

Student Handbook

(Policies & Procedures)

2010-2011

MainStage Academy of Dance 105 N Main Street, Dousman, WI 53118
Phone: (262) 965-5763 Email: mainstageacademyofdance@gmail.com



Welcome to The MainStage Academy of Dance School. I am Artistic Director Eddy Bray and I am excited that you have chosen MainStage to begin or continue your dance training! I am sure that you will enjoy your dance experience with us. Here at MainStage we are so much more than a dance studio. We are a family. As you begin your journey developing self-confidence, self-motivation, and life long friendships you will become an active partner in the process, developing a respect for all forms of dance.

This Handbook is designed to help answer questions regarding the policies of the MainStage Academy of Dance School. You should review this book thoroughly and discuss it with your family, and direct your questions to your instructor or a studio staff member. The policies, rules, and regulations set forth are strictly enforced


MAINSTAGE
A C A D E M Y
of
DANCE
Impacting Lives Through the Art of Dance

MAINSTAGE FAMILY MEMBERS:

In an effort to maintain consistency and efficiency, the School uses email mainstageacademyofdance@gmail.com as the primary method of communicating current and relevant information. The School requests that parents and students check their email regularly for announcements. The MainStage Academy of Dance web site www.wedancemainstage.com also contains current information such as program descriptions, registration forms, class schedules, dress code, etc. **It is the responsibility of the parent or adult student to inform the studio of any address, telephone number, or email changes.**

REGISTRATION

Please be aware when registering that registration fees, participation fees and tuition deposits are non-refundable.

Monthly tuition must be paid in full each month by automatic bank debit card, automatic credit card, or check. Checks are only accepted for sessions or in-full payment, such as 10-week sessions. Yearly discounted rates are based on a one-time up-front full year payment that is made on or before the date listed on the current MainStage Academy of Dance brochure. Monthly automatic tuition will be debited from your debit card account or credit card account on the 1st business day of each month. You must sign an auto-debit card or automatic credit charge authorization form before classes can begin. Only yearly option monthly tuitions may be paid by auto debit card or credit card. Credit card or bank debit card payments are not accepted for in-person payment on a monthly basis. Session payment by check must be presented on the dates listed in the current MainStage Academy of Dance brochure. Enrollments that take place between session dates will be prorated. A five-day grace period is provided for late payments. Failure to provide payment in full by the end of the grace period will result in a \$10.00 late charge per month. All NSF checks will be charged a \$25 NSF fee. Cash, check or charge can be used for incidental fees such as recital tickets or studio apparel. Checks should be made payable to MainStage Academy of Dance.

PHOTO RELEASE

The school is hereby granted permission to take photographs of the students to use in brochures, web sites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

ATTENDANCE /TARDINESS

Because dance requires great concentration and focus, it is difficult for both the individual and the group when a student comes in late. We understand that running late is sometimes unavoidable, however, please do not let this become a habit. Students are expected to be ready to start class at its scheduled time. This will require arriving sufficiently early to fully prepare for class. Students must wear proper attire and hair must be fixed prior to entering the classroom. The classroom is not the place to finish dressing or to complete hair arrangement. If a student arrives late he or she must not enter the classroom while the music is playing. The students must wait until the music stops, then must step inside the doorway and must wait until acknowledged by the teacher. Students arriving more than 15 minutes after the start of class may not be allowed to participate in class, but may be allowed to observe at the discretion of the instructor. The observer must not act in ways that will distract the other students, or she/he will be asked to leave the classroom. Please notify the School of any attendance/tardiness via email at mainstageacademyofdance@gmail.com.

Regular attendance is important. Our minds can grasp quickly, but it takes constant repetition for the body to really “get” the movement. MainStage Academy of Dance has instituted these rules:

- Please keep track of your missed classes. Attendance is kept only in the roll book, which is in the classroom. If you have any questions concerning your attendance, please ask the teacher.
- Classes may only be made up in your own level or the level below.
- Classes must be made up during the month the class was missed.
- You may not make up classes during any special event week.
- When you go to a make-up class, please arrive a little early and check in with the Teacher.
- Students in Pre-Intermediate Levels and above are required to attend all classes in their level’s schedule.
- The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes. If a teacher is ill and the school cannot arrange a substitute, any missed classes can be made up during that month.

