



DANCE STUDIO
HANDBOOK

FOR
PARENTS AND STUDENTS

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1. Introduction

It's our absolute pleasure to warmly welcome you into our family at Grace Full Dance Academy. Our team is thrilled to see many familiar faces return to the studio and even more excited to see some new faces join our community. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year as well as answer a lot of questions you may have before the year begins. While we would love you to take the time to read this information carefully, don't forget that our friendly office staff are always here to help and will happily answer any questions you may have. Nothing is too big or too small! Welcome to the team!

QUICK REFERENCE STUDIO INFORMATION

Address: 210 Wilshire Blvd. Casselberry, FL 32701

Phone Number: 407-901-7773

Email: dance@gracefulldanceacademy.com

Website: www.gracefulldanceacademy.com

Owner/Director: Jessie Poole

Office Manager: Tiffany Bradham

2 . Studio Manifesto

To start us off, it's important to us at Grace Full Dance Academy that all members of our team share our vision, our purpose and the philosophy that encompasses everything we do both in and outside of our classes. This is a vision that is shared and demonstrated by the Director, teachers and staff members at our studio and it is the driving force behind every interaction with our students and their families.

We are committed to building a spiritual & professional dance foundation within our students! Our intimate studio space allows for focused attention and a unified involvement. Grace Full Dance Academy strives to create a joyful dance experience in a clean and friendly environment. It is our goal to give our students direction and opportunity for growth in their dancing physically, emotionally, intellectually and spiritually!

Grace Full Dance Academy is a place where students of all ages, abilities and backgrounds learn to dance, sing and perform. This is a studio where creativity, individuality and self-expression is encouraged and has a community of teachers, students and families who are passionate about performing arts and nurturing their gifts and talents in a Christ-like environment. Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment for all students.

3. Registration

Before lacing up those dance shoes, it's important that all students and/or parents – whether returning or new - fill out your registration information so we can ensure we have the most up-to-date contact details for you. This information includes your registration information and waiver, photo release opt-out (so we can show off photos and videos of our amazing dancers in and around the studio and on our social media platforms), class participation waiver, drop out policy waiver, dress code waiver, Recital and costume waiver and Code of Conduct.

Our annual registration fee is \$35 for the 1st student, \$20 for the 2nd child, \$15 for the 3rd child and \$10 for the 4th child. This must be paid in full prior to the start of classes and reserves your child's spot in our classes from August through May. Make sure you get your payment in via Credit Card, Internet Bank Transfer, Cash or Check as failure to pay your registration fee in time may result in losing your place in the class.

We encourage all of our students and families to try a variety of dance styles and we are more than happy to accommodate trial classes for existing students who are wanting to try something a bit different. Please contact us in the office if you would like to try a new class and we will happily fit you in for a trial (provided the class has not reached capacity). You may also schedule a trial class through your Parent Portal in the class selections.

4. Communication

By now you have probably noticed that we are BIG on communication here at Grace Full Dance Academy. We try our hardest to respond to all enquiries within 48-hours and we will never leave a question unanswered. Our friendly office staff can be contacted on 407-901-7773. Our office is closed on Thursdays and Sundays.

For convenience, our primary means of communication is via email. You will receive regular statements and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We are happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients. Don't forget to add our email address (dance@gracefuldanceacademy.com) to your contacts so we don't end up in the dreaded spam folder!

We are also proud to provide you information via our very own Dance Studio app. You can download Team App on your phone or tablet. Check out our parent boards in the studio with directions on how to download the app. Just follow the prompts to install our app on your mobile device and you'll receive alerts as they happen.

In the infrequent case of urgent information (for example, unexpected class cancellations or performance changes), we will send an SMS and/or telephone call to all families. So, for this reason, please make sure the mobile phone number you have provided to the studio is correct and up-to-date.

