

The  
Dance Academy



Of Bartlett

2020-21

STUDENT HANDBOOK

# The Dance Academy of Bartlett, LLC

6240 Stage Plaza East

Bartlett, TN 38134

(901)385-2228

Owner/Director: Tracy Hannon

[www.thedanceacademyofbartlett.com](http://www.thedanceacademyofbartlett.com)

Make sure to like our Facebook page!

CLASSES BEGIN AUGUST 15

## Rules

**\*Drop Off:** Parents of younger children (this includes Kids Hop classes, levels 1- 5.5 and all tumbling classes) must wait with your child until he/she enters the classroom.

**\*Pick Up:** Young children may not leave alone (this includes Kids Hop classes, levels 1- 5.5 and all tumbling classes). Parents need to come to them to pick them up. Please tell your children this. Safety is more important than convenience.

We cannot be responsible for watching students outside of class. If the above policies are not followed, a charge of \$1/min. will apply (minimum of \$15). If this exceeds 1 hour, police will be called. If something unexpected happens to make you late, please call to let us know.

**\*NO SMOKING ALLOWED ON THE PROPERTY (inside or out)**

**\*NO GUM IN THE STUDIO (lobby also)**

**\*No candy, food, or drinks in the classrooms (older students may bring water in a non-spillable container)**

**\*Follow your dress code including shoes (and elastic in them).**

**\*NO cell phone use in class.**

**\*If you or your child has a problem or concern, please bring it to our attention. It can probably be worked out or explained.**

### **Recommendations**

Tell your friends about us! If they register and write your name on their registration form, you'll receive a ten dollar credit to use toward your next month's tuition as a thank you.

\*SPECIAL!!! Through Oct. 31, we will offer **\$70 off one month** of tuition (a FREE one hour class) to anyone whose friend registers and puts your name on their registration form.

### **Classes**

Visitors are not allowed in the classroom during classes. Observers cause distractions and young children cannot concentrate and learn. The children are our first concern. Our closed-circuit TV will not be utilized (at least at the beginning of the school year) due to limiting building population for Covid-19. We will have a class open house for all recreational classes in the fall for you to meet your child's teacher, ask questions, learn more about dance, our studio, and your child's specific class and level.

### **Holidays**

The studio will close for Labor Day weekend (Sat. Sept. 5 – Mon. Sept. 7), Fall Break (Sun. Oct. 11 – Sat. Oct. 17), Thanksgiving (Wed., Nov. 25 - Sat., Nov. 28), Winter Break (Sun. Dec. 20 – Sat. Jan. 2), Spring Break (Sun. March 14 – Sat. March 20), and Easter Weekend (April 3). We will hold classes on teacher workdays (when the kids don't have school), MLK day, etc.

### **Bad Weather Policy**

If the Bartlett City schools are closed for bad weather, the studio will automatically be closed. If the children go to school, but are released early because bad weather is setting in, the studio will be closed. We occasionally have to close due to tornado warnings (not watches), but not thunderstorm warnings or watches. If in doubt, call the studio at 385-2228. We will also post on our Facebook page. Please remember we cannot control the weather and want our students and teachers to stay out of harm's way.

### **Insurance**

The Dance Academy of Bartlett does not carry medical insurance for its students. It is required that all students be covered by their own family insurance policy. A certain risk is associated with this and all physical activities and group classes. If injury/sickness/illness occurs, it is understood that the student's own policy is your only source of reimbursement. Agreement of this is confirmed with enrollment at our studio.

## Covid-19/Illness Policies

We will start our year with the following policies. As situations change, we may adjust our policies.

*If your student is diagnosed with Covid-19, call/email the studio ASAP so we can anonymously inform classmates.*

Before coming to the studio:

- Any student with fever (whether reduced by medication or not) should not come to dance class at least 24 hours fever free without medication.
- Any student with any Covid-19 symptoms should not come to dance class.
- Any student with known exposure to a positive Covid-19 person should quarantine for 14 days.
- If any of the above situation happen, we recommend a doctor visit and/or a Covid-19 test. Return to the studio would be dependent on results.
- If a student is absent for the above reasons, you can let us know and we will set up a virtual connection to the classroom (this may be a video or live zoom at the discretion of the teacher) to keep them from missing material.

