

DANCE MAKER ACADEMY HANDBOOK

2022 - 2023



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DANCE MAKER ACADEMY PARENTS' HANDBOOK

DANCE MAKER ACADEMY VISION

At Dance Maker Academy we hope to inspire our students to strive for excellence in every category of life. Arts education helps prepare students for the future by building analytical thinking skills and the ability for creative planning. Our highly qualified teachers promote self-discipline, honor, respect, responsibility, and service in our community. We recognize that access to dance education is a privilege, and we are committed to providing opportunities for everyone in the community, regardless of age or experience, to discover the joys of dance.

***We ask you to please read this information carefully
before signing the Commitment Form***

DANCE MAKER POLICY

YEARLY PROGRESS REPORT

Each May, students receive a recommendation from the Academy to either move up to the next level, or remain at the same one. Please note that in ballet it is not uncommon to remain at the same level for several years while the student develops needed ability or strength.

Because ballet is an individual art form, the student's report should not be compared with the progress report of other students. As aforementioned, each student progresses at his/her own pace. While it may sometimes be hard to accept the differences among students that the teachers see, we ask parents not to interfere with the decision of the Academy. Please do not contact the teachers to request a reconsideration of any kind.

However, if you have any questions or concerns about your child's training, your child's teacher, or the Academy, the director would be happy to meet with you at a mutually acceptable time.

POINTE SHOES

Often parents and/or students wonder when the student will start practicing on pointe shoes, or why the student is still not on pointe. Those are all indeed relevant questions and the answers are directly linked to the feet, ankle, and core strength of the student, and to how often the student practices at our Academy.

Students will not be allowed on pointe before they are ready, and must be evaluated before being allowed on pointe. The Academy performs pointe evaluations each semester for those students who may be ready for pointe. Evaluations look at the dancers foot and ankle strength, core strength, flexibility, maturity, and how often the student practices. The more time invested in practicing, the stronger the student becomes. The decision to put a student on pointe is thus an individual one and is made entirely at the discretion of the Academy.

YOUR RESPONSIBILITIES AS A PARENT

ACADEMY PROTOCOL

▶ Students under 10 years old should arrive 15 minutes before their scheduled class time. Older students may arrive 15-30 minutes before their scheduled class time.

Please arrive fully dressed, with proper cover-ups, and hair done. **Never wear dance shoes outside, and always wear cover-ups outside the studio.**

▶ We encourage both students and parents to greet any DMA staff when they arrive at the Academy.

▶ When students enter class, they must always greet the teacher, and at the end of class thank their teacher and curtsy or bow.

▶ Students are expected to attend all scheduled classes; dance education is a cumulative process, and regular attendance is vital to proper training.

▶ If a student needs to leave class early, they need to ask permission. If they have preauthorized permission to leave early, they need to thank the teacher and say goodbye, curtsy or bow.

Automatic Draft Payments:

▶ Monthly tuition payments will be drafted from your bank account or charged to your card on the first day of every month during the school year. If the first of the month falls on a weekend, the draft may not hit your account until the next business day.

▶ There is a \$25 charge for insufficient funds.

▶ Monthly tuition is based on total number of classes per year. It remains the same September through May, although the number of lessons may vary from month to month.

REFUND POLICY

There is no price reduction for lessons missed or bad weather days.

DMA tuition and registration fees are non-refundable and non-transferable.

DMA observes holidays and breaks during which there are no classes. The total value of lost dance days due to holidays or holiday breaks has been considered and is reflected in the monthly tuition amount. There are no additional refunds or credits for missed dance days due to holidays.

SCHOLARSHIPS

If you miss more than three classes per semester, you will lose your scholarship.

TUITION POLICY

▶ Registration is \$25 per student, \$40 per family, due when class placement is requested. The fee is non-refundable.

▶ Upon enrollment, payment can be made by credit card or debit card. At least one form of payment is required to enroll. Cash payments still require a credit card on file.

NOTICE TO WITHDRAW

▶ Notification to withdraw from classes **must be received in writing at least 30 days in advance** in order to stop tuition payment for the following month. Tuition will still be owed until we receive notification.

UNIFORM POLICY

DMA enforces a uniform dress code to create a strong sense of unity & discipline in the ballet studio.

▶ Students must remove necklaces & bracelets for class. Small discrete earrings are acceptable.

Ladies Pre-Ballet through Primary

- ▶ Solid color leotard (color according to level), pink footed tights, and pink leather ballet shoes.
- ▶ **No skirts**, no leotards with attached skirts; no bare legs; no sequins, prints, patterns.

Ladies Levels 1-4

- ▶ Solid color leotard (color according to level), pink footed tights, and pink leather ballet shoes.
- ▶ **No skirts**, no leotards with attached skirts; no bare legs; no sequins, prints, patterns.

