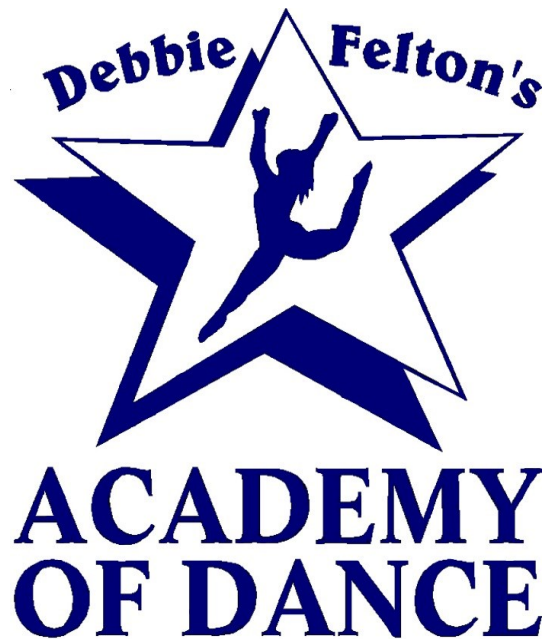


STUDENT/PARENT HANDBOOK/GUIDELINES 2021-2022



Debbie Felton's Academy of Dance

Middlebelt Plaza

18732 Middlebelt Road

Livonia, MI 48152

248-987-4680

www.feltondance.com

email: debbie@feltondance.com

Debbie Felton's Academy of Dance
18732 Middlebelt Road
Livonia, MI 48152
Ph: 248-987-4680
Email: debbie@feltondance.com
Website: www.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 (beginning at age 3) and students 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

Thank you in advance for another great year and for all your support.

Parent Responsibilities

Parents and children who arrive at the Studio early are to remain in the lobby until the instructor signals the beginning of class. Children are not to run around and cannot be in the dance room without a teacher present. Parents will accompany young children to the bathroom before class. No one but the students enrolled in class will be allowed to be in the dance room. Brothers and sisters not enrolled in the class are to remain with their parents. 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 \$10.00 fee on your account for each 10 minutes late.

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. We will have limited hard copies here at the studio for families who need them. Please come into the studio at least once a month. Many informative things are always posted here at the studio. All information is given well in advance and most times your dancer will just forget to tell you. Please read your studio handbook all dates and times for the entire year are in the book, as well as many other important policies for the studio. www.feltondance.com

No question is unnecessary – Please ask your questions, we want you to be comfortable and informed.

Class Information

Please know that the majority of dance classes are one hour long with 50 minutes of instruction. This leaves 10 minutes between classes to change shoes, chat with parents and/or help students catch up on lost material. 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.

Parent Pointers

We hope that when you watch your dancer's class, you look for overall improvement and be sure to compliment your child often. Our goal is to make them feel good about themselves, learn the correct form of dance and have fun! Open window week to view classes is typically the 1st through the 7th of every month. (with the exception of September and June when the blinds remain closed). Please refer to the monthly calendars for any open window updates and/or changes.

Stamps/Stickers

30 minute classes and most 8-10yr. old classes will receive a sticker/stamp at the end of class. Students are required to have a sticker/stamp book. This can be purchased at the studio or students may bring one from home. (We want to avoid stamps/stickers on our walls and floors. Thank you for understanding.)

Absent 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 office desk when you are making up a class, so that it is marked accordingly in the attendance book. **No make ups will be allowed during holiday weeks.** The last day to make up classes is May 4, 2022.

4 tardies = 1 unexcused absence. If you arrive 15 minutes late it is counted as an automatic absence and student 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.

The studio will be closed the following days:

November- 2, 24, 25, 26,27 December- 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, January- 1, 2, 17, 26, February- 21, 22, 23, March- 28, 29, 30, 31, April- 1, 2, 3, 15, 16, 17, May- 26, 27, 28, 29, 30, 31, June-11,
Last day of class

(1st day of class is Monday, September 13th)

Payment Policy

YOU CAN PAY ON-LINE

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.** No refunds will be given. If you would like to pay for the entire season, you will receive a 5% discount if tuition is paid in full by September 13, 2021 **not including your first tuition payment and registration.** Discounts of any kind cannot be combined with any other offers or discounts. No refunds or adjustments for 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. We do not pro-rate tuition for any reason. Everyone is responsible for payment of 34 weeks of tuition, regardless of when you register. No refunds. **Private Lessons: 30 minutes = \$30.00**

Inclement Weather/Shutdowns

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 or shutdowns of any kind and the academy needs to close, classes 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.

Studio Dancewear/Spirit wear

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

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 that have no strings or bows. Ballet skirts are an option. No shorts of any kind. Cecchetti Ballet Grade I and higher are required to wear a 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/sweat pants 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 of 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 Capezio/Ovation or Revolution brands CAMEL color for jazz, hip hop, lyrical, musical theatre and tap. Capezio/Ovation or Revolution brands PINK for all ballet classes. Lyrical and Modern classes need CAMEL STIRRUP tights. (You may want to keep this in mind when shopping for tights.)

Shop for everything at www.feltondance.com for convenience.

**All your dance supplies can now be ordered on line at reasonable prices; each class is listed for easy shopping.
www.feltondance.com / Click on the Shop Tab**

Costumes

Costume money, paid in full is due November 8th through November 13th, 2021. (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 February/March. Costumes will not be ordered without payment and contract. Any costume ordered after November 13, 2021 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). All lyrical, tap, musical theatre, hip hop & jazz classes require Ovation/Capezio or Revolution brands CAMEL color tights and ballet classes require Capezio/Ovation or Revolution brands PINK, unless otherwise instructed a different color. Lyrical and Modern classes need CAMEL stirrup tights.