Facebook is a great way for us to keep in touch with a large number of people at once, so we encourage all moms to join our closed GFDA Moms Facebook group. This group can be found at <https://www.facebook.com/groups/397273167386052/> and will be monitored to ensure all content is appropriate and relevant.

We always display important information, dates and studio details on our TV in the main lobby so please have a quick look when dropping off and picking up in case there is anything you may have missed. We are always happy to chat in more detail about communications you may receive from the studio, so if you need any clarification, please don't hesitate to call us on 407-901-7773 to chat with one of our helpful team members.

5. Important Dates

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organized and ready for you so you can plan other commitments. Below we have listed some of our most important “Save the Dates” with more information (including times, costumes, requirements, etc.) to be communicated via email and our app as we get closer to the events. If you know ahead of time that your family will be unable to attend these events due to planned holidays or existing commitments, please let our office manager know at your earliest convenience.

DATE/TIME	DESCRIPTION
8/4, 4-6 PM	Company Meet & Greet
8/5	Start of New Season
8/5-9/6	Popcorn Fundraiser
9/9-10/20	Mlster Carwash Fundraiser
10/20	Streetz Convention
10/31	Halloween: Studio Closed
11/16, 6-9 PM	Parent Night Out
11/22-11/24	Dance Revolution Convention
11/28-11/29	Thanksgiving: Studio Closed
12/14, 6-9 PM	Parent Night Out
12/23-1/3	Winter Break: Studio Closed
1/18, 6-9 PM	Parent Night Out
1/31	Costume Fees Due
2/15, 6-9 PM	Parent Night Out
3/16-3/20	Spirit Week
3/18	GFDA's 3rd Birthday!
April TBD	Earthshakers Competition
4/4, 10 AM	Hair & Make-Up Class
5/4-5/8	Picture Week
5/8-5/10	Applause Talent Competition
5/23, 10 AM	Recital Volunteer Meeting
TBD (5/28,5/30)	Rehearsal
TBD (5/29,5/30)	Recital

6. Code of Conduct

To ensure the smooth, safe running of Grace Full Dance Academy and an enjoyable experience by all, below you will find our code of conduct. As always we are open to feedback, so if any of the requirements outlined below are unclear or concerning, please give us a call to discuss further. Following a formal meeting, we do reserve the right to dismiss or take disciplinary action on any students or parents who breach our studio's code of conduct.

Families who do not comply with their fee or costume payment obligations may be charged a late fee, and/or excluded from performances. External debt collection may occur when fees remain overdue and this will be at the expense of the client. Costume expenses are the responsibility of the parent, and costumes will not be issued to students with unpaid class fees.

No classes (including private lessons) or teachers are to be disturbed unless it is an emergency. Parents are not to approach teachers or students during class and if messages or food/drink/medication needs to be passed on to a student, it must be done through a Grace Full Dance Academy staff member. All parents must wait in the waiting areas or outside of the studios until classes have been dismissed.

We are unable to take responsibility for our students before or after their scheduled classes and it is the responsibility of the parent to ensure their child is picked up and dropped off on time. In the case of an emergency or unavoidable delay, please contact the studio immediately to inform us of the situation so we can keep your child calm and safe until they can be picked up.

Any questions or complaints must go through our office – parents and students are not permitted to contact Grace Full Dance Academy teachers via phone, in person, or via email / social networking with studio issues unless it has been broached with the Director first. Personal meetings with the studio Director can happily be arranged via email.

In the rare case of a parent or student showing disrespect or defamation to any parent, staff member or student, a meeting will be called immediately and dismissal may be considered at the discretion of the Director. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

Grace Full Dance Academy takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

Only private lesson students are permitted to enter solo competitions and it must be with the permission of their teacher and choreographer.

Grace Full Dance Academy management reserves the right to change teachers or timetabling when necessary at any time throughout the year.

Choreography, costuming and studio policies remain the intellectual property of Grace Full Dance Academy and may not be reproduced or sold by any students, parents or staff without permission of the Director.

