

**STUDENT/PARENT
HANDBOOK/GUIDELINES
2020-2021**



**Debbie Felton's Academy of Dance
Middlebelt Plaza II
18732 Middlebelt Road
Livonia, MI 48152
248-987-4680**

www.feltondance.com

email: debbie@feltondance.com

Dear Parents and Students:

Welcome to the Academy. We are excited to see you and look forward to teaching you and your children. By enrolling your child, you are giving them the opportunity to grow as an individual and work as a team member as well as having an opportunity to gain physical strength and grace.

We offer professional instruction, as we are Members of the Cecchetti Council of America and Chicago National Association of Dance Masters and Dance Masters of Michigan.

Every child possesses creativity, but not all children know how to access it. Dance is a wonderful avenue to introduce, guide, and nurture these abilities. Our classes are designed to give the young dancer of all ages and abilities (recreational and competitive), a chance to experience dance in a fun and loving atmosphere among their friends. Music, dance, props, and pantomime are used to help them grow in physical self-knowledge, self-assurance, and self-esteem—as well as improve sensory perception, flexibility, locomotors coordination skills, motivation, and the creative thinking process. IT IS THE FOUNDATION for dance.

Thank you for allowing us the opportunity to make a mark in your child's life with the wonderful art of dance. We hope this handbook answers most or all of your questions. We are looking forward to an exciting year with you. Our mission statement is: "Dance Education that's Fun!"

Welcome back dancers and families... And to all of our new dancers...WELCOME! Happy Dancing!!

Debbie and Staff

Meet the Staff

Debbie Felton, Heather Coppola, Gayla Norris,

Stephanie Penner, Jennifer Porter, Nikki Sherman, Tiffani Stewart

Office Manager: Janet Coppola, Office staff: Bonnie Reynolds, Nance Porter

Parent Pointers- Be Informed

Please take the time to check out the website and read the calendar each month for events and happenings here at the studio. Please check the website at least once a month. Many informative things are always posted. You can also follow and LIKE us on Facebook. All information is given well in advance and most times your dancer will just forget to tell you. Please read the entire studio handbook. There are many important policies for the studio. You can always check the website for updates: www.feltondance.com

Parent Responsibilities and more...

We are asking all families to limit access to the Academy. Please drop off your dancer at the door and refrain from coming in and waiting in the lobby. We understand that the younger dancers (30-minute classes) will possibly need a parent present in the lobby, but please refrain from bringing siblings. We can assist your dancer after entering the academy. We need our lobby space for dancers waiting for their next class.

Teachers will wipe down the ballet barres before and after each class with disinfecting wipes. Acro mats will also be wiped down with disinfecting wipes and sprayed with Lysol before and after each class.

Props are bagged for individual dancers' use and will be disinfected after each class.

Hand sanitizer is placed in each studio, and students will be asked to use it before and after class.

Frequent attention will be given to wiping down high traffic areas in the Academy including doorknobs, handles, chairs and cubbies.

Standard deep cleaning practices will be doubled in frequency.

We ask all families to keep your dancer home from class if they show any sign or symptom of illness. We ask any family members who may be ill or older to refrain from entering the building.

If you choose NOT to come to class, WE UNDERSTAND, please call. Absences will be excused and may be made up per our guidelines/handbook.

We recognize this is a challenging time for all, and we remain deeply committed to the safety of our dancers and their families.

Our customers are the heart of our D*FAD Family.

We will continue to monitor everything on a day by day basis.

We do expect the dancers to be at the studio five minutes before classes begin and to be picked up on time. If you know you will be late to pick up your dancer, please tell your dancer, and we will have them sit in the lobby. Please inform us if you will be late or if someone else may be picking your dancer up. If you are late more than 10 minutes picking up your dancer without prior notification, it will result in a \$5.00 fee on your account for each 10 minutes late.

Class Information

Please know that most dance classes are one hour long with 50 minutes of instruction. This leaves 10 minutes between classes to change shoes, and get a drink. 30-minute classes usually have 5 minutes between. (If you need to meet privately or need more time to talk or meet with the teacher, please call and set up an appointment). If your dancer is not challenged enough or is being challenged too much, we need to know. Usually we can tell if there is a problem or concern with the student, but your feedback helps. Plus, we like to get to know our parents as well as our students.

