



PASSION DANCE

2025-2026 DANCE PROGRAM HANDBOOK AND POLICIES

TABLE OF CONTENTS

Hours of Operation
Contact Information
Studio Location
Dress Codes
Drop Off Policies
Pick Up Policies
Parent Observation
Expected Conduct
Prohibited Conduct/Misconduct
Attendance Policies
Absences
Makeup Classes
Substitute Teacher
Inclement Weather/Cancellation of Classes
Communication
Registration Fees
Tuition
Withdrawing from Classes
Dance Performances
Policies Agreement

HOURS OF OPERATION

Academy Administration Office Hours

Mon - Fri 10AM - 6PM

Dance Program Hours

Mon. - Thurs. 3:00PM - 8:45PM

Friday 11:00AM - 6:30PM

Sat/Sun As per rehearsal schedule

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 or send an email instead. Emails will receive the quickest response. All phone calls will be returned within 2 business days.

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.

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 teachers 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 4 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.

Dance attire can be purchased locally at Ellman's Dancewear 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.

All students must adhere to the dress code as specified per their class level as described below.

BALLET

Pre-Ballet through Ballet III

All female students should wear light pink footed tights under a solid cap sleeve style black leotard with pink leather ballet shoes.

- Leotard: Capezio or Eurotard brand cap sleeve style in black
- Tights: Capezio light pink or Body Wrappers ballet pink
- Shoes: pink leather ballet shoes with a full sole and elastic sewn across the in-step

The leotard should NOT have rhinestones, designs, elaborate straps, nor skirt attached. Please do not wear tights that have large holes or runs. A wrap-around ballet sweater and/or leg warmers may be worn at the teacher's discretion. No other warm-up or cover-up attire is permissible in

class. Hair must be pulled back away from the face in a ponytail or ballet bun. No jewelry other than stud earrings may be worn.

All male students ages 3 -11 should wear black-knitted shorts or leggings, a plain white fitted t-shirt, white socks, and black leather ballet shoes with a full sole and elastic sewn across the in-step.

Ballet 4 and up (including Teen Ballet)

All female students should wear light pink footed tights under a solid camisole style black leotard with pink ballet shoes.

- Leotard: Capezio, So Danca, or Eurotard brand camisole style in black
- Tights: Capezio light pink or Body Wrappers ballet pink
- Shoes: canvas and split sole shoes may be worn

The leotard should NOT have rhinestones, designs, elaborate straps, nor skirt attached. Please do not wear tights that have large holes or runs. Tights should be convertible if students are taking pointe class or an additional class that requires bare feet. A wrap-around ballet sweater and/or leg warmers may be worn at the teacher's discretion. No other warm-up or cover-up attire is permissible in class. Pointe students may bring a SEPARATE solid color chiffon skirt to be worn at the teacher's discretion. No jewelry other than stud earrings may be worn.

All male students under 12 should wear black-knitted shorts or leggings, a plain white fitted t-shirt, white socks, and black ballet shoes (leather or canvas). All male students ages 12+ should wear black tights, a dance belt undergarment, a plain white-fitted t-shirt, white socks, and black ballet shoes (leather or canvas). Ballet shoes must have elastic sewn across the in-step. Leg warmers may be worn at the teacher's discretion. No other warm-up or cover-up attire is permissible in class.

TAP & JAZZ

All female students should wear a solid black leotard with light pink tights worn underneath the leotard or black jazz pants/leggings worn over the leotard.

The leotard should NOT have rhinestones, designs, elaborate straps, nor skirt attached. Please do not wear tights that have large holes or runs. A wrap-around ballet sweater and/or leg warmers may be worn at the teacher's discretion. No other warm-up or cover-up attire is permissible in

class. Hair must be pulled back away from the face in a ponytail or ballet bun. No jewelry other than stud earrings may be worn.

All male students should wear a solid color fitted t-shirt with black jazz pants, leggings or knit shorts.

Tap shoes must be worn for all tap classes.

Jazz shoes must be worn for all jazz classes. Tan color is preferred.

CONTEMPORARY DANCE

All female students should wear a solid black leotard with convertible light pink tights worn underneath the leotard or black leggings worn over the leotard. Fitted shorts may be worn over the tights at the discretion of the teacher.

The leotard should NOT have rhinestones, designs, elaborate straps, nor skirt attached. Please do not wear tights that have large holes or runs. A wrap-around ballet sweater and/or leg warmers may be worn at the teacher's discretion. No other warm-up or cover-up attire is permissible in class. Hair must be pulled back away from the face in a ponytail or ballet bun. No jewelry other than stud earrings may be worn.

