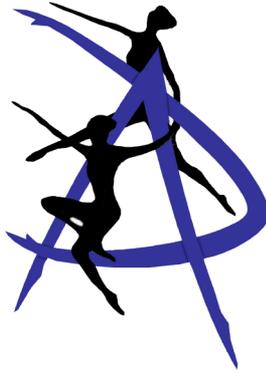


First State Dance Academy Handbook



A special guide for FSDA members.

**Welcome to the
exciting world of dance!**



Updated 8/6/17

TABLE OF CONTENTS

Pages:

3. **How Do I Know I've Chosen the Right Place**
 How to Register
 Evaluation Month
 Payment Methods

4. **Costume Ordering**
 Open Houses
 Mid Year Dance Concert
 Costume Try On Time
 Pictures

5. **Program Name Check**
 Tickets and DVD
 Dance Concert
 Communication
 Newsletters
 Contact Information

6. **Tuition Payments**
 Absences
 Class Placement

7. **Business Hours**
 School Closings
 Dance Attire/Ballet Bun
 Mission Statement

8. **Dancer's Code of Conduct**
 Parent's Code of Conduct

How do I Know...

that I have chosen the right dance studio for my child? Check the director's experience and also the experiences of the staff members. Take a moment to view pictures, videos, and/or go visit the studio and ask to observe the higher level of classes to see what is in store for your child's future! Check to see if they have posted their student's accomplishments and visit other studios to compare! FSDA is the right place for your child!

How to Register...

Register through a link on our website or in person at the studio. You may email us to request a form. Please mail or drop it off at the studio along with the non-refundable registration fee. You will only receive a phone call if there is a problem. If you do not hear from us, just show up for your first class. Ask about family discounts as well. Clearly state which classes you are signing up for, include the levels assigned, days and times offered. Here you may also update payment information, change expiration dates on credit cards, addresses, emails, add or drop classes, see your schedule, etc.

Evaluation Month... (September)

The first month of students' classes are for evaluation; i.e., classes may be canceled, moved, combined or separated due to enrollment. Students are evaluated for proper placement despite previous suggested levels assigned, age or years of dancing. Classes may or may not be changed until the end of the first month due to our no refund policy. You may finish out the first month then decide to continue or not.

Payment Methods...

Payments are due by the 5th of every month (or the next business day) from September to June. Payments are accepted by automatic withdrawals or by credit card only if you choose the monthly payment plan. Tuition may also be withdrawn at anytime if there is a past due balance. If you choose to pay full year or semester payment plan (discount applies), we accept checks or cash only for the discount. Semester payments are due by September 15th and January 15th. A payment authorization form must be filled out and signed for monthly payments and/or semester payments (except for cash payments) or you acknowledge that you accept our terms when you register on line. There will be fees applied for any returned payments. Teachers are not allowed to accept any payments.

Costume Ordering... (November/December)

In November, the process of ordering costumes will take place. Guardians are responsible for sizing and measuring their own children. My staff will be able to assist you but will not be responsible for choosing the correct size. Bigger is always better because the student will grow from November until the show in June. You have from November until December 15th to size and turn in the provided order form with a \$30 costume deposit for each costume. Costumes vary in cost from \$40 and up. There are no refunds on costumes already ordered. You will be charged for packaging, postage and any re-stocking fees applied for exchanges. There will be late fees if the forms are not turned in before December 15th. **Costume balances are due by February 5th.**

Open Houses/Observations... (Winter/Spring)

Open House will be the week before we close for winter (Christmas) & spring break (Easter). Parents are permitted to observe classes in the dance rooms at this time. Space is limited so please try to only bring the family. You are free to take pictures and record your child during our open houses. If you need to observe your child's class at any other time, you must notify the director with the reason why so a follow up communication can occur and to give proper notice to the instructor.

Mid Year Dance Concert... (January)

Each year we will try to have a mid-year dance concert at the Milford Senior Center late January. Keep your eye out on our calendar and emails! This is a free show (as long as the facility continues to donate the space) but we will ask for entrance donations to raise money for the senior center.

