



PASSION DANCE

2023-2024 DANCE PROGRAM HANDBOOK AND POLICIES

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HOURS OF OPERATION

Academy Administration Office Hours

Mon - Thu	10AM - 6PM
Fri	10AM - 4PM

Dance Program Hours

Mon. - Thurs.	10:00AM - 8:30PM
Friday	10:00AM - 6:30PM
Saturday	9:30AM - 2:00PM
Sunday	12:30PM - 2:30PM

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, 2, and 3) located at 3921 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 teaches 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.

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.

All students must adhere to the dress code as specified per their class level. Specific dress code requirements for each class can be found on the “Children and Youth Dance Classes” page on our website at

<https://passionacademy.net/wp-content/uploads/2023/07/Dress-Code.pdf>

Dance attire can be purchased locally at Ellman’s Dancewear or Disco Sports or it can be purchased online on the following websites: Amazon, Discount Dance Supply, Bloch, Eurotard, or Capezio.

If a student is not in proper dress code, then his/her teacher will talk with the parent. A second dress code violation will warrant an email from the Dance Program Director. Multiple violations may result in a student not being able to participate in the class. The teacher reserves the right to not allow class participation by a student who regularly neglects the dress code requirement.

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 teacher has invited you into the classroom before entering the studio. Students and/or parents/guardians should not be in the studio without a teacher present. Please do not wait at the door more than 5 minutes before class time, as this is distracting for the students that are taking class in the studio. If you arrive more

than 5 minutes before 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. Students needing to warm up before class may do so in Studio 3 if it is available.

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 and 3: 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 teacher will come out to the lobby to gather the students for the start of class. Students needing to warm up for class may do so in Studio 3 if it is available.

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.

Students under the age of 10 are not allowed to be in the dance studio unless a teacher is present.

PICK UP POLICIES

Classes in Studio 1: Parents/Guardians should pick up their students at the outside Studio 1 door. At dismissal time the teacher will open the studio door and invite the parents/guardians in or send the students out once the teacher sees the parent/guardian present. Please do not wait at the door more than 5 minutes before class is finished, as this is distracting to the students in the studio. If you arrive more than 5 minutes before your student's class pick up time, you may wait in the main lobby (located on the other side of the building) until it is time to pick up your student.

Classes in Studio 2 and 3: Parents/Guardians should pick up their students in the main lobby. At dismissal time the teacher 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.

Students under the age of 10 are not allowed to remain in the dance studio unless a teacher is present.

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.

EXPECTED CONDUCT

Students are expected to behave in an orderly, civilized, and well-mannered way and to show respect to their teachers, assistants, and all other students at Passion Academy.

Students are expected to serve as a role model for younger dancers with exemplary speech, discipline, and behavior and to uphold the highest standards of ballet training.

Any student who hurts themselves in class or feels unwell should tell their teacher immediately.

STUDIO CODE OF CONDUCT

Students are expected to show respect to their teachers, assistants, and their fellow dancers.

Talking is not permitted in class or rehearsal unless asked a question by the teacher or during designated class or rehearsal breaks.

Students may bring water bottles into the dance studio and may take water breaks at the teacher's discretion.

Students may eat food in the studio only during designated breaks after class or during rehearsal, as indicated by the teacher.

Students may not chew gum in the dance studio at any time.

The use of mobile phones during class and rehearsals is not permitted. Phones must stay in the dancer's bag on silent mode when in the studio. Students may use a mobile phone only to contact parents or guardians after classes or rehearsals have finished, if express permission has been given by the teacher, or in an emergency situation.

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 or specific choreography, please make sure to wipe off the bottom of the shoes before wearing them on the dance floor.

LOBBY CODE OF CONDUCT

The lobby is a place for all dancers, parents, and other family members to socialize. Students are expected to behave in an orderly, civilized and well-mannered way while in the lobby. Disrespectful behavior, disruptive behavior, any type of bullying, foul language, gossiping or inappropriate physical contact will not be tolerated.

Students, parents, and visitors should keep their voices down to quiet conversation while classes are taking place.

PERFORMANCE VENUE CODE OF CONDUCT

When representing Passion Academy at a venue outside of the academy, dancers must continue to follow Passion Academy's etiquette code as noted above, as they are representing the organization.

PROHIBITED CONDUCT/MISCONDUCT

Inappropriate, aggressive, or disrespectful behavior by students, parents, or guardians will not be tolerated. The following list, while not exhaustive, identifies behavior that violates the values of Passion Academy:

- Harassing, discriminatory or abusive conduct or language, including emotional or verbal bullying and threats
 - This behavior includes making threats, insulting, teasing, mocking, degrading, ridiculing, or making derogatory comments or slurs
- Creating a dangerous or hazardous condition including disruptive or disorderly conduct such as physical bullying or horseplay

- Injuring the person or property of others, including but not limited to theft and vandalism
- Repeated tardiness or extensive absences from classes, rehearsals, performances, and/or other assigned activities without notification or approval
- Failing to comply with a staff member's reasonable request and/or being disrespectful to members of the Passion Academy community

Misconduct will be handled in the following order: a verbal warning will be given to the student, a parent meeting will be arranged if the misconduct continues, and in some in some more serious instances the student may be asked to withdraw from the academy.