7. Age groups

Preschool Classes

Tiny Twirlers is an introduction to dance and ballet using creative, imaginative role-playing and fun props for 2-3 year olds. This class may involve pretending to be animals, playing instruments to learn rhythm, learning balancing, skipping and running and techniques using costumes and ribbons, or picking up props from the ground to develop their hand-eye coordination. This class is suitable for both boys and girls who are having so much fun that they don't even realize that they are learning the fundamentals of ballet technique along the way. These students may participate in our recital.

Tot Classes are a great class selection for our 3-4 year olds. We use music they know and love while learning beginner dance moves with a ballet, tap or tumbling basis. We learn all about warming up, stretching, role playing and obstacle courses to foster a love for dance and enhance gross motor skills. These students participate in our recital.

Minis Classes are classes for our older preschoolers who are 4-5 years. The music for this class is fun and familiar to them and expands on the techniques learned by our younger classes. We do some warming up, stretching, progressions across the room (including skips, kicks and basic turning skills) as well as putting together a dance for the recital.

Elementary School Classes

Petite(6-7)/Pre-Company Ballet(8-10): In these classes, our dancers build on their ballet technique using creative role play, costumes, props and will thrive from positive reinforcement. There are opportunities for students in this class to participate in ballet exams which will encourage them to progress through the program/syllabus and work hard to move up into the next graded level.

Petite/Pre-Company Jazz: In this class, students are building on the basics of jazz technique to popular and age appropriate music. Some examples of the techniques our jazz students will learn include turns, kicks, leaps and body isolations.

Petite/Pre-Company Tap: In this class students would be learning the basics of tap technique as well as building on their sense of rhythm and their confidence when it comes to performances. Our tappers love dancing to popular, age-appropriate music and getting LOUD!

Petite/Pre-Company Tumbling: We've known for a long time that kids love nothing more than attempting and perfecting new "tricks." Remember learning a cartwheel? We sure do, and it's that sense of pride and exhilaration that we love to pass on to all students. Our Tumbling classes are taught by our fully qualified Acrobatic teachers and the class levels for this discipline are skill-based. There are several levels and once our students have mastered the skills in their level they move up to the next allowing them to develop their skills at their own pace.

Petite/Pre-Company Lyrical: This class will focus on basic emotional execution, worship and introduce the fundamentals of our Lyrical program including class expectations and attire.

After Elementary, our students are placed in levels based on their skill sets and it can take several years to advance through a level! Students can also audition to become a part of our Company which performs and competes throughout the season!

While these are our core classes, we also offer other dance styles such as Hip-Hop, Musical Theatre, Conditioning and more! We also offer Performing Arts classes such as acting and singing!

8. Safety

With the safety of our families a number one priority, Grace Full Dance Academy is very serious about upholding Child Protection laws and policies within the studio as well as at public performances and in the online arena (website and social media).

As part of your registration, you will have read and signed a media waiver allowing us to proudly use images and video footage of your student for advertising and promotional purposes. Should you have any concerns whatsoever with signing this declaration, please see our reception staff who will happily assist you.

We have a number of cameras / viewing windows / parent viewing sessions within the studio rehearsal space which can be checked by parents and family members from the comfort of our waiting area and monitor.

The Director and staff at Grace Full Dance Academy are educated in the negative impact of inappropriate music and costume selection when it comes to performing dance routines and are wholeheartedly committed to ensuring children in all of our dance routines are not subjected to any inappropriate songs or costuming. We recognize that songs with sexist, explicit, violent, racist, homophobic or criminal content may influence our dancers and/or audience and will strive to avoid using such music. We are committed to restricting costumes that project sexuality, contain explicit graphic or textual content.

We enforce a nut-free policy at the studio to ensure the safety of any students or parents with allergies to nuts or nut products and encourage gluten and dairy free foods when involved in fundraisers or studio events.

Grace Full Dance Academy takes no responsibility for any stolen or misplaced property on the studio premises and we encourage our families to avoid bringing valuable items into the studio where possible.