While at the studio:

- Social distancing when lining up to enter.
- Temperature check and hand sanitizer for each dancer before entering class.
- Social distancing in the classroom.
- Lobby will be for the students only. (Business will be conducted with the parents from the foyer through the window.)
- Water fountains are closed. Older dancers may bring a closed NON-Spillable water container. (Younger dancers (in levels 1-5 and Kids Hop) should not bring anything.)
- HEPA air filters have been installed.
- Teachers have adjusted methods for less hands on and will avoid any partnering between students.
- Staff will wear masks and/or face shields at all times. ~~Masks are optional for dancers at dance class. Any personage 12+ not immediately going to dance class must wear a mask when entering the building.~~

Policy Update as of Dec. 23, 2020

The ability to have students in the studio this year has been great! Thank you for supporting all the changes we have made to keep our students safe and in compliance with the Health Department regulations. Due to the rising Covid numbers, The Dance Academy of Bartlett will be **requiring mask wearing as of Mon., Dec. 23 for all classes Level 3 and up.** We are aware that this may be an adjustment for our dancers and our teachers will make sure to be gentle on endurance activities and gradually increase as the students get used it. Many athletes actually train (even before Covid) with masks to increase their endurance. Ballet Memphis and most college dancers have been rehearsing in masks since returning to their studios. I'm sure DAB Dancers will rise to the occasion and thrive. We are grateful to still be able to hold in person classes and we hope this will reduce risk of any exposure.

## **Girls Dress Codes**

*\***Hair** pulled back out of face for all classes (Ballet 3 requires a bun).*

*\*Please place shoes in a tote bag for dancer to carry. We recommend one that zips closed to prevent shoes from falling out and getting lost!*

*\*Label all belongings.*

*\*We recommend Cordova Dancewear at Germantown Pkwy and Trinity Rd.*

*\*If you have shoes of another color or style that still fit, you may use them until you need new shoes (February at the latest please).*

### **Mommy and Me Dance Classes:**

Children:

Attire: \*Any color or style of leotard and tights.

\*Acceptable additions: fitted stretchy shorts, ballet skirts

Shoes: (Walmart/Target/Payless shoes are NOT acceptable)

White leather ballet shoes with elastic across ankle.

Adults: Anything you feel comfortable in and can get up and down off the floor.

### **Level 1 – 6 Combo Classes:**

Attire: \*Any color or style of leotard and tights (transition tights are recommended).

\*Acceptable additions: fitted stretchy shorts, jazz pants, leg warmers, ballet skirts (Not long net tutus), etc.

**NO** t-shirts, jeans, baggy clothes, etc.

Shoes: (Walmart/Target/Payless shoes are NOT acceptable)

1. White leather ballet shoes with elastic across ankle.

2. White leather tap shoes with elastic across ankle.

Note: Some brands come with elastic. If not please remove ribbons and replace with white elastic looped through eyes and sewn together.

### **Level 7 Class:**

Attire: \*Leotards and tights (transition tights are recommended) (No panties needed, tights are your panties.)

\*Jazz pants, Capri pants, fitted stretchy shorts are OK

\*NO shirts (even tight), bare legs, baggy clothes, etc.

\*NO Panties or bras (except sports bras) may be showing

Shoes: 1. Tan Bloch 495 Jazz Shoes

2. Tan Block Audeo S0381L lace up tap shoes are preferred (or Sync S0321L)

### **Hip Hop Classes:**

Attire: \*Clothing must be fitted and flexible and allow for movement. Teacher may request amendments. No jeans. No baggy clothing.

Shoes: 1. Capezio DS03 Canvas Dance Sneakers in Black.

### **Ballet Technique Classes**

Attire: \*Ballet pink tights and any color leotard.

\*Acceptable additions: ballet skirts (NOT long net tutus, only thin above the knee style).

Shoes: 1. Ballet pink canvas split sole ballet shoes (white shoes are fine for those in combo classes requiring white shoes).

### **Tumbling Classes:**

\*Leotard

\*Footless or transition tights and be barefooted. (If another class on same day requires shoes, please wear transition tights in order to transition from bare feet to tightened feet.

\*Fitted stretchy shorts, capris and leggings are okay.

\*Please be mindful of barrettes and other headpieces that might inhibit your child from rolling over their head.

## **Boys Dress Code**

*\*Please place shoes in a tote bag for dancer to carry. We recommend one that zips closed to prevent shoes from falling out and getting lost!*

*\*Label all belongings.*

*\*We recommend Cordova Dancewear at Germantown Pkwy and Trinity Rd.*

*\*If you have shoes of another color or style that still fit, you may use them until you need new shoes (February at the latest please).*

ATTIRE: Shorts, fitted T-shirts, jazz pants, bike shorts, tank tops, etc. Make sure clothes are stretchy enough to move in, and not too baggy. Pants must not hang over feet!

SHOES: (Walmart/Target/Payless shoes are NOT acceptable)

#### **Level 1 – 6 Combo Classes:**

1. Black leather or canvas ballet shoes
2. Black leather lace-up boys tap shoes

#### **Level 7 Class:**

1. Black Bloch 495 Jazz Shoes
2. Black Block Audeo S0381L lace up tap shoes are preferred (or Sync S0321L)

#### **Hip Hop Classes:**

Capezio DS03 Canvas Dance Sneaker in Black

#### **Tumbling Classes:**

Be barefooted.