Costume Try On Time... (February and on)

As the costumes arrive, we will have the students try them on during their classes to make sure they fit and/or exchange them with other students. Accounts must be in good standing before you can take the costume(s) home.

Pictures... (May)

Pictures will be taken in dance concert costumes during classes in May at FSDA. Pictures should be available for pick up before or during the Dance Concert rehearsal/show in June. Ask the instructor what to wear regarding color of tights, shoes & other accessories.

Program Name Check... (May)

The Dance Concert program will be posted or emailed for you to check for your child's name, spelling, etc.

Dance Concert Tickets and DVD's... (May)

Each family will receive one complimentary ticket to the June show. Tickets and DVD's will be available for purchase. All audience members except for the dancers and children age 3 and under must purchase a ticket to see the show and must wear a wrist band to enter the theatre. **No personal videotaping is allowed.** DVD's will be available in the summer for pickup at FSDA. You will be notified by email and it will be posted on facebook.

Dance Concert... (June)

We will make every attempt to schedule our end of the year Dance Concert the 2nd weekend in June. All students are required to perform in the Dance Concert. The rehearsal schedule and show order will be sent out to you and posted at the studio sometime in late May. **Dancers will not be permitted to perform if their account is past due.**

Communication... (Always)

We make every attempt to keep you informed about what is going on at FSDA. We have the following means of communication: In our lobby: digital sign, dry erase board, and bulletin board in the back, emails, Facebook, and verbal reminders from the receptionist and/or the staff and online access to your accounts.

Dance wear...

Ballet and tap shoes, leotards, tights, ballet skirts, dance bags, nude leotards, tan tights, seasonal dance cover ups (ballet sweaters/leg warmers) are available at FSDA for purchase. We also have a used box of shoes for exchanges or for sale (\$5) and occasionally, dance clothes on the rack.

Contact Information...

Website - www.firststatedance.com / Email - firststatedance@verizon.net
107 Maple Avenue, Milford, DE 19963 Phone # (302) 422-2633

Tuition Payments - (We do not bill for the payment plan)

Tuition is based upon 38 weeks of instruction regardless of absences, vacations, weather closings or holidays. No credit will be given for missed classes. If a student has a doctor's excuse, your account will be charged based on a single class fee for the amount of classes taken during an interrupted payment cycle if that is less expensive than the monthly cost. Classes may only be made up, if possible, by the availability of the teacher. Tuition is non-refundable. If you choose to pay by the semester, check or cash is accepted with a 5% discount. Credit card or bank account payments will not include the 5% discount for the semester option. A letter or email of withdrawal must be submitted to FSDA to stop the billing process (no phone calls). Tuition is due for the whole month in which you drop. If the student withdraws and would like to re-enter the program, a \$25 re-admittance fee will be applied. No drops will be accepted after **March 1st**. Late fees apply to all overdue charges. Receipts will be automatically emailed to you if you have an email address on file with us or handed to you at the front desk. **Costume balances and any other overdue balances will be taken out with February's tuition payment unless you notify us not to and/or any other time after February with or without notification.** There are few work study scholarships available. Please submit a letter of interest to Ms. Xiques.

Absences...

Please give us a call or email us at firststatedance@verizon.net if your child cannot attend class for a long period of time. Check with your instructor to see if you can make up the class with a level equal to or lower to their current level. Please make sure the attendance is excellent before our Dance Concert.

Class Placement...

Placement is based on if the student is safely ready and technically able to move up to the next level. It does not depend on how old they are and/or how many years they have danced. FSDA's staff always has the student's best interest at hand. We do not have 12 levels like a "normal" school offers to be able to move them up every year. **Pointe classes:** Dancers must maintain no less than 3 ballet classes per week and healthy weight management for safe pointe work and will be invited by their instructor around ages 10+ to begin preparation for class.

Business Hours...