ABSENCES

As stated above, absences from class and/or rehearsals must be reported via email at mainstageacademyofdance@gmail.com. If it is impossible to send an email, please notify the office by phone 262.965.5763. The office staff will notify the appropriate teacher.

If a student misses more than 4 classes without written notice, the school reserves the right to terminate lessons. Students missing more than 4 classes after January 1st may not be allowed to participate in the year-end performance. (*Private lessons are available to participants that wish to perform after missing 4 or more classes. Standard rates apply; see a studio representative for details*). See **REHEARSALS/PERFORMANCE** for required attendance at performance rehearsals.

Excused absences include family emergency, illness, injury, religious obligation, and participation in a MainStage Academy of Dance event.

SNOW DAY

In the event of snow, you can call the MainStage Academy of Dance Studio at 262.965.5763. A recorded message will tell you if classes have been cancelled.

Please note the following when calling:

- Decisions on closing the school for the afternoon or evening are not usually made until after 1:00 pm.
- MainStage Academy of Dance School does not necessarily cancel classes when the local school district does.
- Please use your own judgment when deciding to drive in inclement weather. Missed classes can be made up at a later date.
- Snow days can be made up at any time during your session. No additional days will be added to the calendar.

UNEXPECTED INTERRUPTION OF CLASSES

If the school must cancel classes due to events beyond our control such as power outages, the missed lesson can be made up during the month the class was missed in your own level or the level below. No refunds for lessons missed for these reasons will be given.

CHANGING CLASS

Students may change from one class to another only with permission of the Artistic Director (Eddy Bray 262.965.5763). Parents are urged to consider such a change thoughtfully. Each time a child changes teachers; the educational process is slowed down as the child re-adjusts. Changing classes several times per year makes progress slow and evaluation almost impossible. Pending agreement by the Artistic Director, class changes will be permitted as long as there is room in the class. There will be a fee of \$25 assessed for each class after each class change. This fee must be paid before the student can attend the new class.

STUDIO DRESS CODE

Students are required to follow the appropriate dress code, as outlined:

- LEOTARDS – All dancers should be dressed in the proper black leotard. Please purchase simple scoop neck leotards.
- TIGHTS - All dancers wear full-footed pink tights (*convertible tights are acceptable*). Please do not wear cut-off tights.
- BALLET SHOES – All female dancers will wear pink ballet shoes with elastics. The elastics are needed for safety— in an attempt to keep the shoes from falling off.
- JAZZ SHOES – All Hip-Hop classes are required to wear black Jazz oxfords.
- Skirts are allowed in all studio (B) classes and only in Studio (A) pointe classes, unless specific permission has been given from your instructor.
- All extraneous clothing is discouraged—no tee shirts or sweatshirts are allowed in any Ballet classes. This is to allow us to best work with the student. Please leave all jewelry at home.
- MainStage tee shirts, sweatshirts, and sweatpants are allowed in all Hip-Hop classes but must be removed upon teachers request.
- Hair should be pulled up and away from the face. For dancers in Tot Combo & Creative Movement classes a ponytail is fine, as long as it is pulled firmly back. Once dancers are in the Pre-Ballet, hair should be placed in a bun or other upswept, controlled style, such as a tight French roll. The goal is to have the hair off the neck to create an elegant line, and in a style that cannot move around. No hair ornaments are allowed.
- Appropriate fitting attire should be worn so that undergarments are not seen, such as bra straps etc...

Boys and young men should wear simple close-fitting white tee shirts, or white cap-sleeved leotards under their tights or sweats.

- TIGHTS - Boys can wear bike shorts or black sweat pants in their early years here. As they progress to upper level classes, dance belts and black tights will be required.
- FOOTWEAR – Male dancers should wear white socks and black ballet slippers with elastics. The elastics are needed for safety— in an attempt to keep the shoes from falling off.
- There are absolutely NO street shoes allowed in the dance studios

WARM-UPS

- Students are encouraged to have warm-up/cover up clothes for both before and after their classes. Students are required to arrive and leave the building with their dancewear appropriately covered. During class, students may not wear plastic pants, shorts, leg warmers, or any other type of concealing warm-up clothes unless specific permission has been given from your instructor.