Picture Day

We have 3 picture dates scheduled for Sundays, February 13, 2022 and March 6, and 13, 2022. Please mark your calendars. Times/dates for class/individual pictures will be forthcoming. This will take place at the studio. Pictures will be ready to pick up on ticket sale day (May 31st). Pictures are optional to purchase, however, we ask that all dancers be in their class picture. There is no sitting fee.

Recital Program 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, ¼ page, ½ page, and full page ads are available for purchase.

The layout of all ads must be done prior to emailing information to our studio printer. Email: afelton@gmail.com (*additional charge for creating ads*)

Every student will receive a Recital Program Year Book. Additional yearbooks will be available for purchase at the recital for \$12.00 each.

Dress Rehearsal/Recital

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

Dress Rehearsal will take place at the studio during the last week of classes per the schedule TBD. These times will be posted in March 2022.

Scheduled Stage Rehearsals –Stage rehearsals will take place the week of June 6-9th per the schedule TBD. These times will be posted in March of 2022.

Recital: We have three recitals. **Recitals:** Show 1: Friday, June 17th at 6:30 PM, Dancer Check in time at 6:00. Show 2: Saturday, June 18th, at 11:00AM, Dancer Check in time at 10:30. Show 3: at 4:00 PM, Dancer Check in time at 3:30 PM.

Every student who participates in the recital will receive a medal when completing 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. Make sure you are on the list of more than five years. We like to honor every year with an acknowledgement in our program year book. 10 years at this studio, you will receive a trophy.

Ticket Sales: RESERVED SEATING! Opening ticket sale day is Tuesday, May 31, 2022 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. Recital tickets are \$18.00 per ticket all ages.

Lost and Found

We have a lost and found container in the lobby. 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. All items will be donated after 60 days.

Competition

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

Bring a Friend Week April 25-30, 2022. 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

Meet the Staff:

Debbie Felton,

Heather Coppola, Megan Duby, Gayla Norris,

Stephanie Penner, Jennifer Porter,

Nikki Sherman, Tiffani Stewart

Office staff: Janet Coppola, Nance Porter, Bonnie Reynolds

PLEASE USE HAND SANITIZER WHEN ENTERING THE ACADEMY.

IF YOUR DANCER IS NOT FEELING WELL,

PLEASE STAY HOME AND CALL FOR

AN EXCUSED ABSENCE.

Proper Attire –

- A. Having the correct clothes is a safety rule.
- B. All girls must have their hair tied away from their face and no dangle jewelry or earrings.
- C. All girls should wear a leotard, tights, and appropriate dance shoes.
- D. All boys should wear a t-shirt sweat pants and appropriate dance shoes.
- E. Names / initials should be written in all shoes. Sharpie markers are best.

Before Class –

- A. Talk to your child at home about staying in line, not talking in class and listening carefully to the instructor.
- B. Arrive for class 5 minutes early to get dance shoes on. Do not wear dance shoes outside. Students coming from school will need to bring and change into their leotards, tights and shoes as quickly as they can. Please remember to pack them with their school bag the night before.
- C. Keep all siblings not attending class in the lobby area.
- D. Tell your child to tell the teacher or assistant if they have to go to the bathroom. MOMS AND DADS... Please take your child to the bathroom before class!
- E. No Gum chewing allowed in class at any time!

During Class –There must be an instructor or assistant present before entering into the dance rooms.

After Class –Please remember all your shoes, jackets, schoolbooks, etc. and take them with you.

Please clean up after yourselves.

Safety in the Studio

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

10 Things to Know for a Stress-Free Dance Season

Arrive Time – Please arrive here at the studio 5-7 minutes before your actual class time.

Have your proper shoes on and hair pulled back. Arriving late is disruptive to the class. Four late arrivals equal one unexcused absence.

Bring a Dancer to Class –Your dancer should come to class in a leotard, tights and proper shoes. Jazz pants and shorts are allowed for all classes except ballet classes. Hair must be pulled back in ponytail or bun.

Dancer's Belongings – Please make sure all dance shoes have your child's name in them. Initials are fine; a sharpie marker is best for this. Dance bags also should be labeled. Please have your dancer keep their belongings in the cubby boxes in the hallway. Put away phones, tablets, ipods and valuables. DFAD is not responsible for your dancer's belongings.

Dancer's attendance – Attendance is important for all classes, your dancer is part of a group and he/she not being in class slows the group down. Dance is a privilege you are giving your child, and we thank you for that, but it is also an obligation that should be taken seriously. Absences are to be called into the studio to be considered excused. Excused absences may be made up within 30 days in any class at your dancers level. No phone call equals unexcused; unexcused absences cannot be made up.

Dismissal time – Classes are 1 hour long with fifty minutes of instruction time; from time to time classes may run over the time, this generally is only because we are preparing the dancers for their performance. Dancers are to wait for their rides in the lobby especially after dark. Dancers are not to wait outside the studio for rides unless they are in view of the front desk. No student is to be outside alone. Students may not leave the studio to wander the surrounding area.

Instructor communications – All our instructors are here for your dancer, if the dancer needs help or just needs encouragement please talk with them. Instructors are always available between classes. We encourage your dancer to speak up if they have concerns of their own.

Account up to date – Keeping your account current is imperative. We offer several options for payments, cash, check, and charge/debit.. If any situations arise please see Janet at the front desk to make arrangements. Late fees will be imposed.

PHONE: 248-987-4680

Debbie@feltondance.com

Office and billing: Jcoppola@feltondance.com

www.feltondance.com