All your dance supplies can now be ordered online at reasonable prices;

Each class is listed for easy shopping.

www.feltondance.com - STORE

Attendance Policy (This policy will be strictly enforced)

Please call the studio if your dancer will be absent. 248-987-4680.

Excused absences are accepted. Unexcused absences are not. If there are more than 8 unexcused absences, this can result in not being able to participate in the recital. Please keep in mind that when approaching recital time, it is unfair to the rest of the class when there are continued absences. If there is a conflict with a school activity or sport, please, just let us know so we can excuse you. Missed reported classes may be made up in the same level or a level below within one month's time of an absence only. Five absences total may only be made up. Please check in at the office desk when you are making up a class, so that it is marked accordingly in the attendance book and there is an available spot. No make ups will be allowed during holiday weeks. The last day to make up classes is May 1, 2021. 4 tardies = 1 unexcused absence. If you arrive 10 minutes late it is counted as an automatic absence and dancers may not be admitted in class for that day. This is very disruptive to the rest of the class.

Monthly Calendars

A monthly calendar/newsletter will be on the website the first of every month to help keep you updated on events and happenings around the Academy. This will also be a reminder of payments due and other activities planned. Please check with the office staff to make sure that your email address is up to date. If you do not use email, let us know and we will give you a printed copy of the calendar each month.

Payment Policy

There is a total of 34 weeks in our dance season. For your convenience, tuition has been broken down into 9 payments, September through May. Tuition is due the 1st of every month. Any payment made after the 10th will be considered late. Please note: There is a \$10.00 late fee for every week that your payment is overdue. If you are late, please include the late fees in your tuition. Your account will automatically be billed. There is a \$35.00 returned check fee. After one returned check, the only form of payment accepted will be cash. We do not prorate tuition for any reason. Everyone is

responsible for payment of 34 weeks of dance lessons, regardless of when you register. No refunds or adjustments for any missed classes. Withdrawal from classes: A two-month tuition charge will be required to be paid in full. (Example: drop out in December, January and February owed). Payments may be made with Cash, Check, and Visa/MasterCard THERE WILL BE A FEE ASSESSED ON ALL CREDITCARD PAYMENTS IN PERSON OR ONLINE. If we are shut down by government, you will not be responsible to make payments for classes while the Academy is closed. Classes during Shutdown will not be made up. Unless we are able to do so.

NEW THIS YEAR - PLEASE PAY ON-LINE:

Go to our website feltondance.com. 2. Click on the tab at the top of the page that says, "register now/customer log in". 3. Go to "already registered" and enter the primary email you gave us when you registered your dancer. 4. If this is your first time logging in: click on the "forgot your password" link this will allow you to set up a password. Passwords must be at least 8 characters including 1 uppercase letter, 1 lowercase letter and 1 number. If you have already logged in before, enter your password and follow the prompts to pay your balance.

The studio will be closed the following days:

(1st day of class is September 12th, and Last day of class is June 12th)

November- 3,25,26,27,28, December- 21, 22, 23, 24, 25, 26,28, 29, 30,31, January- 1,2, February 15,16,17,18, March 29,30,31, April- 1,2,3, May- 28,29,31, June 1,14

Inclement Weather

We VERY RARELY cancel class. You will be notified by email or you may check the website at www.feltondance.com Classes missed due to inclement weather when the studio is closed do not need to be made up, however, if you would like to make up the class you are welcome to do so in the same level or a level below. (Please let our office staff and your teachers know when you plan to make up a class.) We do not follow the school district closings of school. We may still be open.

Dress Code Requirements

***Guys:** Black pants, white tank or t-shirt and proper shoes for each style of dance. 10 and older must wear a dance belt.

***Girls:** Ballet; leotard and pink tights and pink ballet shoes. Ballet skirts are an option. No shorts of any kind. Cecchetti Ballet, and higher are required to wear black leotard and pink tights. (No traditional bras, only sport bras may be worn.) Hair must be in a bun. Tap; leotard and tights, optional; shorts/capris, black tap shoes. Jazz; leotard and tights, optional jazz pants/capris, caramel color jazz shoes. Hip-hop; leotard, tights, jazz pants/sweatpants and black hip-hop shoes. *Hair must be pulled back and off the face in all classes, a neat bun is preferred! *Students should carry their dancewear, shoes, and other belongings in a dance bag. Please print your child's name on the bag as well as on all its contents. Dancewear is to be kept in good repair and laundered on a regular basis. Observe proper personal hygiene habits. Deodorant is required for students ages 10 and older.