## **NOTES TO PREDANCE AND LEVELS 1-4 CLASSES**

1. Mommy and Me Dance Class: Please understand these are very young children. They will not always listen, behave or pay attention. That's OK! They will absorb information sporadically. That is normal. Don't get impatient with their speed of progress.
2. During Mommy and Me Dance Classes, adults will be participating and not just observing.
3. All dancers in Levels 1 and up must be potty trained (with sleeping hours being the exception). Please practice/discuss raising hand to ask permission as well as pulling leotard down but not off.
4. Go potty before each class so we do not interrupt class with everyone wanting to stop and go potty. When one needs to, they all think about it. We will always let them go to prevent accidents, but if we can avoid it, we can spend our time dancing rather than helping in the potty.
5. Please be on time for each class. Children need the transition period of starting class to smoothly separate from you. Being late robs them of this time as well as disrupts the class. With this in mind, we'd rather you come late than not at all. Do not knock, just send child in.

\*Parents, please do not come into the classroom to bring in your child. We have found it is much easier on the child to leave you rather than be you leave them.

6. Have name written in all shoes, bags, etc.
7. Have children dressed, wearing ballet shoes (with strings tied and tucked into shoes), and carrying tap shoes in a bag for each class.
8. Be regular in attendance.
9. Practice is not necessary at this age. Often children cannot recall class work at home simply because it is in a different setting. If you'd like, you can try playing "Ms. Teacher's Name" and let your child be the teacher and you are the child and let her/him teach you.
10. Crying children usually do best if you say a quick goodbye then let the teacher have them. We are used to working with young children and that is part of our job.
11. Do not send toys, drinks or snacks into the classroom or in their bags.
12. Pick up children when class lets out. It is very upsetting to young children to not be picked up immediately. Children will not be allowed to walk to the parking lot on their own. An adult needs to come in to pick them up. Any child left after class more than 15 minutes, will be charged \$1/min starting with \$16. After one hour, the police will be contacted.
13. Discipline: Remind children to do as the teacher says. They do not get to pick and choose when they participate or behave. Occasionally if there is a discipline problem, children will

be separated from friends, given time-out, etc. If it is very serious, a hand stamp will be withheld. We may let you know what happened in the class, but we have already disciplined your child. You do not need to do so again. Most of the time, we handle problems in class. We may ask your help in discussing it at home to remind the child what is expected if it is repeatedly a problem.

14. For tap shoes without included elastic: Please fix tap shoe elastic ASAP. The sooner the children can put their own shoes on, the better. They cannot learn this if they don't have the proper connectors.
15. Many children go through phases of not wanting to attend. The key is asking AFTER the class if they enjoyed it. Then if the answer is repeatedly NO, maybe they should not be in dance class. If they only complain before the class, the problem is not dance class. They don't want to stop playing at home, or they don't want to leave the parent, etc. If you let them skip a class, you will teach them that if they pitch a big enough fit, they will get their way. Eventually, they will work out of this phase. Occasionally, there will be a problem with another student that we do not know about that causes the child to not want to come. Please let us know if this happens and we will work out the situation.

## **The Dance Academy of Bartlett Tuition/Payment Plan**

Upon registering at The Dance Academy of Bartlett, you are responsible for paying monthly installments on an annual tuition through and including the month of May (non performing classes will only be held and charged through April) unless we receive an “Enrollment Withdrawal” form from you (see back of handbook). Tuition will not be charged the following month *after we receive this form*. Any other balances must be paid in full at the time of withdrawal. You will be responsible for any fees a collection agency may charge due to your lack of payment.

Installments are based on an annual tuition and broken into 9 equal payments September through May plus one half-payment in August. Performing classes are guaranteed 31 weeks of classes (without absences taken into account), and at least one studio and stage rehearsal in addition to the recital. Non-performing classes are guaranteed 30 weeks of classes. Any classes (or students) not starting mid-August will have guaranteed classes prorated. We hope that these classes will be in person, however if situations arise, they may need to transition to either pre-recorded or live online formats.

Tuition is considered late after the 15<sup>th</sup> of the month (regardless of closings or day of the week) and a **\$20 late fee** will be charged. If your card is declined and you forget to send in a payment, you may call during office hours with a credit card (Visa, MasterCard or Discover), drop a check in our mail box or mail a check on or before the 15<sup>th</sup> of the month to avoid late fees. Cash payments must be made during office hours, so please plan accordingly.

There is a return check fee of \$25.

**Automatic Withdrawal/Charge** (Visa, MasterCard or Discover): On the 5<sup>th</sup> of each month (if this hits a weekend or holiday, you will be charged before or after the 5<sup>th</sup>), your card will be charged the balance on your account. If your card is declined, you must pay by the 15<sup>th</sup> to avoid a late fee. It is your responsibility to be aware if your card is declined. If balances are not paid for in a timely manner, your credit card will be charged. Upon withdrawal, all balances are due immediately and your card will be charged.