Monday - Thursdays from 5:30 - 7:30 PM. Summer varies or is by appointment only.

School Closings...

Will be announced in one or more of the following ways: via email, on our website, facebook, WBOC's website, or call 302-422-2633 and follow the prompt. All closings will be decided by 4 PM. We usually follow Milford School District's closings.

Dance Attire... (NO GUM)

Pre-School Ballet/Intro to Dance: Blue leotard, pink full footed tights, pink ballet shoes, black tap shoes (Intro only), black or pink skirt (above the knees). Hair is to be completely secure to the head, no ponytails, no jewelry.

Ballet/Modern/Contemporary: Black leotard, pink convertible tights (modern) or full footed, ballet shoes. Skirts allowed in Pointe classes only, and hair is to be completely secured to the head with pins. Advanced levels may wear burgundy leotards.

Jazz/Tap class: Any color leotard, jazz pants or black tights, jazz shoes. Jazz sneakers may be purchased with teacher permission only. Hair must be pulled away from the face.

Hip Hop: Loose baggy long shorts, or sweat pants, sneakers and no belly exposure, no offensive wording and/or graphics on shirts.

Ballet Bun...

Takes practice but try this web site: Hair nets help too!
http://dance.about.com/od/getstarteddancing/ss/Ballerina_Bun.htm

Mission Statement...

Our mission is to help develop the artistic talents of dedicated students by giving them the knowledge, background and technique needed to accomplish their personal goals.

Dancer's Code of Conduct:

Each student should be on time to each class, prepared with proper dress code requirements. No holes in shoes or tights and shoes must be sewn. To create a positive environment, laughing, gossiping, forming "cliques" alienating other students or bullying of any form are grounds for parental conferences and/or dismissal. Disrespectful behavior toward other students and teachers and talking during instruction are not tolerated. No student is to leave the premises without parental permission. No jewelry, chewing gum, food, beverages except for water, cell phones (must be turned off, not on vibrate) are allowed in the dance studios. Students must be in the dance room before the teacher arrives if it is vacant. It is not the teacher's duty to come and find you to invite you into class. When the class has ended, students shall turn toward the teacher, clap or curtsy or bow then exit the class or get ready for the next class, this is proper dance etiquette. Clapping while exiting is not proper. Students must have appropriate clothes on when arriving and leaving the dance studio. Do not wear dance shoes outside because this scratches taps and carries dirt and ruins other types of dance shoes. Class attendance is imperative to personal and class progression. If a child misses too many classes the few months before the Dance Concert, and does not know the routine well enough, you may be in danger of being dismissed from the Dance Concert.. Students will not change clothes in the bathroom as we only have one to use for everyone else. No student may use a teacher's choreography and classroom material without permission. Remember you are privileged to be a student of dance, so appreciate those who have given you this opportunity!

Parent's Code of Conduct:

Support all dancers, even those not related to you. Negative comments to or about any dancer, other dance organizations, parent, or studio shall not be tolerated. Gossip travels fast in a dance studio and even faster in the community. Comments taken out of context can snowball into damaging and hurtful arguments between parents, dancers and faculty. Enjoy watching your children grow and learn as dancers. Keep in mind that while every parent wants their children to be the best they can be, we all know that along with the successes there will be failures. This is natural part of growing up - and we hope students will learn from those experiences and be better equipped for adulthood. Be sure to only give positive feedback to dancers after they perform. Let them be proud of their performance and enjoy the moment with them. The faculty at FSAD depends on the parent to make sure their child has ALL the supplies needed for class preparation. This includes proper attire, shoes, hair supplies, etc. Dress code will be strictly enforced. Understand that once a dancer reaches a certain level of technique, dance becomes a year round commitment (especially when they are en pointe) to maintain strength and prevention of serious injury. Scheduling conflicts, dancer and parent burnout can be avoided by understanding that being a serious dancer is a major commitment that is more than enough to satisfy any child's extracurricular desires. It is also important to be on time because class consists of progressive exercises and training.