JEWELRY, LOTIONS

- No jewelry, with the exception of studded earrings, will be allowed.
- No hand creams, powders, or lotions of any kind are to be used at the MainStage Academy of Dance School as it can easily transfer to the floor and create slippery spots that can lead to injuries.

ARRIVAL/DISMISSAL

All parents will ensure that their child enters the School building for their class. **Parents with students under the age of 5 are to remain in the school during classes.**

Parents will make every effort to pick their children up from the School on time.

MainStage Academy of Dance is not staffed to provide childcare after the completion of class. Students must be picked up within 15 minutes of the end of their class. Families will be billed \$25.00 per each half-hour or fraction thereafter that an instructor or office staff-member must remain with a child.

Students should remain inside the School while waiting for their parents to pick them up after class.

LEAVING THE SCHOOL (Studio A)

Students should remain in the School building once they arrive for classes and/or rehearsals. If a student chooses to leave between classes or rehearsals they must:

- Provide written parental consent to their teacher or the person in charge of the rehearsal.
- Be dressed with appropriate clothing covering their dancewear.
- Leave using the buddy system (2 or more dancers together).
- Notify the person in charge that they are leaving and their time of return.
- If a student does leave the building after classes or between classes or rehearsals, the School will not be held responsible for the student's behavior or experience outside of the School.

SAFETY

The School requires that parents and students follow these safety procedures:

We are responsible for your children during the time of their class with us. However, you are responsible for their behavior and safety before and after class. Siblings must stay with parents; young children may not be left in the lobby unattended. We are concerned about the safety of every individual that we deal with. We want everyone to maintain awareness of how to be safe when coming to and from classes:

- The safest situation is for you to park the car and walk with your child into our lobby.
- We also suggest that you come into the lobby to pick up your child after class. If unable, please contact the office staff to make special arrangements.
- The studios are not play areas and students are Not allowed to enter a studio that does not have a class in session.

STUDENT EVALUATIONS

Each spring MainStage Academy of Dance Artistic Director along with staff members will evaluate students' progress in conjunction with the teachers. Here are the different, age-appropriate, evaluation procedures:

- Tot Combo, Pre-Ballet, Ballet and Hip Hop 1 and 2 – these children are not evaluated, as their classes are all about discovery and enjoyment. Instead of a written evaluation, they receive a Certificate of Achievement.
- Students at Intermediate Levels 1 through 4 receive a written recommendation from the school's Artistic Director for class placement at the end of our 10-week summer session.
- Students at Pre-Professional levels Intermediate Level 5 and Advanced Levels 6 and 7—these dancers receive a completed evaluation and recommendation from Director Bray in the month of August.
- All evaluations are sent via email, along with schedules, fees, and registration materials for the following year.

LEVEL PLACEMENT AND ADVANCEMENT

Students are placed in a level in the School that is appropriate for both their age and experience. Students do not automatically move on to the next level in the School at the end of the year. It may take more than one year of training to develop the strength, skill, and emotional maturity of that level. All considerations for studio (A) class level placement are made at the end of our 10-week summer sessions. Students not attending summer sessions will not be considered for next level advancement. The Artistic Director makes all final decisions regarding level placement.

PRE-PROFESSIONAL LEVELS 5-7

MainStage Academy of Dance Pre-Professional Dance Program is intended for qualifying students who would like to prepare for a career as a professional dancer/performer. Director Bray's Pre-Professional core training curriculum includes Rommett Floor Barre, Ballet, Pointe, Partnering, Lyrical, Hip-Hop, Flexi-Stretch, Dancers Nutrition, and Pilates classes. An audition for class placement and Director approval is required for admission. Our Pre-Professional Program encourages and enables students to advance at a pace that matches their abilities, interest and commitment levels. The more classes attended, the faster the student's growth and progress. Therefore, students with special potential and commitment are urged to take as many additional lower level classes as they can. MainStage Academy of Dance no longer offers minimum hourly participation for Pre-Professional levels. For that reason students must attend all scheduled classes at their respective level to qualify.

