

# **Student/Parent Handbook**

## **School Philosophy, Policies, and Procedures**

### **WELCOME**

to Beautiful Feet Dance Studio!

Thank you so much for choosing our dance studio to be the place where your child can come every week to learn and be encouraged. The objective of this handbook is to keep the students, parents, and staff dancing to the same beat. Please take the time to read this entire handbook.

### **MISSION STATEMENT**

Beautiful Feet Dance Studio exists to help kids and adults of all ages dance their way to confidence. Students enjoy a safe place where everyone belongs and is celebrated, valued, and empowered to love themselves and those around them. Confidence is put in motion.

### **TEACHING PHILOSOPHY**

We are honored to be able to help your kids grow not only in their love for dance but their confidence. Our Confidence Curriculum will be paired with our age-and- level-appropriate Beautiful Feet Dance Curriculum to provide your child with a streamlined and cohesive dance education. Your child will be encouraged and celebrated throughout their class but please keep in mind that we are teaching a class, and that means in order for the student to grow in their technique and skill, constructive criticism and corrections are an integral part of dance class.

### **THE CLASSROOM**

Be ready to learn, grow, and receive constructive correction. Our teachers will be friendly but firm to help our students grow. Discipline and dance go hand in hand; students who understand discipline are the most successful dancers.

Teachers prepare for classes by setting goals for what they wish to accomplish with each group of students, depending on skill level. We look forward to the opportunity to get to know each student.

We desire to create a loving and positive environment, which will encourage freedom and confidence for students to grow in their passion for the art of dance.

Each student will be treated equally by the teachers and staff. Teachers will not encourage competitive attitudes as this can become destructive to the students and the school. We encourage your students to make every effort to be the best they can be.

---

## REGISTRATION

- A non-refundable registration fee will be charged upon registering each dance year.  
1st dancer = \$30  
2<sup>nd</sup> dancer = \$20  
3<sup>rd</sup> + dancer = \$10
- Beautiful Feet allows parents to put front for the entire year (September-June) of dance classes with a 10% discount!

---

## ATTENDANCE

- Attendance will be taken at the start of each class. Consistent attendance is very important as absences can hold back an entire class. If a student will be absent from class, please email [info@beautifulfeetdancestudio.com](mailto:info@beautifulfeetdancestudio.com) along with your students preferred make-up class.
  - We do not provide any refunds for classes that are missed, yet we offer and encourage students to make-up any missed classes during the year. For make-up classes, students are able to attend any class that is their same level or level under.
  - Students may only miss 4 classes from September to December and another 4 classes from January to June in order to be in the Recital. Competition students are only allowed to miss 2 classes from September to December and 3 classes from January to June.
  - We ask that dancers try to arrive at least 5 minutes before their class time to prepare for class and stretch. When dancers arrive late to class it is extremely distracting to both the teachers and the dancers.
  - Please make every effort to be on time for class. If you know you will be running late, please notify the office by phone or email. The teacher of the class will be notified. If tardiness becomes an ongoing occurrence, you will not be able to participate but only observe the first half of class to allow adequate time for you to stretch and warm-up.
  - If a student is tardy 3 times it will result in observation of the first half of the next class.
  - Parents are expected to pick up their children immediately following class. If a child must remain later, please notify the office in advance.
  - If a child is not picked up by 9:00pm, their account will be charged \$25 per half hour to cover staff overtime.
-

## DRESS CODE

All students must have their hair completely pulled away from their face. Every student should label their belongings and dance shoes. A dance bag is required. Dancewear can be purchased through the dance studio.

