



PASSION DANCE

2021-2022 DANCE PROGRAM HANDBOOK AND POLICIES

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HOURS OF OPERATION

Academy Administration Office Hours

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|-----------|------------|
| Mon - Thu | 10am - 6pm |
| Fri | 10am - 4pm |

Dance Program Hours

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|---------------|------------------|
| Mon. - Thurs. | 10:00am - 8:30pm |
| Friday | 10:00am - 7:00pm |
| Saturday | 9:30am - 2:00pm |

CONTACT INFORMATION

For registration, level placement, scheduling, and specific dance program questions please contact:

Sarah Ruppel Bullis

Dance Program Director

sarah@passionacademy.net

804-938-9309 (direct line)

804-412-8100 ext 3 (academy line)*

*If we are not available to take your call please leave us a voicemail, and we will get back to you within 1 business day.

For tuition and billing questions, please email billing@passionacademy.net or call 804-412-8100.

To notify us of a schedule change (class cancellations, illness, vacation etc.) please email dance@passionacademy.net or call 804-412-8100.

STUDIO LOCATION

All dance classes will be held at our Passion Academy dance studios (Studio 1 and 2) located at 3923 Deep Rock Rd.

DRESS CODES

Proper dress code is a very important part of maintaining the educational objectives at Passion Dance Academy. It reflects the structure and discipline of the class and removes any additional distractions from a student's dance training. One of our goals as mentors at Passion Dance Academy is to ensure that students display proper body alignment while performing each movement, in order to prevent injury. Following proper dress code allows us to observe the student's muscular structure to ensure this.

We require that a standard of proper attire and appropriate neatness be observed at all times. The mentor reserves the right to not allow class participation by a student who regularly neglects this requirement.

Cover-ups should be worn over dance attire in and out of the building.

Street shoes should be worn outside of the dance studio and taken off upon entering the dance studio. Dance shoes should NOT be worn outside of the dance studio to ensure that dirt is not tracked onto the dance floor.

For classes that require a leotard and tights, the leotard should be plain (NO skirt attached) and underwear is not to be seen if you choose for your dancer to wear them.

Stud or small earrings are the only type of jewelry that is permissible in dance class. Watches, necklaces, bracelets, long earrings, and large rings are potentially hazardous while dancing.

For female dancers, hair must be securely pulled away from the face for ALL CLASSES. For ballet classes, ballet buns are required in Ballet IV and up. If hair is too short to make a bun for ballet, please pull hair away from face into a ponytail and secure with clips and hair spray. For all other classes ponytails or buns are acceptable.

Specific dress code requirements for each class can be found on our website at

<http://passionacademy.net/dance/dress-codes/>

Dance attire can be purchased locally at Ellman's Dancewear, Disco Sports, or The Dancer's Spot, or it can be purchased online at Discount Dance Supply or Amazon.

DROP OFF POLICIES

Classes in Studio 1: Students attending class in Studio 1 should enter through the outside Studio 1 door located on the 3923 side of the building. Please wait until the mentor has propped the door open for your class and for the previous class (if applicable) to exit before entering the studio. Please do not wait at the door before class time, as this is distracting for the students that are taking class in the studio. If you arrive earlier than your class time, you may wait in the main lobby (located on the other side of the building) until it is time for your class to start.

Parents/guardians of younger students may enter Studio 1 to help their student prepare for class; however, they may NOT remain in the classroom once the class starts (with the exception of Creative Movement classes).

Classes in Studio 2: Students attending class in Studio 2 should enter through the main academy door located at the 3921 side of the building and wait in the lobby until it is time for your class to start. The mentor will come out to the lobby to gather the students for the start of class.

All classes: Parents/guardians may NOT remain in the studio during class time, with the exception of Parent Participation classes and Parent Observation classes (separate communication will be sent via email regarding these special circumstances) or any other arrangements that have been previously made with the Dance Program Director.

With the exception of Parent Participation classes, parents/guardians may leave after their student has been taken into the dance studio, or they may wait in the lobby or in their cars until the class is finished.