If still owed, in January, recreational classes’ costume fees will be withdrawn with your auto payment (prices will be available in November).

If still owed, in March, a non-refundable recital fee will be withdrawn with your auto payment (prices will be available in November).

Optional Donations:

\_\_\_\_\_ Please add \$\_\_\_\_\_ to my automatic withdrawal in November for scholarship students.

\_\_\_\_\_ Please add \$\_\_\_\_\_ to my monthly automatic withdrawal for scholarship students.

**Paying in person:** you must pay your last month's payment when you register. Tuition is due the first lesson of each month. We will NOT send out bills unless tuition is late.

You will need to pay recreational classes' costume fees (prices available in November) by the deadline in January.

You will need to pay the non-refundable recital fee (prices available in November) by the deadline in March.

## Recital

*(Tentatively Saturday June 5, 2021)*

Our annual recital will be held on a Saturday in late spring. Costumes will be ordered and paid for in full in January. Levels 3-6 students will purchase one costume and perform two dances. Levels ½ and level 7 classes, Kids Hop and Hip Hop classes will perform one dance. The tumbling/acro/ballet tech classes will not perform in recital but have an in-house observation day. You will get a costume estimate in a November note. A non-refundable recital fee (between \$90 and \$115) will be charged in the spring to pay auditorium rental, programs, scenery, etc. Admission is FREE and we encourage you to invite as many people as you wish. Studio and stage rehearsals will be announced in ample time for planning. Stage rehearsals are mandatory.

Our studio will have three performances, however, most classes will only be in one.

### 10:30 Show

Mon. 5:45 Level ½  
Tues. 11:00 Level ½  
Tues. 5:15 Level ½  
Tues. 6:15 Level ¾  
Tues. 12:00 Level 3/4/5  
Thurs. 5:00 Level 4.5  
Mon. 4:45 Level 5  
Mon. 6:45 Level 6  
Mon. 5:45 Kids Hop  
Mon. 6:45 Pre-Co

### 2:30 Show

Wed. 4:30 Level ½  
Wed. 4:30 Level 2.5  
Wed. 5:30 Level ¾  
Wed. 6:15 Level ¾  
Wed. 6:30 Level 5.5  
Wed. 4:30 Level 6  
Thurs. 7:15 Hip Hop 1  
Mon. 4:30 Pre-Co.

### 7:00 Show

Sat. 10:30 Level ½  
Thurs. 5:00 Level ½  
Thurs. 6:15 Level ¾  
Sat. 11:30 Level ¾  
Sat. 12:30 Level 5  
Wed. 7:30 Level 7  
Thurs. 5:30 Kids Hop  
Mon. 4:45 Hip Hop 2  
Wed. 6:00 Pre-Co

## MINI-COMPETITION GROUPS

Dancers with previous experience, may audition to be in additional group dances for competitions only. Not everyone will be cast automatically. Dedication, commitment, attendance, and parent/child attitude will be factors and not just ability.

Please ask for a competition packet for more information.

### Auditions are Sun., Sept. 13, 2:00pm

Parents are required to attend for a parent meeting 2:00-3:00p approx. then the children will proceed with the audition lasting approx. 1-1.5 hour(s).

# The Dance Academy of Bartlett Withdrawal from Enrollment Form

*(Tuition will be charged through the month of May unless we receive this form. Please remove this page.)*

Student's name \_\_\_\_\_

Current Date \_\_\_\_\_  
(Tuition will not be charged the following month after we receive this form)

Person filling out this form \_\_\_\_\_

Classes enrolled in to withdrawal:

Reason for withdrawal:

Would you like a phone call from Mrs. Tracy? \_\_\_\_\_

### Office use only:

Date received: \_\_\_\_\_

Family Account Name: \_\_\_\_\_

Tuition Balance: \_\_\_\_\_

Received by: \_\_\_\_\_

If refund owed,

Address: \_\_\_\_\_

Check #: \_\_\_\_\_ Date mailed: \_\_\_\_\_

YOUR MONTHLY TUITION WILL BE \_\_\_\_\_.

Please add \$\_\_\_\_\_ to my automatic withdrawal in Nov. for scholarship students.  
Please add \$\_\_\_\_\_ to my monthly automatic withdrawal for scholarship students.  
In **January**, costume fees will be withdrawn (estimates given in Nov.)  
In **March**, recital fee will be withdrawn (estimates given in Nov.)

YOUR CHILD'S CLASSES ARE:

<u>CLASS</u>	<u>DAY/TIME</u>	<u>ROOM</u>	<u>TEACHER</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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**CLASSES BEGIN AUGUST 15**