- Ballet - Hair must be in a bun - no exceptions. All students are required to wear their level's leotard (Lovable Littles - light pink, Kinderkids - light blue, Level I - Hot pink, Level II Turquoise, Level IV - black) and pink tights. Ballet warm-ups and leg warmers are allowed, biker-like shorts and skirts are suitable to wear with leotards as well. Please have all ballet shoe strings tied and tucked into the ballet shoes. Ballet shoes must be pink (black for boys).
- Jazz - Hair needs to be up for jazz. Students are required to wear their level's leotard and can add shorts, leggings, or pants if desired. Tights are not required. Tan Jazz Shoes are required.
- Lyrical - Lyrical students must wear their level's leotard and can add shorts if desired. Tights are not required. Pirouettes (Lyrical shoes) are required for footwear. Hair must be up.
- Tap - Tap students in Lovable Littles, KinderKids, and Level I are required to wear black tap shoes and their ballet/jazz/or lyrical attire. Level II and up will wear tan tap shoes. Hair must be pulled back, away from the face.
- Hip-Hop - Students will wear their hip-hop t-shirt and athletic pants. Clean tennis shoes are allowed.
- Leaps and Turns & Tumbling/Acro - Students must wear their level's leotard. Bare feet or pirouettes are suitable footwear options.
- Boys may wear a white t-shirt, black stretch pants or shorts, and white or black ballet shoes, black tap shoes, and black jazz shoes for jazz classes
- Dance shoes are to be worn only in the studio. For the safety and enjoyment of the dancers, we have state of the art sprung floors and the floors surface can be damaged by dirt or rosin. No street shoes are allowed on the dance floor. Please do not allow your child to wear their dance shoes on a dirty floor or outside. If the bottoms of the shoes are turning black and dirty, the studio floor will be damaged.

---

## CLASS LEVELS

(BASED ON DANCE EXPERIENCE)

- Lovable Littles: One of the cutest classes you'll ever see! Littles classes exist to help young ones (Ages 2-4) explore creative movement within the loose structure of Ballet, Tap, & Tumbling. Your little one will feel like a princess (or prince) while taking this class. Dancing with fairy wings and various other props is usually the highlight for the Lovable Littles classes. *Classes participate in the Recital.*

- **KinderKids:** KinderKids classes provide children ages 5-6 a fun and engaging environment to learn Ballet, Tap or Tumbling. Your dancer won't be bored in these classes – they are filled with lovely dance games, songs, across the floor, share times, and free dancing to name a few. This class has a liking for fairy wings and other various props as well! *Classes participate in the Recital.*
- **Level I:** Level I classes are for beginner students and provide introductory and foundational movements for the various styles of dance. Dancers will work on proper technique and learning dance terminology. This class will be an exciting class for your dancer in which they can catch the passion for the art of dancing. *Recital participation is mandatory.*
- **Level II:** Level II classes are for students in between the beginner and intermediate level. These dancers have received the instruction in the foundations but need to keep building strength and knowledge before they can move to the next level. These classes move at a slightly faster pace than beginner classes and include more difficult choreography and dance steps. This stage in a dancer's journey is usually when they become inspired to the best dancer they can be and as a staff we are here to facilitate that! *Recital participation is mandatory.*
- **Level III:** Level III classes are for the intermediate student. These students have had a good amount of experience in their selected styles of dance. They have mastered the foundations and strength building needed to advance. Dancers usually work their hardest in this level to advance so they are challenged with harder choreography and terminology. We also really emphasize the art of dance and are able to add more intricate details to the movements and combinations. *Dancers must take at least one ballet class per week to be in Level III classes. Recital participation is mandatory.*
- **Level IV:** Level IV classes are for advanced students who have had years of training in their dance styles. These students are able to execute very challenging choreography and skills while incorporating their passion and art into every movement. They are knowledgeable of the majority of terminology and have mastered many skills. Level IV Ballet students also take some of their classes fully on pointe. The sky is the limit for the students that reach this level. Dancing professionally, joining college programs, or teaching dance are all options for advanced dancers to pursue once graduated. *Dancers must take at least two ballet classes per week to be in Level IV classes. Recital participation is mandatory.*
- **Adult:** Adult classes are a fantastic way for 16-99 year olds to stay in shape, brush up on technique, or simply dance for the joy of it! Most Adult classes are beginner level unless otherwise specified. *Recital participation is optional.*

---

#### **INCLEMENT WEATHER**

In the case of inclement weather, Beautiful Feet follows Petoskey's school closings. If school is closed due to weather, all classes will be cancelled at Beautiful Feet. We want everyone to stay safe!