*The only time there is a requirement, will be for a certain color/brand of tights for recital costumes. This will usually be caramel color for jazz, hip hop, lyrical, musical theatre and tap, and pink for ballet. (You may want to keep this in mind when shopping for tights.)

Shop for everything at www.feltondance.com - click on store tab

Costumes

Costume money, paid in full is due November 9th through November 14th, 2020. (You are welcome to make payments sooner). Each costume must have a contract signed. Costumes will need to be ordered early as we have picture day in March. Costumes will not be ordered without payment and contract. Any costume ordered after November 14, 2020 will acquire at least a \$25.00 late fee. There are no guarantees that costumes ordered late will arrive in time for picture day. We intend to keep costume prices \$95.00 or less per costume. (Younger student's costumes average \$70.00 per costume or less).

Studio Dancewear/Spirit wear

Dance clothing is available for purchase. Please check with the studio office.

Picture Day

We have 3 picture dates scheduled for Sundays, March 7th, 14th and April 11th. Please mark your calendars. Times/dates for class and individual pictures will be forthcoming. This will take place at the studio. Pictures will be ready to pick up on ticket sale day June 1st. Pictures are optional to purchase; however, we ask that all dancers be in their class picture. There is no sitting fee.

Recital Programs Year Books will be compiled through a class sponsorship program. Every class in the studio must have a minimum of two business card ads to pay for the class picture, in the program. A sponsor can be a local business, or from a company owned by a student's family member. Personal pages may be purchased as well, and credit will go to the class you choose. Business card size, $\frac{1}{4}$ page, $\frac{1}{2}$ page, and full-page ads are available for purchase.

The layout of all ads must be done prior to emailing information to the printer.

Every student will receive a Recital Program Yearbook. Additional yearbooks will be available for purchase at the recital for \$10.00 each.

Lost and Found

We have a lost and found container in the lobby. Some shoes and more valuable items are usually kept behind the office desk, so please ask. Debbie Felton's Academy of Dance is not responsible for lost items.

Dress Rehearsal/Recital

All rehearsals and recitals will be held at Churchill High School Auditorium, 8900 Newburgh Road, Livonia, MI 48150

Scheduled dress rehearsals = Show 1: Tuesday, June 15. Show 2: Wednesday, June 16. Show 3: Thursday, June 17. Check in time 4:30-4:45. Please mark these dates on your calendar now. This may require rearranging work schedules to get your child to the auditorium at a time that may be inconvenient. Thanks for all your support!!

Recital: We have three recitals. Recitals: Show 1: Friday, June 18th at 6:30. Dancer Check in time at 6:00. Show 2: Saturday, June 19th, at 11:00AM, Student check in time 10:30 and Show 3 at 4:00PM with a student check in time at 3:30.

Every student who participates in the recital will receive a medal when completing the recital through finale'. If you have been at the studio for five years you will be honored with a pin. Please make sure you are on the list for a five-year pin and 10 years at D*FAD, you will receive a trophy. Make sure you are on the list of more than five years. We like to honor every year with an acknowledgement in our program yearbook.

Ticket Sales: RESERVED SEATING! Opening ticket sale day is Tuesday, June 1, 2020 at the studio (no classes this day). Tickets will then be available for purchase when the Academy office is open and at the door the day of the recital. Handicap seating is limited. Please let us know if you will be purchasing handicap seats.

Competition

If your child is a more serious dancer and would like to find out more information on D*FAD competition team, please contact Debbie or ask our office staff.

Bring a Friend Week: April 19-April 24, 2021. Your dancer will receive an invite to pass out to a friend within the age bracket of their class to attend for free. This week only.

Suggestions

Your comments, positive and negative are always welcome. We are here for you. Allow us to better service you by letting us know your concerns. We are always willing to change for the betterment of the children. We have provided a suggestion/payment box at the front counter. Please use it for your tuition payments, costume payments and any other comments or concerns

Website

Please check our website for updates on news and information. We continue to update regularly. The news and calendar are current. Please check the website to answer your questions. You can also connect with us on Facebook and Twitter. www.feltondance.com

Safety in the Studio

Here at the Academy we strive to teach your dancer in a fun, and safe environment. But there are some things that you can help with, too. We'll talk to the dancers about staying safe, but we also want you to talk to them if you see things, they are doing that look unsafe. Children are our world's greatest assets. We all should work to keep them safe