PICK UP POLICIES

Classes in Studio 1: Parents/Guardians should pick up their students at the outside Studio 1 door. At dismissal time the mentor will open the studio door and send the students out once the mentor sees the parent/guardian present. Please do not wait at the door before class is finished, as this is distracting to the students in the studio.

Classes in Studio 2: Parents/Guardians should pick up their students in the main lobby. At dismissal time the mentor will bring the students out to the lobby to meet their parents/guardians.

Students are NOT allowed to wait outside in the parking lot for pick up, but rather they must wait inside until their parent/guardian has arrived.

PARENT OBSERVATION

Unless otherwise noted or agreed upon by the Dance Program Director, parents/ guardians may NOT remain in the dance studio during classes. We will have several designated observation days throughout the year, in which parents/guardians will be invited to watch the class in the studio. These dates will be communicated via email.

STUDIO POLICIES

Students are not allowed to be in the dance studio unless a mentor is present.

Parents are not allowed to remain in the dance studio unless for a Parent Participation class, for Parent Observation day, or as otherwise arranged with the Dance Program Director.

Cell phones are not permitted to be used during class time, unless in the case of an emergency. Students should keep their cell phones on silent in their dance bags for the duration of the class.

Food and drink, with the exception of water, are not allowed in the dance studios. Students may bring a water bottle to class or they may obtain water from the water machine in the studio. Water breaks during class are given at the discretion of the mentor.

Chewing gum must be disposed of before entering the dance studio.

Street shoes are not to be worn on the dance floor. Students and parents/guardians should remove their street shoes and put them in the designated shoe area upon entering the studio. If sneakers are to be worn for class attire, please make sure to wipe off the bottom of the shoes before wearing them on the dance floor.

Students should wait for the studio door to be propped open by the mentor before entering/exiting the studio.

Students should wait for the previous class, if applicable, to exit before entering the studio.

Students should follow the direction of the mentor for where to sit/stand when in the studio. The studios are marked with tape to facilitate these directives.

All high-touch surfaces in the dance studio are cleaned by the mentors between classes.

Hand sanitizer is available for use in each studio.

Parents/guardians are responsible for monitoring their own student's health. If your student is sick, please follow the guidelines for Absences/Scheduling a Make up Class.

ATTENDANCE POLICIES

Students should arrive for class promptly.

Students should use the restroom before class. Restroom breaks during the class will be given at the discretion of the mentor.

If a student is more than 15 minutes late to a class, he or she will not be allowed to participate but instead may observe the remainder of the class. All dance classes begin with a proper warm-up to prepare a dancer's body for the physicality of the class, and thus, missing this portion of the class can lead to injury.

We encourage you to stress the importance of NOT MISSING CLASSES, unless there is an emergency or sickness. Regular and consistent attendance is important in order for your student to progress in his/her dance technique as well as be prepared for any upcoming performances.

ABSENCES

Please email dance@passionacademy.net or call 804-412-8100, if your student will be absent from a lesson or class, so that we can notify their mentor.

Our mentors do NOT handle cancellations or scheduling changes. You may notify your student's mentor of an upcoming absence, but please make sure to additionally email dance@passionacademy.net or call the office regarding the absence, so that it can be properly noted on the schedule.

Each student receives 1 excused absence per calendar month. Notification of at least 24 hours in advance of the class must be provided in order for an absence to be considered "excused." In the event of an excused absence, the student's name will be removed from the roster for that particular class, and no charge will be taken from your account for that date.

For all other absences, a make up class may be scheduled (see below).

If you are not able to complete the make up class, then the tuition for that visit will be forfeited.

Please email dance@passionacademy.net or call 804-412-8100 if you have any questions regarding an absence.

MAKE UP CLASSES

Dance students may schedule a make up class in another class of the same level within the same semester of the missed class. Please contact the Dance Program Director at sarah@passionacademy.net to determine the appropriate make up class for your student. It is the responsibility of the parent/guardian to arrange the make up class.