CROSS TRAINING

MainStage Academy of Dance offers a comprehensive and progressive dance curriculum that is rooted in the Vaganova system of ballet and extends through its modern, lyrical and hip-hop programs. This is a precise technique and system of instruction that is particular to when to teach what, how long to teach, and in what amount. We want to assure that our students are receiving one consistent message throughout their dance training to ensure proper muscular retention and development. Therefore, MainStage Academy of Dance restricts students from participating in other outside dance programs throughout the duration of their enrollment.

REHEARSALS /PERFORMANCES

Performing is not required by MainStage Academy of Dance, but students are strongly encouraged to participate in School performances.

VERY IMPORTANT: Students from Studio A and B are required to attend **ALL REHEARSALS** in preparation for any School performance. If a rehearsal is missed, it creates disruption to the entire class and the student instantly falls behind the other dancers in preparation. If a student must miss a rehearsal, the School must be informed in advance by email at mainstageacademyofdance@gmail.com and arrangements may be made for a make-up (*standard private rates will apply*).

The School reserves the right to withdraw a student from a performance should the student be absent from the required rehearsals. If a student is withdrawn, costume and performance ticket payments will not be refunded. This policy will be strictly enforced. Please carefully consider rehearsal requirements before committing to a School performance.

ANNUAL ALL STUDENT PERFORMANCE

Costume payment for the year-end performance is due in full on or before January 1st. An additional charge will be made to your automatic debit card or automatic credit card on January 1st. If you are paying by session check, a separate check for costume cost must be received on January 1st. No costume payment will be refunded after this date even if a student withdraws from the performance or school. Note: costume fees will be posted on or before December 14th, each year.

The MainStage Academy of Dance Annual Student Performance is typically held the first weekend in June. Visit www.wedancemainstage.com for specific details. Information related to costume pick-up, full dress rehearsal times, hair and make-up requirements and volunteer opportunities will be communicated prior to the performance. As a reminder, during a performance, please leave all valuables at home. We cannot be responsible for any valuables left in the dressing room or changing areas (*even pointe shoes*).

For the safety of the performers and with respect for copyright laws, the School does not permit any unauthorized photography or video to be taken during a performance.

SUMMER WORKSHOP AUDITIONS

Open auditions for our 10-Week Summer Intensive Workshops (Studio A) are held the last Saturday of April. Auditions are open to students with three or more years of ballet training or a studio (B) teacher recommendation. Visit www.wedancemainstage.com for specific details.

SPECIAL MAINSTAGE PERFORMANCE EVENTS

- MainStage Academy of Dance uses the audition process to select participants for all special events.
- Participants must be currently enrolled and up to date with tuition to participate.
- All scheduled rehearsals must be attended.
- Participants are expected to be flexible in the weeks leading up to a performance to account for the possibility of additional rehearsals

SPECIAL BACKWARDS COMPATIBILITY PROGRAM

Here at MainStage Academy of Dance, we offer a unique and exciting program exclusively to our Intermediate level 2 through Advanced level 8 dancers. The program allows our dancers to take additional lower level classes at NO cost. This opportunity gives our dancers the added benefit of continuing their focus on fundamental dance techniques. We find that some dancers who take advantage of this program may advance at an accelerated rate. To qualify, a student must be currently enrolled and current with tuition payments. Participants must also commit to the additional class or classes for the duration of the current session, up to the scheduled rehearsal dates for our annual all-studio performance. The decision to enroll in the program must be made at the point of enrollment. Students are only allowed to perform with their actual class level in our annual all-studio performance. Students must also have Director Approval and adhere to all studio policies. MainStage Academy of Dance reserves the right to remove any student from any additional classes without notice at the discretion of the School's Director.

