

Great Lakes Dance Academy Policies & Procedures

2020/2021

CLASS LEVELS:

<u>Class Name</u>	<u>Age/Grade</u>
CM (Creative Movement)	3 ½ - 4 yrs/Pre-K
KD (Kinderdance)	Kindergarten
DI (Dance Intro)	1 st Grade
SS (Shining Stars)	2 nd – 5 th grades
BB (Broadway Bound)	3 rd – 5 th grades*
RS (Rising Stars)	4 th -12 th grades
Intermediate	5 th – 12 th grades
Advanced (1 & 2)	8 th – 12 th grades

*Students enrolled in these class levels are required to take two ballet classes per week and have teacher approval to join these class levels.

CLASS PLACEMENT POLICY:

We are extremely careful when choosing the correct class level for each dancer. It is very important to remember that all students are individual and they each have very different talents, skills and ability levels; therefore, they will not all progress at the same rate. For this reason, it is important to understand that it is sometimes impossible to keep the same students in class together year after year. The most important thing is that each student is comfortable and progressing in a way that is best for them. Please do not request placement in a certain class for your child based on the advanced nature of the class. Class placement is at the discretion of the instructor(s) based on each student's individual abilities.

DRESS CODE:

Tights:

All dancers must have ballet pink convertible tights (Kinderdancers and Creative Movement dancers may wear ballet pink footed tights).

Leotards:

Any style of leotard may be worn in the dancer's class color (i.e. short sleeve, long sleeve, tank, etc.). Class leotard colors are as follows:

Creative Movement	Pink
Kinderdance	Lavender
Dance Intro	Light blue
Shining Stars	Navy blue
Broadway Bound	Red
Rising Stars	Black
Intermediate/Teen	Black
Advanced 1 & 2	Black

Students in the Kinderdance and Creative Movement classes may wear pink dance skirts with leotards.

Rising Stars, Intermediate and Advanced dancers may wear solid black dance shorts over their leotards and tights.

Boys:

All boys will wear black t-shirts or dance shirts and black workout pants and appropriate black shoes.

Shoes:

Ballet:

All ballet, Kinderdance and Creative Movement classes:

Pink ballet slippers (No bedroom or Isotoner slippers). A leather split sole style is preferred for all dancers in Shining Stars, Broadway Bound, PPA/PPB and Intermediate/Teen levels. Dancers in any pointe class are required to have their pointe shoes professionally fitted, so brands and styles may vary. All pointe shoes must be traditional ballet pink in color.

Tap:

Tan slip-on tap shoes.

Lyrical:

Tan Foot Undeez (or Toe Undies) or half-sole lyrical shoes. Foot Undeez (Toe Undies) with patterns or colors may be worn in class, but may not be worn during any performance/show.

Jazz/Fusion:

Tan slip-on jazz shoes.

Acro:

Dancers will participate in Dance Acro class with bare feet.

Hip Hop :

Clean Tennis shoes (performances may require hip hop shoes)

GLDA Black Tee - \$15

A variety of dancewear and shoes will be available to order at GLDA prior to the start of each session and prior to the spring and fall performances. Please note: Not all required dancewear items are available to order from GLDA and must be purchased online or at a dancewear store of the dancer's choice. All dancewear orders must be pre-paid.

Hair:

All dancers are required to wear their hair in a bun. No bangs may be hanging in the face. Hair that is too short for a bun is required to be pulled back with headbands, clips or any other method necessary to keep it out of the dancer's face. Dancers with hair that is too short for a bun will be required to purchase and use a bun style hairpiece during any performance unless an exception is made by the instructor. This is an important part of the dance discipline and must be adhered to.

All dancers must have the necessary items for putting their hair in the required style, including hair ties, bobby pins, hair nets, bun covers, etc. and should come to class with their hair up and ready. Please be sure each dancer has extra hair supplies in their dance bag.

COMMUNICATIONS:

GLDA utilizes e-mail as its main communication with students and parents. Please be sure to keep us informed of your current email address. GLDA is not responsible for emails that are not received or read. All newsletters, notices, announcements, etc. that are sent to parents and dancers will also be posted on the bulletin boards in the lobby, so please be sure to check the bulletin boards periodically.

Due to the volume of emailed questions about subjects already covered in an email and posted on the bulletin boards, we will no longer be answering individual emails about previously covered subjects.

Information and photos will also be available and posted on our Facebook page and Instagram.

Students enrolled in Session 1 will be automatically enrolled in the appropriate Session 2 & 3 classes unless GLDA is notified that the student will not be returning for Session 2.

Accounts more than sixty days in arrears will be frozen and the student may not be allowed to participate in class or performances or enroll in the next session until the account is brought current.

Please do not hesitate to contact us if special payment arrangements need to be made.

NEW STUDENT (COVID-19) REGISTRATION FEE:

There is a registration fee of \$20.00 for all students.