9. Privacy

When you register with Grace Full Dance Academy, the information we may collect from you includes your name, address, telephone numbers, email addresses, medical information and perhaps credit card or bank details. It may also include details of the products and services we provide to you as well as the status of your enrollment. We only collect information directly from our students or their parent/guardians primarily for the purpose of providing services and products to you and to administer and manage invoicing and debt collection.

We may occasionally use your information to promote and market to you information which we consider may be of interest to you unless you contact us and tell us not to do so.

We will never sell or pass on any of your information to third parties unless required by government authorities or in the event of debt recovery. Any information passed on will be done so with appropriate privacy and confidentiality protection. Information is stored securely in paper or electronic form and is accessible only by authorized personnel.

If you would like to know what information we hold about you or wish to update the information, or if you wish to be removed from all further direct marketing communications, please contact our office on telephone at 407-901-7773.

10. Uniform/ Class Attire

Ballet 1,2,3 Level Classes & Ballet Technique

Black leotard. Any colored shorts/skirt. Hair in bun.

Canvas, split-sole ballet shoes. Pink for girls, black for boys. (Pointe shoes by invitation)

Any color tights.

Baby, Tot, Mini, Petite & Pre- Company Ballet

Any colored leotard and shorts/skirt/ tutu. Hair in bun or completely out of face.

Leather or canvas Ballet Shoes. Pink for girls, black for boys.

Any color tights.

Lyrical Classes

Any colored leotard and shorts/leggings. Hair in bun or ponytail.

Half-sole lyrical shoes.

Any color tights.

Jazz Classes

Any colored leotard and shorts/leggings. Hair in bun or ponytail.

Jazz shoes. Color may vary for Recital.

Any color tights.

Tap Classes

Any colored leotard and shorts/leggings. Hair in bun or ponytail.

Black tap shoes.

Any color tights.

Musical Theatre Classes

Any colored leotard and shorts/leggings. Hair in bun or ponytail.

Jazz shoes. Color may vary for Recital.

Any color tights.

Acro/Tumble Classes

Any colored leotard and shorts/leggings. Hair in bun or ponytail.

No shoes, NO SOCKS!

Any color tights.

Hip-Hop Classes

Any comfortable clothing.

Tennis shoes, preferable shoes not worn outside.

*Please note, these are expectations for Summer and Fall classes. Specific shoes and tights will be assigned for Recital within the season. These requirements are helpful to our dancers for discipline and correction. Our instructors can better correct posture and alignment when students are in proper attire. Our instructors can work to improve leaps and turns of students when their hair is not a distraction. Thank you for your cooperation!

11. Fee Structure

Monthly Tuition:

0 hours 30 minutes	\$ 35.00
1 hours 0 minutes	\$ 55.00
1 hours 30 minutes	\$ 75.00
2 hours 0 minutes	\$ 95.00
2 hours 30 minutes	\$ 115.00
3 hours 0 minutes	\$ 130.00
3 hours 30 minutes	\$ 145.00
4 hours 0 minutes	\$ 160.00
4 hours 30 minutes	\$ 175.00
5 hours 0 minutes	\$ 190.00
5 hours 30 minutes	\$ 205.00
6 hours 0 minutes	\$ 220.00
6 hours 30 minutes	\$ 230.00
7 hours 0 minutes	\$ 240.00
7 hours 30 minutes	\$ 250.00
8 hours 0 minutes	\$ 255.00

Registration:

\$35 for 1st child, \$20 for 2nd child, \$15 for 3rd child, \$10 for 4th child.

Overdue fees will accrue a late fee of \$20 after the tenth of the month. If fees remain unpaid in week 4 of classes, students will not be permitted to participate in their lessons.

Auto-Pay: This is our most popular and simple payment method, in which you may choose to pay your fees through our Direct Debit providers (insert your provider, with link to terms and conditions). Auto-Pay must be turned on through the Parent Portal and information for that is only accessible through your portal directly.