Ballet Shoes

Please have elastics trimmed and tucked into shoes.

TARDINESS/INAPPROPRIATE DRESS POLICY

Students tardy to class, and/or not dressed in appropriate dress code:

- ▶ First offense: student will apologize to teacher.
- ▶ Second offense: student will sit out and observe class
- ▶ Third offense: student will not be permitted to attend class.

RESPONSIBILITIES OF THE STUDENT

CODE OF CONDUCT

At DMA, we strive to create an environment that promotes learning through respect, understanding, and acceptance of each other. We ask our students to keep the following three questions in mind:

- Is it safe?***
- Is it kind?***
- Is it responsible?***

Any behavior that is linked to bullying or belittling of others at the Academy or online will not be tolerated.

Parents of students who do not abide by DMA's Code of Conduct will be asked to meet with Randy Smith and/or Jenna LaViolette to discuss the behavior of the student.

MANAGING EXPECTATIONS

Because ballet is an individual art form that relies on the strength of the group to create a beautifully orchestrated experience, it is essential that every student understand that while their opportunities are equal during class, when casting productions the artistic director must entrust the major roles to a selected handful of students. Every student must learn to deal with disappointment so expectations can be managed realistically.

To this end, we recommend that families expose students to professional ballet performances such as the ones performed by Tulsa Ballet and Oklahoma City Ballet. In a professional setting, students will observe and realize that principal dancers and soloists are few, while the *corps de ballet* is made of numerous talented dancers who meaningfully support the story being told through classical dancing.

ATTENDANCE

Attendance to all classes is expected. If a student must miss class, please notify us 24 hours prior with an email.

info@dancemakeracademy.org

LIVE PERFORMANCES

To prepare students for the stage, DMA puts together two performances a year: one in December (The Nutcracker), and one in May. While these performances are optional, they are critical components of the development of any dancer.

AUDITIONS

To be considered for our Nutcracker performances, a student will have to attend the Academy's scheduled audition. If a student is unable to attend the scheduled audition, please contact our Academy to schedule a separate audition. Please note that special auditions are considered extraordinary and will be accorded only when convenient and considered truly necessary.

family. Rehearsals cannot be rescheduled to accommodate a single student's needs. Students who participate in the live performances must be prepared to set aside conflicting activities during the rehearsal season, and families must be ready to support their dancer's rehearsal needs. Note that schedules for all dancers are subject to change. Advanced students and featured roles will have additional rehearsals after their regular classes; these times will be announced.

CASTINGS

Casting for any performance is complex and based on many different factors, from a student's age and skill, to the choreographic needs of each part. Students may be cast separately from classmates in order to provide an appropriate balance of technique and experience. While we cannot offer each student his or her choice of parts, every dancer who is able to meet the rehearsal schedule will receive a role. Every role, big or small, contributes to the success of the performance as well as to the growth of the dancer. For the Nutcracker, it is not unusual for a student to be cast in the same part for several years.

PERFORMANCE FEES

The non-refundable performance fee helps offset the cost of putting on a production which includes extra rehearsal time outside of class, theater rental, costumes, programs, lighting and sound manager, etc.

COSTUMES

Though costume use is included in the performance fee, please note that there will be an additional charge if a costume is lost or damaged. Students are responsible for providing their own tights, shoes, and other personal accessories. Nutcracker costumes remain the property of the Academy.

ROLE ACCEPTANCE

By signing up for the audition, dancers agree that the role they are assigned by DMA is non-negotiable, and they will accept it in a graceful fashion.

REHEARSALS

Live performance rehearsal schedules requires a serious commitment of time from each dancer, and the dancer's

REHEARSAL ATTENDANCE

Attendance is mandatory at all rehearsals. More than 2 missed rehearsals (or 3 missed classes) will result in dismissal from the performance. Absence not only affects the missing student's ability to learn his or her part (and, through

weekly classes, to acquire the skills and strength to support a role), it also impacts other students, who must adjust choreography and spacing to work around the absent student

If you know in advance that your child must miss a scheduled rehearsal,, please notify at least 24 hours prior by email.

info@dancemakeracademy.org

Tardiness is not acceptable; students should arrive 15 minutes prior to a rehearsal.

STUDENT & PARENTS COMMITMENT

If a commitment to take part in a show has been declared, it is the responsibility of the parents to reinforce the fact that the commitment must be fulfilled before any other option is considered. Quitting mid-performance not only affects the ability of the group, but it also conveys the message that respecting others is not important.

DANCE MAKER ACADEMY COMMITMENT FORM

STUDENT NAME _____

PARENT / GUARDIAN NAME _____

I have read and understood the standards and expectations of enrollment in Dance Maker Academy, and agree to embrace and respect the DMA policies.

STUDENT SIGNATURE _____ DATE _____

PARENT / GUARDIAN SIGNATURE _____ DATE _____