All male students should wear a solid color fitted t-shirt with black leggings or knit shorts.

Students are barefoot for contemporary classes.

CREATIVE MOVEMENT

Students should wear movement-appropriate clothing. Specific dance attire is not required for this class. Tutus are welcome! If a dress is worn, then the student should have tights or shorts worn underneath. Footwear is ballet slippers.

DROP OFF POLICIES

All students should enter through the main academy door and wait in the lobby until it is time for class to start. The teacher will come out to the lobby to gather the students at the start of class. Students needing to warm up for class may do so in Studio 3, if available, or in the dance lounge.

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

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.

Parents/Guardians must return to pick up his/her student at the class ending time. Passion Academy staff is NOT responsible for watching your student for an extended period of time after his/her class has ended.

For security reasons 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.

Injured students in the upper level programs are expected to attend classes, even when unable to dance. Injured students should sit at the front of the classroom and take notes during the class.

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- FALL & SPRING SEMESTER

Please email dance@passionacademy.net 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 in our system.

Each student receives **3 excused absences/make ups total per semester**. These absences can be used at different times during a semester or during 3 consecutive weeks. For each of the 3

allotted absences you may choose to either have the class tuition credited (credit received on the subsequent bill) or schedule a make up class at any point during the same semester. Credit for absences will not be given during the last month of the season after the May 1 tuition has been billed. This policy applies to every student, regardless of how many classes per week the student takes. Excused absences/make ups do NOT carry over from one semester to the next if they are not used in the previous semester.

Students that have submitted a withdrawal form do not receive excused absence credits after the withdrawal form has been submitted.

See below for how to schedule a make up class.

For all other absences outside of the 3 allotted absences, then the tuition for that visit will be forfeited.

SUMMER SESSION ABSENCES

During Summer Session, you must notify us via email at dance@passionacademy.net of any vacation dates/conflicts prior to the start date of Summer Session in order for tuition credit to be given. No excused absences (credit given) are allotted once Summer Session has started.

Make up classes may be scheduled during Summer Session if a class is missed. Email dance@passionacademy.net to determine the appropriate make up class for your student.

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. See Make Up Policy above.

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.

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 class tuition is due on the first of the month in advanced of student's first session.

To calculate your student's tuition, we will add up the total cost for all of the classes that a student takes in 1 semester and then divide that number by the number of months in a season. For example, the Fall Semester runs from August to December, spanning 5 months. If a student is enrolled in one 1 hour Monday class with 17 sessions total, the total cost is \$425.00. When divided over 5 months, the monthly tuition would be \$85.00 per month, due on the first of each month.

Tuition is calculated separately for Fall and Spring Semester. Spring semester has several more weeks of classes, so tuition for Spring will be slightly higher than Fall.

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 only for a new student's first tuition bill. All subsequent billing is automatically charged with the credit card on file when due.

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.

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 May.

Students are automatically enrolled in the aforementioned performances unless written notice otherwise is provided to the Dance Program Director.

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 4 and up are eligible to audition. Audition information will be emailed before the start of the new season. Rehearsal information will be sent out after the cast list has been put together.

Spring Showcase rehearsals are scheduled according to the student's level. For Preschool and Primary level students the choreography is built into and rehearsed during the students' weekly class time and will showcase what the students have learned in their class syllabus. Additional put-together rehearsals are scheduled a few weeks before the performance date. Upper level students will have additional weekend rehearsals based on their role. Auditions will be held in January for lead roles for this production. Students must be taking an upper level (Ballet 4 and up) ballet class in order to audition for a lead role.

We ask that rehearsals take priority over other activities. All put-together rehearsals and stage rehearsals are mandatory.

More detailed information regarding the performances and rehearsal dates will be sent via email by the Dance Program Director.

Participation in these performances 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.

There is a \$100.00 fee per student per performance to participate. This fee includes the rehearsal, production, and costume rental/purchase costs. All costumes are property of Passion Academy.. The Winter Showcase performance fee will be due in October. The Spring Showcase performance fee will be due in February. Performance fees will be billed to your Pike 13 account.

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 on the first of the month. 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 when calculating your total tuition.

_____ Each student receives 3 excused absences/make ups total per semester. Tuition for all other missed classes outside of the 3 allotted classes will be 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 another month classes after the cancellation notice is provided. No excused absence credit is given after a withdrawal form has been submitted.

_____ All students enrolled in Passion Dance Academy are automatically enrolled as participants in the performances unless written notification otherwise is provided to the Dance Program Director.

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)