:

- Pain – any complaints of unexplained or undiagnosed pain.
- Runny nose (green mucus indicates infection), watery eyes, coughing, sore throat, or productive cough. Difficulty in breathing wheezing or a persistent cough.
- Fever (100°F/38.3°C or more) or Nausea and vomiting.
- Infected skin or eyes or an undiagnosed rash. Severe itching of body and scalp.
- Unexplained diarrhea or loose stool combined with nausea, vomiting, or abdominal cramps. These may indicate a bacterial or viral infection that is easily passed from one child to another.
- Children with known or suspected communicable diseases or lice.
- If a student misses due to illness then they can make up the class missed. See class make up policy.

Missing Classes: If a student will be missing 2 or more consecutive weeks of class, please contact the studio office. The office staff will relay the information to the instructors.

Excessive Absences: Students with excessive class absences may be pulled from the recital dance with no refund. This is at the teacher's discretion.

Inclement Weather: In the case of inclement weather, we will be sending out a mass email notification, text messages and updating our Social Media.

Make Up Classes: There are no refunds for missed classes whether it is due to student absence or studio closure. These can be made up any time before May 1st in an age appropriate class– even if it's a different style than what the student is taking. ****Students must schedule their makeup through the studio office for the location the class was missed.****

Excused Absences: Due to illness or scheduled family vacations are to be made up during the semester in which classes were missed. All "make-up" classes must be scheduled with the permission of the Teacher. There will be no refunds or credits for classes not made up. Please do not permit your Dancer to miss classes or leave classes early because of birthday parties, ball games, cheerleading practice, etc. Regular class attendance is important to the training of your Dancer, and the "make-up" of these unexcused absences cannot be allowed.

If you know in advance that your Dancer will miss two or more consecutive classes, please contact his or her Teacher, so that your Dancer's schedule may be re-arranged, if possible. Please let us know if your dancer is unable to make it.

SICKNESS/ DANCER INJURIES DURING CLASS

During class, if a Dancer complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the office where the Parents/ Guardians will be notified if not on the premises. (*See also Attendance & Makeup Classes*)

Only Dancers with a pre-existing, non-contagious sickness/injury are allowed to observe class. The Parents/ Guardians must notify the office if a Dancer is to observe class. If Dancers sustain an injury during a class, Teachers are required to inform Parents/ Guardians and the Director when the injury takes place. Please note that the Director will contact Parents/ Guardians to follow up on the incident.

If the student must un-enroll from classes or pause their attendance due to injury, please submit a doctor's note explaining the injury and stating that the student is unable to participate. At that time, a decision can be made about the students remaining classes.

CONCERNS

If Parents/ Guardians have concerns, please inform the Teacher and the Director to ensure that it can be sufficiently addressed.

INCLEMENT WEATHER POLICY

If any dance classes are cancelled due to weather, etc., you will be notified by one of Dance Academy staff via phone call or text message and email. Also, please check our homepage and online schedule for cancelled classes. However, always exercise caution first.

When a tornado warning is issued, the city government will activate the emergency siren system. Upon hearing the siren, all faculty, students and visitors shall move quickly and carefully to the designated tornado shelter within the building—studio A (the larger studio). Faculty and staff that have received the emergency message are to notify other faculty, staff and students, visitors and the hearing impaired in their areas of the tornado warning. All personnel are to re-main in the tornado shelter until notified by either the Dance Academy staff or by police that it is safe to leave.

EMERGENCIES & EVACUATIONS

In case of an emergency, Dance Academy staff will assume responsibility to ensure that all students get to the required access point. Parents/ Guardians will be notified immediately if it is not safe to return to the Studio, and if classes will be dismissed.

In the event of an emergency and a building evacuation, Dancers will be asked to:

- Pay close attention to the teacher and/or main office.
- Remain calm.
- Walk, do not run.
- Keep noise to a minimum.
- Move in an orderly manner with your class to the exit.
- Move to the assembly area.
- Stay at the assembly area until a decision has been made by the Dance Academy staff to either return to the Studio or to dismiss classes.
- If the decision is to return to the Studio, please move in an orderly manner with your class.

Designated Access Point: Parking Lot directly across the studio

Parents/ Guardians waiting in the Reception Area: We ask that you go with your Dancer to the Assembly area, instead of taking them away right away. We need to make sure that all our Dancers are accounted for, if and when they are dismissed.

WHILE AT THE STUDIO...

WAITING ROOM & LOBBY RULES

Hallways Must be Clear: Per the Fire Marshal code, there is no sitting or standing in the hallways. Please remain in the lobby area while waiting for class to begin or let out. All strollers can be parked by the front door.

No Horseplay: Parents are asked to keep students and waiting siblings from aggressive horseplay in the waiting areas.

No Acrobatics: Students should not be performing any gymnastics in the halls or waiting areas.