---

## **STUDIO/CLASSROOM CONDUCT**

- Parents are **NOT** encouraged to be in class during class time, however there is a viewing window for parents to watch what their children are learning.
  - All students are required to pick up after themselves and to leave the waiting areas, studio, and restroom neat and orderly.
  - No food is allowed except in the downstairs main lobby.
  - Students 10 and under must be chaperoned through the gym to either Studio.
  - Please do not allow younger children to touch or hit the glass or to stand on the benches.
  - If a student is unable to attend class, please call or text 231-487-2711 or email [info@beautifulfeetdancestudio.com](mailto:info@beautifulfeetdancestudio.com)
  - Competitive attitudes and gossip will not be tolerated.
  - No chewing gum.
  - Cell phones must be turned to silent and stay in the dancer's dance bag.
  - Only appropriately dressed dancers attending class should be in the studio rooms unless permission is given by the director or teacher.
  - Avoid talking while the teacher is talking.
  - Do not correct or criticize fellow dancers.
  - Parents should take their younger aged children to the restroom before class begins.
  - Water bottles are encouraged.
  - No drinks besides water in the studio.
  - Sitting is not allowed in class unless a teacher has given instruction to sit.
- 

## **CLASS PLACEMENT**

- We reserve the right to place students according to their age, ability, and dance experience. Some classes require prerequisites or permission of the instructor. The first week of dance class serves as a trial to see what level is suitable for the dancer.
- 

## **TUITION INFORMATION**

- We require enrollment in Auto-Pay. You can sign up for Auto-Pay within your parent portal which is accessible at [beautifulfeetdancestudio.com](http://beautifulfeetdancestudio.com).
- Tuition rates are calculated based on the amount of class time a student takes per week. Tuition payments are taken using automatic payment withdrawal from a credit/debit card. By completing the Recurring Charge Authorization, you are giving consent to be automatically charged by Beautiful Feet Dance Studio. Accounts will be charged on the 1<sup>st</sup> of every month. A 2.75% convenience fee is added on to the total amount.
- When additional fees are required, accounts will be charged on the 1<sup>st</sup> of the month.

- We cannot make any special accommodations when it comes to the time of month we collect tuition.
- If your card is declined, you will have three days to make payment. After three days, your account will be charged a \$20 late fee. Every five days after, your account will be charged \$10 until your balance is paid in full. Please stay updated on your account by logging in to your parent portal.
- Tuition will **only** be prorated for the month of June.
- Pay-In-Full Discount: 10% off of tuition.

**2018-2019 Tuition Rates**

**Tuition is based on the number of hours per week a student dances and will be charged on the first of each month.**

HOURS PER WEEK:	MONTHLY TUITION:
0.5	\$45
First 45min – 1 hr class	\$60
1.5	\$80
1.75	\$90
2	\$100
2.5	\$125
3	\$140
3.5	\$155
4	\$165
4.5	\$175
5	\$185
5.5	\$200
6	\$210
6.5	\$220
7	\$230
7.5	\$240
<b>8+ (Unlimited)</b>	<b>\$250</b>

### **Private Lesson Rates**

30min - \$35

60min - \$65

- If a month has passed and a student still has an account balance, that student will not be allowed to participate in class until the balance is paid in full.
  - If a parent gives notice by the 15th of the month that their child will no longer be taking classes at Beautiful Feet, the tuition for the following month will not be charged and the parent will be unenrolled in auto-pay. If notice is given after the 15th of the month, the next month of tuition will be charged.
  - Paid tuition is non-transferrable and non-refundable.
- 

### **STUDIO SCHEDULE**

We follow Petoskey Schools Calendar for breaks and weather closures.