SPECIAL ALUMNI PROGRAM

This program allows former MainStage Academy of Dance graduates to attend classes during their school breaks or performance off seasons at NO cost. Participants must have graduated at Advanced Level 8 with four or more years enrolled at MainStage Academy of Dance. In addition, they must have participated in the spring all-studio performance in the year of their graduation. Former students must be enrolled in college for dance or a dance related field or currently part of a dance company. Participants must have Director Approval and adhere to all studio policies. MainStage Academy of Dance reserves the right to deny any participant from any classes at the discretion of the School's Director.

PARENT CONDUCT

Parents will be respectful toward all MainStage Academy of Dance personnel, including staff and volunteers, at all times. This includes class time, preparation before and during the student performance, planned field trips, scheduled birthday parties or during any event sponsored by the School. Parents will need to make an appointment in advance to speak with the Artistic Director or teacher regarding any questions or concerns. Parents will be respectful of other MainStage Academy of Dance parents and their children.

STUDENT CONDUCT

- All MainStage Academy of Dance students will be courteous and respectful to one another, to their teachers and to all School staff and volunteers.
- The teachers and the Artistic Director will address concerns with any student where attitude, discipline or overall conduct is unsatisfactory.
- Students should try to arrive fifteen minutes prior to class so that they have appropriate time to prepare and enter when the scheduled class begins.
- Students will come to each class with a positive attitude and ready to learn.
- Students will be fully attentive in all classes.
- Talking in class is not allowed. Hands should be raised when there is a question for the teacher.
- Gum is never allowed in class or anywhere in the school.
- We expect that the students will have used the bathroom before class. Students in Intermediate 1 and above are expected to confine trips to the bathroom to the break between barre and center work.
- Students will promptly report any injury or illness that occurs while they are at the School to their teacher.
- At the end of the class, traditionally the students thank the teacher by applauding. If a student needs to leave class early, please warn the teacher before class. At the given time, the student should thank the teacher and then quietly leave.
- Each teacher may also have additional classroom rules, which they will discuss with students.
- Students will arrive and leave the School with appropriate clothing covering their dancewear.
- Students will respect that the School lobby and office area are work places and students will conduct themselves appropriately, talking quietly and keeping the lobby and viewing area clean.

- Students will be responsible for their own belongings. No valuables should be brought into the studio. Personal items left in the School will be placed in the Lost and Found. Items not claimed will be removed from the School.
- Students will demonstrate a respect for School property by maintaining clean and tidy viewing areas and rest rooms. They must not leave trash behind anywhere. There is no eating or drinking in the studios.
- Summer Intensive Workshop students may eat or drink only in the viewing area and only during their designated break times. Students must be mindful to clean up trash and/or crumbs and to use the appropriate garbage bin in that area.

INJURY/ILLNESS

The School is committed to maintaining a healthy environment that allows all students to participate in and enjoy their dance experience.

Should a student suffer a prolonged injury or illness, parents are required to provide the School with written notification from a physician that permits the student to resume classes. The School also requests any medical information or recommendations that may inform the School's teachers how best to work with that student as they recover. Information should be provided to the office and the appropriate teacher will be notified.

IN-CLASS INJURY/ILLNESS

Students who become ill or have a minor injury during School hours should immediately report this to their teacher. Students will be expected to continue their class as an observer if their condition allows.

MEDICATIONS

The School does not permit staff or teachers to provide or administer any medication. The School must receive written notification for any student who requires prescription medication while participating in School classes, rehearsals or performances. All prescription medications must be in the original container with the prescription. The School requires that students who are taking prescription medication be able to either self-administer or have a parent assist them.

PARENT OBSERVATION

Parents are invited to watch classes via MainStage Academy of Dance Observation Area. (MainStage Academy of Dance reserves the right to close viewing). All studio blackouts may begin the last week in April. To photograph or videotape your child for an audition, please make a request via email at: mainstageacademyofdance@gmail.com.

PARENT IN-STUDIO OBSERVATION

PLEASE DO NOT BRING VIDEO CAMERAS TO THE STUDIO – it is too distracting. Special days are designated for this (*see studio calendar*).