SUBSTITUTE MENTORS

If the mentor is out, Passion Academy will provide an excellent substitute mentor for the class, approved by the Dance Program Director. In the case that a substitute cannot be provided, the parent/guardian will be contacted immediately.

INCLEMENT WEATHER/ CANCELLATION OF CLASSES

Passion Academy does NOT follow any school system's inclement weather policy. If inclement weather occurs, please visit our social media ([Facebook](#), [Instagram](#), [Twitter](#)), or check your email for updates on class changes or cancellations. In the event that class is cancelled due to weather conditions, we will offer make up class options.

COMMUNICATION

Email is the primary source of communication, so please make sure we have your email address on file.

Please add “*passionacademy.net” as a “safe sender” in your email program to ensure you receive all email updates.

Please make sure that the phone number listed in your Pike 13 account profile is your primary contact number, in the event that we need to contact you during class time.

Our mentors do NOT handle cancellations or scheduling changes. If you communicate an absence to a mentor without additionally emailing dance@passionacademy.net or calling our office, you will be charged for the missed class.

If you need to notify us of a missed class, vacation, or otherwise, please email dance@passionacademy.net or call 804-412-8100.

All tuition purchase requests are sent through the Pike 13 online system and can be paid online through your Pike 13 account.

REGISTRATION FEES

New students pay a \$30.00 New Student Enrollment Fee the first time that they enroll for classes at Passion Dance Academy. New students that enroll for the first time during Summer Session are required to pay the enrollment fee for Summer Session classes but will not be required to pay another enrollment fee if the student continues classes in the fall.

Returning students pay a \$25.00 Returning Student Enrollment Fee the first time they enroll during the school year (September to June) season. Returning students that took classes during the school year season will not be required to pay an enrollment fee if they enroll in Summer Session classes during the same school year.

New sibling students pay a discounted enrollment fee of \$15.00. Returning sibling students pay a discounted enrollment fee of \$10.00.

Students who withdraw from classes and re-enroll within the same school year (September to June) season are not subject to an enrollment fee.

TUITION

ALL DANCE CLASSES ARE PAID ONE MONTH IN ADVANCE AND ARE DUE BEFORE THE FIRST SESSION OF THE CURRENT BLOCK.

Tuition can be paid via cash, credit card, debit card, or check. We encourage that you have a credit card on file and recommend payment with credit card.

All tuition purchase requests are sent through the Pike 13 online system and can be paid online through your Pike 13 account. Purchase requests are sent for a student's first tuition bill. All subsequent billing is automatically charged with the credit card on file when due, unless otherwise arranged.

Checks can be made out to: **Passion Academy.**

Students will be charged in tuition blocks of 4 classes at a time.

After 10 days, a \$15 late fee will be charged and enforced on all accounts past due. Late notices will be sent via email.

Payments 20 days past due will result in class suspension.

Tuition is not pro-rated for absences or holiday breaks. You will always be charged for 4 classes at a time, unless there are less than 4 classes remaining on the calendar at the end of the school-year dance season in June or at the end of the Summer Session in August.

A written 30-day notice is required when stopping or suspending classes mid-semester or at the end of Fall Semester. As such, you are responsible for paying tuition for 4 more classes after the cancellation notice is provided. Tuition will not be credited or refunded for partial class blocks when stopping or suspending classes.

WITHDRAWING FROM CLASSES

During the school-year season, from September to June, all dance classes run as one session, including a Fall and Spring semester. Our Creative Movement classes require a minimum of an 8 week commitment. All other dance classes require a minimum of a **1 semester commitment**. Students enrolled in the Fall Semester will be automatically enrolled in the Spring Semester UNLESS written notification of cancellation at the end of Fall Semester is given. Students enrolled in Spring Semester are NOT automatically enrolled into Summer Session or into the following Fall Semester.

Suspension or cancellation of a class requires a 30-day written notice when suspending/ cancelling classes mid-semester or at the end of Fall Semester. As such, you are responsible for paying the tuition for 4 more classes after the cancellation notice is provided. Please send written notification to the Dance Program Director, Sarah Ruppel Bullis, at dance@passionacademy.net.