September 4 - First day of dance classes

November 22-25 - Thanksgiving break (No classes)

December 24 - January 1 - Christmas break (No classes)

March 22-April 1- Spring Break (No classes)

May 27 - Memorial Day (No classes)

June 13 - Dress Rehearsal

June 15 - Recital

- The dance year runs from September - Early June. In June, July, & August, summer camps and dance intensives will be available.
- 

### **SAFETY**

The safety of our students is a priority. In case of serious injury, parents will be notified and 911 will be called immediately. All students must have a liability form signed by their parent/guardian **PRIOR** to starting class. No student can dance until the form is signed.

---

### **RECITAL**

- Recital Packets are handed out in January and have all pertinent information for our Recital.

- This year's recital is at Petoskey Middle School Auditorium on June 15, 2019. Time TBA
  - On November 1, students will owe a Costume Deposit (half of their costume balance). On December 1, the other half of the costume balance will be collected. Recital costumes are \$60 per costume.
  - Home Study: To ensure that the students feel confident about their performance, we ask parents and guardians to encourage them to rehearse their recital choreography on a regular basis. A copy of your child's dance music will be available at the start of the choreography season. If you provide your own USB jump drive the total will be \$5. If we need to provide you with a USB jump drive the total will be \$10 (to cover our costs).
- 

### **MANNERS FOR DANCERS GUIDE**

Dancers show respect for themselves by:

1. Being prompt for class
2. Being dressed properly for class, without jewelry other than small earrings and with shoe strings either tucked in or tied in a knot and cut off
3. Having their hair up and off the neck and out of the eyes. For shorter hair, pulled back from the face with a headband or a clip.

Dancers show respect for other by:

1. Keeping their hands to themselves during class
2. Waiting quietly for others to have a turn and for instructions from the teacher
3. Waiting until the music is finished before entering the classroom if they are late to class
4. Talking with one another only during Share Time

Dancers show respect for their teacher and the art form of dance they are learning by:

1. Being properly dressed and ready for class on time
2. Listening when the teacher speaks
3. Always standing in a proper dance stance while listening to the teacher give combinations or corrections
4. Being prepared for their turn
5. Always asking before leaving the room for any reason and upon returning, enter quietly and go around the back of the room, never through the dancers who are dancing
6. Always finishing every exercise and never walking off noisily or showing anger or aggravation.

Dancers show respect for the studio and facilities by:

1. Leaving gum, food, or drinks outside the studio
2. Never hanging or leaning on the barres
3. Staying off of all exercise equipment
4. Walking quietly through the gym
5. Never running or doing gymnastics in the studio or lobby
6. Putting trash in the trashcans
7. Putting away books and magazines when finished with them
8. Always keeping all belongings zipped inside their dance bag



Parents show respect for the dance class, teacher and studio by:

1. Knocking before entering the classroom if class is in progress
2. Making every effort to attend observation days
3. Standing away from the viewing window if it becomes obvious that students are being distracted
4. Not letting children stand and hit the viewing window
5. Making sure your child has had the opportunity to go to the restroom before entering class
6. Having students ready for class before entering the classroom
7. Having students at class on time and picking them up promptly after class
8. Making arrangements with child's teacher to make up missed classes.
9. Letting us know in advance, if possible, that your dancer will be late
10. Clearly marking all of child's items with the child's name and leaving toys at home
11. Teaching children to sit quietly while waiting, remembering that the waiting area is also a homework area for many dancers
12. Teaching children to never run or scream in the studio, waiting areas, gym, or parking lot.

Please review all of this information with your child. It is important in providing the best classroom environment for your child.

---

**Please sign and date the signature form found on the next page.**

*This handbook serves as an overall view of Beautiful Feet Dance Studio. Anything not stated in this handbook is to the discretion of the director.*

© June 2018

**HANDBOOK AGREEMENT**

I, \_\_\_\_\_ (parent) have read the entirety of this handbook and agree to its terms.

I, \_\_\_\_\_ (student) have read the entirety of this handbook and agree to its terms.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_