No Food: No drinks, sodas, coffee, gum, or food of any kind in the main studio areas; only in the homework and/or lobby area. There is no guarantee that our premises will be free from allergens of any kind, including but not limited to food products containing nuts.

Student Drop Off: Students 7 and older must be dropped off and picked up inside the lobby on time (no more than five minutes before or five minutes after drop off and pick up time). **Due to traffic and other safety concerns, parents must park and come into Dance Academy to drop off and pick up students.**

Street Access: No student of any age should hang out in front of the studio without a parent present.

Leaving the Studio: No student under the age of 12 may leave the Dance Academy premises unattended by a parent/guardian. If a student is between 13 and 17 years of age, the student may leave the Dance Academy premises unattended by a parent/guardian (including but not limited to times between classes).

Time Between Classes: The premises of Dance Academy outside of the classroom studios are not supervised. **Students under the age of 7 may not be left unattended by a parent/guardian at any time before, after, or between classes.** You are responsible for arriving on time for drop-off and pick-up, for coming into the studio for drop-off and pick-up, and for instructing your student that they may not leave the DanceLife building without you. Students left over five minutes past class end time will be charged a late pick-up fee of \$1 per minute. **If a student is 7 or older and is participating in multiple classes on the same day,** the student may remain on the premises of DanceLife unattended by a parent/guardian between classes provided that the student abides by the Waiting Room & Lobby Rules and Kids' Room Rules contained in the Student Handbook.

Courteous: Please be courteous to fellow dancers and parents. Our waiting areas can become crowded and a little common courtesy can go a long way.

PERSONAL BELONGINGS

Labels: Please label all shoes, dancewear, dance bags, coats, etc. with the students **first and last name**. Please write your dancers name on the bottom of their shoes. If not labeled properly, teachers will write your dancers first and last name on their shoes

during the first few weeks of classes. If the item left behind is properly labeled, the studio will attempt to contact the parent and hold that item in the “pick-up drawer” located in the studio office.

Lost & Found: The lost and found is located in the plastic bin by the dancerooms. Please check the office for lost jewelry or hair items. Items will be donated at winter, spring, and summer breaks and when the bin becomes overfull. Please check these bins regularly. Dance Academy is not responsible for lost or stolen items.

PHOTOGRAPHY RELEASE

DanceLife uses photographs and videos of its own dancers in its marketing and promotional materials. However, Dance Academy will not include names of any dancers under the age of 18 beside a photograph or video unless specific permission from a parent/guardian has been obtained. You are granting Dance Academy full permission to take, use, reproduce, and publish photographic, video, and digital images of your student (collectively, “Images”) for marketing and promotional purposes during and after the student’s participation in Dance Academy programs. Further, you acknowledge that Dance Academy shall be the exclusive owner of all rights, including copyright, in the Images, and you irrevocably transfer, assign, and otherwise convey to Dance Academy your entire right, title, and interest, if any, in and to the Images and all copyrights and other intellectual property rights in the Images.

IF YOU WISH TO OPT OUT: If you do not wish to have photographs or videos of your student(s) used in marketing and promotional materials by DanceLife or otherwise want this Photography and Video Release to not apply to your student(s), you must indicate that you are opting out in the appropriate online box. Specifically, new registrants must type “I OPT OUT” in the appropriate box on the Web Registration Form. Current families must log into their portal, go to the My Account tab, and type “I OPT OUT” in the appropriate box.

MEDICAL INSURANCE AND CARE

Dance Academy does not carry medical insurance for its students. Dance Academy does not render medical care, including medical diagnosis or treatment, to students or others, and that any assistance that Dance Academy staff may offer to student will be limited to responding to an emergency.

PERFORMANCES

The following performances are offered to our Dancers:

- *Spring Performance.* All students are invited to participate in this professionally presented performance.

Parent(s) or Guardian(s) will be given the opportunity to include their Dancer in various performances throughout their dance training. While the Dance Center feels performing is a privilege and an important aspect of the young Dancer's development, it is not mandatory that your Dancer participate in each and every performance. Dancers are not required to perform. If your Child prefers not to perform, please advise your Child's Teacher.

PERFORMANCE FEES

- Spring Performance
 - Costume Deposit Per Costume \$40
 - Balance of Costume Billed in February

REHEARSALS

Rehearsals for performances are vital, and attendance at these rehearsals is mandatory, whether regularly scheduled class time or additional rehearsal time.

If a rehearsal scheduling conflict is foreseen, the Teacher must be contacted well in advance in order that arrangements, if any, may be made. It is important that discussion take place between the Parent(s)/Guardian(s) and Dancer relating to the commitment required for performance participation (rehearsals, costumes, effort, etc.). Performing is fun and rewarding, and requires extreme discipline, cooperation and commitment from all participants. Therefore, should a Dancer have an unexcused absence from a rehearsal, the Dance Academy may be forced to withdraw the Student from the performance. If dismissed, no refunds will be made for tickets that may have been purchased in advance, class or classes missed or anticipated to be missed, costume(s) deposits and/or costs and/or fees, performance fees or any other related expenses.