PAYMENT METHODS:

Tuition payments may be made at the front desk during our regular studio hours or may be mailed to the address below:

GLDA
101 Greenwood, Ste. 4
Petoskey, MI 49770

We accept cash, checks, Visa/Mastercard/Discover credit or debit cards and money orders.

There will be a fee of \$25 added to any returned checks. After two returned checks, all subsequent payments must be made by cash, money order or debit/credit card.

Please note: Credit/Debit cards will not be accepted for transactions totaling less than \$10.00.

REFUNDS:

All tuition, dancewear, costume, Competition Fees and rehearsal fees are NON-REFUNDABLE. In extenuating circumstances (i.e. an injury or serious illness that keeps a student from participating in class), a tuition credit may be given for use during the session following the extenuating circumstance. Any tuition credit not used during the session immediately following the session in which the student is unable to participate will be forfeited. Extenuating circumstances DO NOT INCLUDE participation in extracurricular activities such as sports or drama productions or pre-planned family vacations or travel. Tuition credit decisions are made solely at the discretion of the studio owner.

DROP IN CLASSES:

The drop in rate for any class is \$13.00 per class and is limited to two classes per session. The drop in rate is designed to allow students to try a class before enrolling.

ABSENCES & TARDIES:

When a dancer is enrolled in a class, a place is held in that class for that dancer. Therefore, we cannot offer refunds for student absences. Students may make up the missed class by attending a lower class level of the missed class if one is available. For example, a student in the Shining Stars ballet class may make up a missed ballet class by attending that week's Dance Intro ballet class. Please make every effort to ensure your child attends all scheduled classes and rehearsals.

In the event that class is canceled by the instructor, a make up class will be scheduled at a time that is as convenient as possible. Please note: Classes canceled due to inclement weather will not be made up.

Students who are habitually tardy and/or unprepared for class (i.e. tardy more than twice a session or not dressed appropriately with hair up prior to the start of class) may be asked to sit out of a class to avoid disrupting the other students and parents will be notified of the problem.

PICK-UP/DROP-OFF & LOBBY/PARKING LOT POLICIES:

For the safety of our students, once a student is dropped off at GLDA and is inside the studio, they will not be allowed to leave without a parent or guardian. Students are not allowed to wait outside of the studio for their ride.

Students should arrive NO MORE than 15 minutes prior to the start of class. GLDA is not responsible for students who arrive more than 15 minutes prior to the start of their class. Students should arrive in their dancewear with their hair appropriately styled to alleviate congestion near lockers, mirrors and in the restrooms prior to the start of class. Students must be picked up promptly after class.

STUDIO HOURS, HOLIDAYS & INCLEMENT WEATHER CLOSINGS:

Our front desk is open during Sessions 1 & 2 from 3:30 p.m. till 6:30 p.m. (and later on some evenings).

We DO NOT automatically close on “snow days” or during inclement weather, as many times the roads have been cleared by the time classes begin. In the event we find it necessary to close the studio, we will attempt to send an email to all dancers and the closure will be announced on our Facebook page.

Due to religious convictions, GLDA does not participate in any holiday or birthday celebrations. Therefore, we respectfully request that our dancers do not bring holiday/birthday treats or items to class. Thank you for understanding and if you have any questions, please do not hesitate to ask a member of our staff.

GLDA does not hold classes during the week Petoskey Public Schools has spring break.

ENROLLMENT:

If class enrollment is too small, GLDA reserves the right to cancel or combine that class with another appropriate class.

PHOTOS:

Individual, group and class photos taken by us or an outside company or individual may be used in any or all forms of media for advertising, social networking or news reports.

SNACK BAR:

Our snack bar is available for the convenience of our dancers and their families. Parents may open a prepaid snack bar account for their child. Please see Miss Crystal at the front desk to open a snack bar account. All snacks purchased and deposits made on pre-paid snack accounts will be logged on an accounting sheet and the accounting sheets will be available for the parent or guardian's review throughout the session. The accounting sheets will be disposed of one week following the end of each session. Snack bar balances may be carried over to the next consecutive session. Any remaining balance on the snack bar account of a student who does not enroll in the next dance session will be forfeited.

Please be sure to put your child's name in all shoes, warm-ups, etc. GLDA is not responsible for lost items. Any items found will be kept in the lobby for one month and any unclaimed items will be discarded or donated. Personal items such as makeup, socks, underwear and tights that are left will not be kept in the Lost and Found box and will be discarded.

CLASS OBSERVATION/LOBBY & HALLWAY ETIQUETTE:

A parents' night will be scheduled at the end of each session to allow parents to observe their child's class. Even the quietest observers distract the dancers and can make them self-conscious or apprehensive, so please refrain from gathering outside the doors and windows of the classrooms.

