

# Great Lakes Dance Academy Policies & Procedures

2023/2024

## CLASS LEVELS:

Class Name	Age/Grade
CM (Creative Movement)	3 ½ - 4 yrs/Pre-K
KD (Kinderdance)	Kindergarten
DI (Dance Intro)	1 <sup>st</sup> & 2 <sup>nd</sup> grades
Primary	3 <sup>rd</sup> – 5 <sup>th</sup> grades
RS (Rising Stars)	4 <sup>th</sup> -12 <sup>th</sup> grades*
Intermediate	5 <sup>th</sup> /6 <sup>th</sup> – 12 <sup>th</sup> grades*
Advanced	8/9 <sup>th</sup> – 12 <sup>th</sup> grades*



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

Pointe shoes are not promised to each ballet dancer. This is a discussion for the instructor/parents and child.

## 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 individuals 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
Primary	Burgundy
RS (Rising Stars)	Black
Intermediate	Black
Advanced	Black

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

Intermediate/Advanced dancers may wear solid black dance shorts over their leotards and tights.

Boys:

All boys will wear black t-shirts (or any t-shirt with the GLDA logo on it) or dance shirts and black pants and 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. 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 & Contemporary:

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

Jazz:

Tan slip on jazz shoes.

Acro:

Dancers will participate in Acro class with bare feet.

Hip Hop :

Clean Tennis shoes (performances may require black or white hip hop shoes)

GLDA Black Tee- \$20

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 prepaid.

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.

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.

**\*Tuition is due at the beginning (before dancers first class) of every session and is non refundable. Once you have registered, please wait for a confirmation email & processing time\*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.

#### **PAYMENT METHODS:**

Tuition payments may be made online through AKADA, or at the front desk during our front desk hours

Checks can be mailed to the address below:

GLDA

101 Greenwood, Ste. Unit #4

Petoskey, MI 49770

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

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 \$15.00 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 Primary 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. **Please do not park where there is an orange cone!**

Students should arrive NO MORE than 15 minutes prior to the start of class. The GLDA lobby will open at 3:30p, Monday - Thursday. 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 from 3:30 p.m. till 6:30 p.m. Tuesdays-Thursdays (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.

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:**

Snacks will **not** be available for purchase at the front desk. Dancers should come prepared with snacks/food and water.

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:**

Instructors **will not** be available for conversations during dance hours. Please do not try to stop us in the hall for a “quick question”, as we have classes to prepare for and teach.

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. Please try to avoid waiting in the lobby if possible.

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 the express consent of a teacher/instructor.

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

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. 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 a student is enrolled in is required by January 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.

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 e-mails 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 2 (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/e-mails and announcements are read.

#### **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!

-Miss Brandy & GLDA Staff/Instructors

**Front Desk Hours (Miss Paula): [gldaofficemanager@gmail.com](mailto:gldaofficemanager@gmail.com)**

Tuesdays: 3:30pm-6:30pm

Wednesdays: 3:30pm-6:30pm

Thursdays: 3:30pm-6:30pm

**Miss Brandy Office Hours: [gldacademy@gmail.com](mailto:gldacademy@gmail.com)**

Tuesdays:3pm-6pm

# GLDA Policies & Procedures Parent Acknowledgement Form

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2023/2024

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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 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 as a pdf via email to [gldaofficemanager@gmail.com](mailto:gldaofficemanager@gmail.com), or bring a printed copy to the front desk during office hours on the first week of dance - September 5th is the first scheduled day of dance classes - Tangible copies will be available at the front desk as well.

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I have received and thoroughly read and understand the Great Lakes Dance Academy Policies & Procedures Manual for the 2023/2024 dance year.

Name of Student(s): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_