



Dear Students and Parents,

Welcome to Academy of Dance. In this document, you will find dates to remember, dress codes, tuition policies, production policies, and many other helpful pieces of information. Please read this carefully even if you are a returning student as there have been some changes.

Our teachers and staff are excited for this new year to share our love of dance with you and your family. Thank you for choosing the Academy of Dance.

Sincerely,

Heather Heupel, Owner

#### Office Hours

Ameila Dustin will be in the office on Monday from 5:30-7:30pm. Ms. Ameila can help answer many questions about your account, sizing for new dancewear and schedule times for make up classes.

Additional times available by appointment only. Call or email studio to schedule.

#### Drop Off/Pick Up

All dancers are encouraged to arrive at the studio at the start of class time. All students' temperatures will be taken at the door. Students will grab their cubbies and get ready for class. The doors to the studio will be locked during classes. If your dancer is late for class or needs to leave early, please call the Academy and we will let them into the building. All students will be released out the south facing door. Please meet your dancer at the end of the ramp. Younger students will be taken out by Student Assistants. Teachers need to be notified prior to class time if someone besides their legal guardian is picking up the child.

#### Dress Code

Why does Academy of Dance have a dress code? The dress code is a part of tradition and etiquette, instills discipline, builds self-esteem, builds class unity, and makes it easy for teachers to see corrections.

- Dancewear must be purchased through Academy of Dance.
- All students must wear uniforms based on the classes they attend.
- Dancers are welcome to wear masks in class.
- Please mark clothes and shoes with the student's name.
- Hair must be neatly secured in a ponytail or bun for the duration of the class, depending on the dress code of the class.

- All under garments must **not** be visible in class. For blossoming young women, bras and full body undergarments are available for purchase through the studio. A dance belt is required for boys 12 and older. No sports bras, bandeaus, Walmart, Victoria's Secret or any other non-studio approved undergarments are permitted.
- Students not meeting required dress code will be asked to sit out and observe class.
- Do not come into the classroom with street clothes on.
- Do not go outside without street clothes over your leotards and tights.
- Do not wear dance shoes outside.
- Dance warm ups are not to be worn during class unless approved by the instructors.
- Jewelry is not permitted in class, except small stud earrings.

## Dress Code by Class

### Girls

Mommy & Me/Ballet Steps – Pink Dance Dress, pink tights, pink ballet shoes with hair in a bun.

Ballet/Tap I-II – Purple Dance Dress, pink tights, pink ballet shoes/tan tap shoes with hair in a bun.

Ballet/Tap III-IV – Short sleeve black leotard, pink tights, black slip on or wrap skirt, pink ballet shoes/tan tap shoes with hair in a bun.

Ballet V/Tap II – Camisole leotard, pink tights, black wrap skirt, pink ballet shoes/tan tap shoes with hair in a bun.

Ballet VI – Black camisole, lace top, or weave back leotard, pink tights, black wrap skirt, pink ballet shoes with hair in a bun.

Tap III – Solid color camisole leotard, pink or suntan tights, matching wrap skirt, black tap shoes with hair securely pulled back.

Cecchetti (Primary III, Grade I-V) – Black camisole leotard, pink tights, pink ballet slippers with hair in a bun.

Jazz I-II – Solid colored camisole leotard, pink or tan tights, black jazz pants, tan jazz shoes with hair in a ponytail or bun. Leotards may not have halters, cross straps or patterns.

Hip Hop – Academy of Dance top, black hip hop pants, socks, hip hop sneakers with hair in a ponytail. Hip Hop III may wear jazz pants.

Modern – Black leotard, black jazz pants and/or convertible tights with hair in a ponytail.

### Boys

Ballet/Tap/Cecchetti – White short sleeved shirt, black pants (no designs, stripes, or pockets-sew them shut), white socks, white ballet slippers/black tap shoes.

Hip Hop– Academy of Dance top, black hip hop pants, socks, and hip-hop sneakers.

Intro to Jazz & Hip Hop /Jazz I – II – Solid color t-shirt, black jazz pants, black dress socks, and jazz shoes.

## Used Dancewear

We will have two times during the year to drop off used dancewear. All items must be in good condition without holes or stains. We **do not** accept tights. Items are available for half the original price. Please fill out the clothing order form, indicate you would like used dancewear, along with the items desired and size. We will provide available options within two weeks of submission. All items can be purchased for cash only. Payment for personal items sold will be distributed to your child at their next dance class.

## Tuition Policies

- A \$30 non-refundable registration fee is charged upon registration. (This fee is waived upon preregistration for the following school year.)
- Preregistration is half of September's tuition.
- At registration in August, the remainder of September's tuition is due.
- Make sure to pay your tuition by the 5<sup>th</sup> of each month.
- Any returned checks (NSF) will be charged \$25 on accounts. This includes unfulfilled direct withdrawals (ACH).
- There will be a \$20 late fee if payments are received after the 5<sup>th</sup> of the month. No exceptions.
- Students register for the entire dance year, September through May.
- December is half tuition because we only have class for two weeks.
- If a student drops or changes a class, the proper paperwork needs to be completed and returned by the 25<sup>th</sup> of the month prior to the change. Forms turned in after this date will be billed for the next month. Tuition for previous class(es) will be charged until necessary paperwork is completed.
- All tuition must be paid IN FULL by May 5, 2020.
- No tuition reductions are made due to absences.
- Discounts are given to families with more than one registered dancer. The dancer with the most classes (or highest tuition) is full price. All additional dancers are half price.