Please refrain from making or receiving cell phone calls in the lobby and talking in the hallway as the sound easily travels to our classrooms and is a distraction to the students and instructors.

Siblings and other children not participating in a dance class must be accompanied by a parent or guardian at all times and are not allowed in any classroom unless specifically invited by an instructor.

No one is allowed in any of the classrooms without a teacher present or the express consent of a teacher/instructor.

COSTUME PAYMENTS, RECITAL/REHEARSAL FEES & RECITAL/PRODUCTION COMMITMENTS:

Due to the work and costs involved in our annual spring and fall productions, Recital Commitment and Policy forms must be signed by all participating parents/dancers.

Any special costumes necessary for our fall productions are provided by GLDA for use by our dancers. These costumes must be checked out and returned immediately after the final performance. There will be a \$25 fee added to the account of any student not returning a studio owned costume within one week of the final performance and the full cost of the costume will be added to the account if the costume is not returned within two weeks of the final performance. Some fall productions may require a minimal costume/prop/stage use fee and these fees will be announced well in advance of the production.

Our Spring Performances require students to purchase all costumes necessary for the pieces they will be participating in during the show. Our instructors make every effort to keep costume costs at a minimum by choosing costumes that have multiple looks and uses (i.e. a costume may come with a tutu for a ballet piece and a skirt that is used for a tap piece). There may be times when a costume includes an accessory that is not used by a particular student; however, the costumes are purchased as a complete set and therefore; the entire set must be purchased. Costumes purchased for the Spring Performances belong to the student and do not need to be returned.

There may be occasional times when costumes from our wardrobe department are used in the Spring Performances and must be checked out and returned and will have the same late fees as costumes borrowed for the fall productions.

For our Spring Performance, a \$25 costume down payment for EACH class per student is enrolled in is required by February 1st of each year. This down payment will be deducted from the total cost of the student's costumes when the costume balance is paid. All costumes must be paid for in full by the specified deadline or the student will not be allowed to participate in the performance. Any student not participating in a performance for which a Recital Commitment Form was signed is still responsible for the full cost of the costumes.

We will measure all students participating in our Spring Performance for their costumes during the second week of Session 2's classes. Please be sure your child attends class during that week. If your child will be absent the week measurements are taken, please see Miss Crystal to make arrangements to have them measured prior to their absence or as soon as possible following their absence. Costumes for the Spring Performance are sized and ordered according to these measurements.

All costume/tights/make-up/hair style and shoe requirements for any GLDA performance will be announced as soon as possible to allow time for planning and payment. Please read all newsletters and emails for the most up-to-date information.

Some performances may require extra rehearsals outside of the weekly class sessions. These rehearsal times will be announced as early as possible to allow for scheduling. Please note: The final two weeks of Session 3 (and occasionally Session 1) may require a class schedule change to allow our classes to practice together. Again, these schedule changes will be announced in our newsletters and/or emails and posted in multiple places within the studio and lobby and will be announced as early as possible to allow families to make scheduling arrangements. It is the responsibility of the parent/student to make sure all newsletters/emails and announcements are read.

As always, a student's participation in any GLDA performance/recital is optional.

CONCLUSION:

We appreciate the opportunity to share our love of dance with your child. We are also looking forward to an exciting year for you and your child. Please do not hesitate to contact us at any time throughout the year if you have any questions or concerns regarding your child's dance education. There is no doubt that with the cooperation of the staff, students and parents, we can continue to achieve excellence in the art of dance.

As always, thank you for your support!

Ms. Brandy, Ms. Shannon, Ms. Lexi, Miss Sherrie, Ms. Audrey & Ms. Crystal

GLDA Policies & Procedures Parent Acknowledgement Form

2020/2021

At Great Lakes Dance Academy, we know you have several options when choosing to invest in your child's dance education. We appreciate the opportunity to give your child a quality dance foundation that promotes a respect and understanding for the art of dance. We are dedicated to helping each child develop into the best dancer they can and want to be. From the future professional dancer to the recreational student; we give equal attention to all of our dancers. We believe that hard work produces achievement. This is a lesson that will instill a discipline in each student that will aid him or her in facing all aspects of life. We seek excellence from all of our students appropriate to their age level and interest. None of this can be accomplished without a cooperative and supportive effort from the students, their parents, our teachers and staff.

Thank you for choosing to become a member of our Great Lakes Dance family!

Our policies have been developed carefully to alleviate any possible confusion concerning our approach to your child's dance training at GLDA. These policies are based on over 25 years of dance instruction and past experiences. After you have read through all of our policies, please do not hesitate to contact us if you have any questions.

Please sign and date below then return this sheet to Miss Crystal at the front desk.

I have received and thoroughly read and understand the Great Lakes Dance Academy Policies & Procedures Manual for the 2018/2019 dance year.

Name of Student(s): _____

Parent/Guardian Signature: _____ Date: _____