ADDITIONAL INFORMATION (also available at MainStage official website www.wedancemainstage.com)

- There is no homework, per se, for dance class. We don't encourage formal practice at home, because it's so easy to fall into bad habits of posture and muscle use. Young children should be encouraged to move to music and make up dances. Older dancers should be encouraged to do some abdominal work or stretches that they have been given in class. And, of course, any live performance or televised concert is a wonderful experience for the student dancer.
- Self-discipline is what makes it all happen. Sometimes young dancers get bored with the repetitions of the same exercises, and get eager to learn new steps. Steps are not the most important part of dancing; form and musicality are what really matter. Correctness of execution matters not only because it is beautiful, and because it separates the advanced dancer from the eternal intermediate, but also because it is safe. Sloppy dancing leads to injuries.
- You will notice in the classroom that each teacher continually gives "corrections" to the dancers. These corrections should be considered and worked on by all dancers. The good dancer got that way by listening to every comment and applying it to her or his work. While some young dancers will feel that they are being picked on, the teacher's comments should not be construed as criticism of the student's possibilities or personality, but as the only means of progressing in a physical art form.
- In teaching ballet as well as other forms of dance, it is entirely appropriate for a teacher to put their hands on a student to correct the student's posture, the physical line or position of the student's body or part of the body, or to help a student hold a position. The School does not tolerate any teacher-student contact that is harmful or inappropriate. In enrolling their child in the School, parents acknowledge that it is MainStage Academy of Dance practice for teachers to correct students with physical contact.
- No pets are allowed in the lobbies at any time.

- No food is allowed in the studios at any time. Exceptions are only made for upper level dancers that have scheduled food breaks. Please dispose of any containers left after eating in the lobby. Be particularly careful not to use glass-drinking containers.
- Any lost and found items left unclaimed two weeks after the end of the school year will be given to charity or disposed of.
- Only staff is permitted in office areas.
- Please make sure that children are respectful of our property, including the carpeting and furniture. For their own safety please do not allow children to hang or sit on the window ledges, cubbies, counters, or tables.
- Please no shouting or running in our lobby. Please respect the on-going classes, and the people working in our retail or office areas. Small children are the responsibility of their parents and should be watched at all times to avoid hazard and to monitor the noise level in the lobby.
- Please enter from the front of the building.
- Please do not allow your children to cut through or between our neighbors' buildings.
- Please label all your child's dance clothing, particularly the shoes. We keep lost and found boxes in the restroom above the storage cabinet; unlabeled dancewear is hard to track.
- Frequently we will try to communicate with you by way of handouts and email. Please check with your child to see if anything was handed out in class and/or refer to your email regularly.
- If your child feels ill or has a fever, please do not bring her/him to class.
- Gum is never allowed in class or anywhere in the school.
- Out of respect, and also for safety reasons, we request that young children not enter the classroom and run around before the teacher is present. Older students are encouraged to go in and warm up.

WITHDRAWALS

There is a two-month minimum for all lessons. One-month notice from the first of the month is required to discontinue any classes. Withdrawal must occur within the first 7 days of the month. All automatic bankcard debiting or credit card charges will stop after the one-month notice period. MainStage Academy of Dance reserves the right to terminate lessons to any student without notice. In such a case a refund for unused lessons will be given.

When withdrawing a student the following apply:

- Parent/Guardian must officially withdraw a student by written notice to MainStage Academy of Dance using an official withdrawal form available at the MainStage office.
- Withdrawal requests may not be made by telephone.
- Failure to attend classes does not constitute official withdrawal.
- Notification to the instructor or Artistic Director does not constitute official withdrawal.
- Tuition will continue to accrue until written notice is received.
- Students who withdraw within 30 days of registration may be able to receive a tuition refund.
- Should a refund be granted, the refund will be pro-rated from the **1st of the following month** after written notice was received.
- Tuition refunds will not be held as credit or carried over to the next semester or school year.

After 30 days from the date of registration, refunds for withdrawals are granted only for:

Medical Reasons

- Parent/Guardian must officially withdraw the student by written notice on a MainStage Academy of Dance official withdrawal form, accompanied by a letter from the student's physician.

Relocation

- Parent/Guardian must officially withdraw the student by written notice on a MainStage Academy of Dance official withdrawal form.
- Refund processing takes approximately four weeks.