PRACTICE

Dance is a valuable part of your Child's overall education. Please take an active interest in your Dancer's class or classes. Watch class at least once a month to keep informed of your Dancer's progress. Make certain your Dancer has their notebook so they can take class notes. Please review their notes with your Dancer and ask him or her to demonstrate what is to be practiced.

Insist that your Dancer set up a weekly practice schedule even if it is only fifteen minutes a day. Ask them to show you any new steps they have learned. Watch your Dancer practice at least once weekly. A student will not excel in the classroom if they do not do their homework, nor will they excel in dance if they do not practice daily. ***Dancers must practice.*** If your Dancer is ill and misses class, please contact the Teacher about a "make-up" class. Dancers should not go one week without a class. If you know in advance that they will miss a class, please make arrangements for a pre

“make-up”. Make certain it is a valid reason for missing class. ***Do not permit your Dancer to arrive late or leave early.***

Senior ballet students are to have their own copy of *Gail Grant’s Technical Manual and Dictionary of Classical Ballet*. We suggest purchasing this text from [Amazon.com](https://www.amazon.com). Your Dancer will be provided information needed to purchase their music for practice at home.

The Dance Center is the learning place; home is the practice place!
“Perfect practice makes for improvement.”

FEES & OPTING-OUT

Opting Out of Recital: students must participate in recital for all classes or not participate in the recital at all. Students cannot pick and choose particular classes for recital. Please notify us by December 1 if opting out of the Spring Performance.

Performance Manuals: Performance manuals will be available closer to each performance.

Costumes: Costume amounts are approximate and subject to change. Changes in a student’s schedule can result in a change of costume and costume fees. Costume amount includes costume, tights and tax.

- Combo classes will perform both numbers in the performance, but will have only one costume.
- All other classes will have one costume per class.
- Refunds: There will be no costume refunds for dropped classes, withdrawals from the studio, or decisions not to participate in performance after published deadlines. Costumes not picked up by then will be donated.

PREPARING FOR CLASS

Dancers are to enter the dance studio fully dressed for class with their hair properly pulled back (bun for Ballet) and proper dance shoes on. Please do not wear street shoes into dance rooms.

Dance bags: Dance bags may left in cubbies.

Combo classes: (preschool through 6 years old) will need to have their ballet shoes on each week when entering class. Please put tap and jazz shoes in a dance bag that they will bring into class with them. Put your child's name on shoes and bag. The teachers will help dancers change shoes in the middle of the class.

Cell Phones & Electronic Devices: Please be sure all cell phones and electronic devices left in dancer's bags have their ringers and sounds set to silent.

WHAT TO EXPECT YOUR FIRST WEEK

- The halls are very crowded the first few weeks of classes. This will settle down after the first few weeks.
- There is a lot of switching around of classes as parents are trying to get settled in the new schedule of the year. Please be patient. Classes often have to change at the same time, so that dancers can go to the different subjects they are taking.
- Like school, the first few weeks of class are based on reviewing skills. This allows everyone to get comfortable with new classes and new teachers. Also, teachers can evaluate students to be sure they are in the correct class.
- If dancers have been placed into classes that are not correct for them –Don't worry - we will find a more suitable class!
- Parking is the #1 complaint with parents in dance schools around the nation. This is something that can't be helped. Please be careful to watch for children!
- It is best to get your dancer in class on time, ready to dance.
- Please keep the hallways clear; dancers will be walked out into the main lobby area for pick up.
- The youngest dancers will often have tears or anxiety the first few weeks. This is normal. The teachers are trained to get children "on task" quickly. It is not uncommon to have a few dancers on a few hips the first month of class! The best way to ensure success is for parents to assure them they are going to have fun. Leave as quickly as possible and make sure the door is closed. Please keep noise down in the hallways and don't let siblings open or knock on the door. This will distract the dancers.
- Please have all dancers use the bathroom before class. Teachers will gladly take them if they do need to go during class, but this can be a disruption.

Always let us know if you have questions or concerns. Every staff member wants your Dance Academy experience to be positive and rewarding.

We Dance

How do you put a price on inspiration?
How do you capture the spirit of humanity?
How do you create a world of connection?
How do you light the fire of dreams?

You dance.

I dance to grow and learn.
I dance to inspire the next generation.
I dance for my story and yours.
I dance for life itself.

We dance.

We dance to speak of the magic of the arts.
We dance to speak of beauty and grace.
We dance for peace.
We dance for love.
We dance for joy