Students who re-enroll within the same school year (September to June) season are not subject to an enrollment fee. Students who re-enroll in a new school year season will be required to pay the enrollment fee again.

Cancellation notice is not required if your student is ending his/her dance classes in June at the end of the Passion Dance Academy school-year season.

The Summer Session of dance classes is a separate session that requires a new enrollment form. Students enrolled in the fall/spring sessions are NOT automatically enrolled in Summer Session. Current students are not required to pay an enrollment fee when enrolling in Summer Session. New students are required to pay the enrollment fee for Summer Session but will not be required to pay another enrollment fee if the student continues classes in the Fall Semester.

DANCE PERFORMANCES

There are two performance opportunities available to those students in levels Pre-Ballet (excluding Creative Movement) who are enrolled in Passion Dance Academy classes: the Winter Showcase in December and the Spring Showcase in June. The Winter Showcase is a production that requires additional weekend rehearsals for those participating. Auditions will be held for lead roles for this production. The Spring Showcase performance will be rehearsed during the students' weekly class time and will showcase what the students have learned throughout the whole year. More detailed information regarding the performances will be sent via email by the Dance Program Director.

Participation in performances is not required, but strongly encouraged as it strengthens discipline, orients the student towards a goal, and prepares them to become a performing artist. Participation commits a student to all rehearsals for the final performance and to the performance itself. If participating, we ask that these events take priority over other activities.

There is a \$75.00 fee per student per performance to participate. This fee includes the production and/or costume rental/purchase costs. Costumes are rented for the Winter Showcase. For the Spring Showcase only, students will keep their costume after the performance. A discount will be given when purchasing multiple costumes for the Spring Showcase. The Winter Showcase performance fee will be due in October. The Spring Showcase performance fee will be due in March. Performance fees will be billed to your Pike 13 account.

There is no performance during Summer Session.

2021 - 2022 CALENDAR

Classes begin Tuesday, September 7, 2021

Thanksgiving break is Wednesday, November 24 - Saturday, November 27, 2021

Winter break is Wednesday, December 22, 2021 - Saturday, January 1, 2022

Spring break is Monday, April 4 - Saturday, April 9, 2022

First semester is Tuesday, September 7, 2021 - Tuesday, December 21, 2021

Second semester is Monday, January 2, 2022 - Saturday, June 11, 2022

Winter Showcase performance is TBA in December (details will be emailed)

Spring Showcase performance is TBA in June (details will be emailed)

Other Holidays:

Monday, May 30, 2022 (Memorial Day)

Classes will remain in session for all other Monday holidays.

POLICIES AGREEMENT

Please initial beside each statement in agreement:

_____ Parents/Guardians are not to remain in the studio during class time unless in a Parent Participation class, Parent Observation class, or as otherwise arranged with the Dance Program Director

_____ Registration fees and performance fees are non-refundable.

_____ Tuition is due monthly before the first class of that current block. Overdue payments will incur a late fee and may result in class suspension.

_____ Tuition is not pro-rated for holiday breaks or other studio closures. This is factored into the student's schedule and classes are credited in your account accordingly.

_____ Each student receives 1 excused absence per calendar month, in which the class is credited to your account, provided that at least 24 hours advance notification of the absence is given. All other missed classes will not be credited to your account and can either be made up in another class (in-person or online) or forfeited.

_____ It is the responsibility of the parent/guardian to schedule a make up class with the Dance Program Director.

_____ It is the responsibility of the parent/guardian to monitor the health of his/her student/s.

_____ Students enrolled in Fall Semester classes will be automatically enrolled into the same Spring Semester class unless written notice of cancellation (30 days prior) is provided.

_____ A minimum of 30 days notification must be provided for all class holds and withdrawals via written notification to the Dance Program Director. As such the parent/guardian is responsible for paying for 4 more classes after the cancellation notice is provided.

By signing below I agree that I have read and agree to all of the policies and procedures communicated in the Passion Dance Handbook in addition to those summarized above.

Student Name (printed)

Student Name (printed)

Parent/Guardian Name (printed)

Parent/Guardian Name (signed)