Please note: Students will be held accountable for incidents occurring in any of the following places and via any of the following media: Passion Academy studios, Passion Academy lobby, performance venues, social media, and other forms of e-communication.

ATTENDANCE POLICIES

Students should arrive for class promptly.

Students arriving late for class will miss important warm up exercises needed in the progression of a dance class. If a dancer misses warm up, it could lead to unnecessary injury. Additionally, he/she may miss important information and impede the learning of others. If a student arrives late to class, he/she should wait at the door until invited into the classroom by the teacher. If a student arrives more than 15 minutes late to class or rehearsal, then he/she will be asked by the teacher to sit and observe the class for the remainder of the class/rehearsal time. 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.

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.

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

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.

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 teacher.

Our teachers do NOT handle cancellations or scheduling changes. You may notify your student's teacher 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 **3 excused absences total per semester**. This policy applies to every student, regardless of how many classes per week the student takes. These excused absences can be used at different times during a semester or during 3 consecutive weeks. 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. Excused absences do NOT carry over from one semester to the next if they are not used in the previous semester.

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.

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 TEACHERS

If the teacher is out, Passion Academy will provide an excellent substitute teacher for the class, approved by the Dance Program Director. In the case that a substitute cannot be provided and the class has to be cancelled, 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. If a class is still being held and your student is unable to make it, then a make up class may be scheduled with the Dance Program Director.

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 teachers do NOT handle cancellations or scheduling changes. If you communicate an absence to a teacher 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 Fall Semester.

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 advanced and are due before the first session of the current block.

WE REQUIRE A CREDIT CARD TO BE KEPT ON FILE FOR ALL BILLING.

Please make sure that your credit card on file is up to date. To update it, you may log into your Pike 13 account or contact the Dance Program Director. If your card is unable to be processed when billing tuition, you will be sent a purchase request to manually process it with an updated 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.

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 the end of August to the beginning of June, all dance classes run as one session, including a Fall and Spring semester. The syllabus for each class follows a progression throughout this time period and will not start over during Spring Semester. Students enrolled in the Fall Semester will be automatically enrolled in the same Spring Semester class UNLESS written notification of cancellation at the end of Fall Semester (30 days prior) is given. Students enrolled in Spring Semester are NOT automatically enrolled into Summer Session or into the following Fall Semester. A separate enrollment form is required for both Summer Session and Fall Semester, as the class schedule will change.

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 at sarah@passionacademy.net.

Students who re-enroll within the same school year (August 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 Pre-Ballet and up who are enrolled in Passion Dance Academy classes: The *Nutcracker Revisited* production in December and the Spring Showcase story production (theme TBA) in June.

The *Nutcracker Revisited* production requires additional weekend rehearsals for all students participating. Younger students will be cast in group roles by the Dance Program Director according to their dance class level. Auditions will be held for lead roles for this production. Students must be taking a ballet class in order to audition for a lead role. Students in ballet levels IV and up are eligible to audition.

The Spring Showcase choreography will be built into and rehearsed during the students' weekly class time and will showcase what the students have learned in their class syllabus. Auditions will be held for lead roles for this production. Students must be taking a ballet class in order to audition for a lead role. Students in ballet levels IV and up are eligible to audition. There will be one weekend put-together rehearsal scheduled before the performance weekend that is mandatory for all students that are participating to attend. Outside of the put-together rehearsal and performance weekend rehearsals, there are no additional weekend rehearsals for younger students in Preschool and Primary level classes. For students in Level IV and up, there may be additional weekend rehearsals scheduled, according to the student's role in the production.

More detailed information regarding the performances and rehearsal dates 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 \$90.00 fee per student per performance to participate. This fee includes the rehearsal, production, and costume rental/purchase costs. Passion Academy will keep all costumes after the production. 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.

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.

_____ Students are expected to behave in an orderly, civilized, and well-mannered way and to show respect to their teachers, assistants, and all other students at Passion Academy. Inappropriate, aggressive, or disrespectful behavior by students, parents, or guardians will not be tolerated.

_____ Students must adhere to their class level dress code. Multiple dress code violations may result in a student not being able to participate in class.

_____ Registration fees and performance fees are non-refundable.

_____ Tuition is due monthly before the first class of that current block. A credit card must be kept on file for all tuition billing. Overdue payments may incur a late fee and can 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 3 excused absences total per semester, 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 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)

Parent/Guardian Name (printed)

Student Name (printed)

Parent/Guardian Name (signed)