## Withdrawal Policy/ Class Change

Our academic year runs from September through May. Parents are responsible for the full year of tuition unless a written withdrawal letter is turned in along with a Class Change Form. Tuition will not be refunded if a dancer withdraws in the middle of the month. Forms need to be turned in five days prior to the end of the month to avoid paying for the next month.

There are many times that dancers decide to change class times or styles. The Class Change Form needs to be completed and turned in to the office by the 25<sup>th</sup> of the month prior to the change. If the change is based on the teacher wanting to move a student to a higher or lower level, both the current and new teacher must sign the form. Tuition will be changed for the month that the change happens.

## Payment Methods

We accept cash and check. Please place cash payments in an envelope or fold into a paper by our payment boxes. Make sure that the amount enclosed and dancer's name is written on the envelope or paper.

- Checks can be placed in the payment boxes. List all of the items (tuition, clothing, etc.) included in your check amount. Returned checks are subject to a \$30 return check fee.
- Credit card payments will only be accepted if card is on file or is paid during office hours.

## Attendance

Consistent attendance is essential to the success and development of the dancer. This cannot be stressed enough.

- If you know that your dancer is going to be late or miss class, please notify the teacher the week before if possible. Otherwise, call the Academy and leave a message. Teachers will be notified prior to class.
- There are no tuition refunds because of missed classes.
- Teachers can miss one class per year without making up the class. All other classes missed due to weather or teacher's absence will be made up.
- If a dancer must leave class early, a written note must be given to the teacher prior to the start of class.

- If prolonged absences are anticipated, discuss this situation with Ms. Heather Heupel.
- We vest a great deal of time and effort into each of the dancers that attend our studio. With that being said, dancers are asked to exclusively take classes at the Academy only. Different methods are taught at different studios and will hinder proper learning. If this policy is broken, students will be removed from classes with the remainder of the current month tuition due.

### Make Up Classes

If your child is sick or has another obligation that conflicts with their dance class, they are welcome to make up class in the same style that they missed. After your dancer's missed class, they will receive a slip that lets them know which class they can attend to make up in for the next 30 days. Make sure to call the Academy and get verbal confirmation that your child is able to make up classes on the desired day. Tuition will not be refunded for missed classes.

### Parent Observation

We have what is considered a closed classroom. This is for the benefit of the child and his or her learning as well as the parents. We want you to know that we are providing a safe, positive learning environment where your children can express themselves. Many of our young dancers may struggle with leaving their parents or guardians. We strongly suggest you have a conversation with your dancer that gives them the confidence to trust their teacher and/or Student Assistant. If your dancer struggles with leaving you, please stay for 5-10 minutes in the waiting room

### Speaking with an Instructor

Please communicate with your dancer's teacher via email ([academyofdance89@gmail.com](mailto:academyofdance89@gmail.com)) or written note. There is limited time between classes so keep any communication brief. If a problem arises, the teacher and Ms. Heather need to be notified. Please do not contact Ms. Heather or other Academy of Dance staff on their personal cell phones without prior permission.

### Lost and Found

Any items that are left in or around the studio building will be placed in one of the Lost and Found boxes found in the sitting rooms. Please check the Lost and Found boxes prior to asking your teacher for new shoes or dancewear.

### Dressing Rooms

Make sure to keep your personal belongings in the cubbies or lockers. Our rental fee for the cubbies is \$5 per month and lockers are \$10. These fees will only be applied during the months that we will be meeting face to face.

### Etiquette

Each dancer will receive a Manners for Dance form upon registration. Please review this sheet with your dancer. Please be punctual to class and in picking up your child from class. If your dancer is going to be at the studio for more than 15 minutes after class, a note needs to be given to their teacher one week prior to class stating the duration of their extended stay.

### Communication

We will be communicating with you in four different ways. The email address you give us at registration will be the main way we will be communicating this year. It is **imperative** that you have an updated email on file with us to receive this information. This includes all statements, class cancellations/make ups, newsletters, and more. We have an app (Academy of Dance – look for our logo in the iTunes or Android app store.) We will also be updating our Facebook page ([facebook.com@academyofdance89](https://facebook.com/academyofdance89)) and our website ([www.academyofdancend.com](http://www.academyofdancend.com)). All newsletters and notes will be posted on the bulletin board by the upstairs studio and on the tv in the basement studio.

#### Studio Rental Space

We do have studio space available for rental. Different rental rates apply based on business and non-business hours. Please ask Ms. Heather for more information.