Please note: All students are invoiced at the end of the month prior to services rendered and remains the same regardless of how many weeks in a month. If you decide to withdraw from classes for any reason, please let us know in writing at least 30 days before the student's end date.

Refunds will not be issued for missed classes due to cancellation or public holiday – where possible, we will try to arrange make-up lessons for classes cancelled by Grace Full Dance Academy or will offer an alternative class.

12. Attendance

Your child's attendance in class is very important to their peers and our teaching staff. As a member of the team, it is a commitment for you to ensure your child attends their classes on time each week and attends all lessons planned for them. Not only do absences impact the Recital routines we create, it also impacts the social and confidence-building principals we work hard to foster in each age group.

If you know ahead of time that your child will be absent due to holidays/vacations, commitments or school trips, please let us know ahead of time so the class impact is minimal. If your child is too ill to attend class, we ask that you inform our Office Manager as soon as you can so they can let the teachers know and preparations can be made to catch up on any missed work.

Unfortunately we are unable to accommodate make-up sessions for students during holiday weeks as too many students are absent and this alters our classes greatly.

Please make every effort to attend classes in the final weeks before our Recital. This is important for performance preparation and to ensure that our students are confident and ready for the stage!

Company students follow an attendance policy. Please see your Company packet for this information and adhere to the guidelines set forth for this privilege.

13. Social Media

Grace Full Dance Academy's Social Media Policy refers to all social networking sites, video/photo sharing sites, blogs, micro-blogs, wikis, podcasts, forums, instant messaging and geo-spatial tagging (for example, Facebook check-ins). Please see below for our regulations regarding Social Media and feel free to contact our office staff if you have any questions.

- Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images or videos identify children.

- Remain mindful that your behavior on Social Media remains in keeping with our code of conduct as outlined in this handbook.
- Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards Grace Full Dance Academy's staff, students or families may subject the Director to disciplinary or legal action.
- Should you wish to engage on Social Media while identifying as a studio volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy.
- Any content revealing or referring to sensitive studio information is not allowed to be shared online.
- Intellectual property laws (for example, costume design and choreography) must be observed by all studio patrons when posting online.
- While affiliated with our studio, (for example, images of your child in Grace Full Dance Academy's uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.
- All matters pertaining directly to the studio - whether it be fees, scheduling, placements or performance opportunities - may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the Director directly.
- We discourage parents / students and teachers from becoming 'friends' or 'followers' on Social Media, unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.
- Photos or Videos taken from studio performances or rehearsals may NOT be posted online.
- You may not post photographs / videos that feature Grace Full Dance Academy's dancers other than your own online without the proven consent of their parent/guardian.
- Identifying information of any featured minors - including names, ages or location - must be removed when posting on Social Media.

14. Our Teachers / Faculty

Finally, it's our pleasure to introduce our hand-picked faculty for 2019! Our enthusiastic, passionate and dedicated teachers are thrilled to be a part of your family's dance journey this year. We are truly looking forward to growing together to mold this generation of skilled, confident, genuine and unique performers.

Jessie Poole, Owner, Company Director

Jessica Harris, Instructor of varying styles and ages including Hip-Hop and Homeschool classes

Hannah Stanford, Head Ballet Instructor

Katie Shuman, Acrobatics and Tap Instructor, Company Instructor

Jamie "Catt" Pisano, Tap and Musical Theatre Instructor

Lauren Phillips, Instructor of varying styles in Twirlers, Tots, Petite and Pre-Company level

Jadyn Bradham, Minis Ballet Instructor and Assistant

Bellamy Kopesec, Minis Tap Instructor and Assistant

Celeste Pauna, Minis Tumble Instructor and Assistant

We also have several amazing assistants in our lower level classes including Hallye Jones, McKenzie Jones, Caroline Pauna and Kylie Shepard.

We are collectively praying for your family, our classes and programs and are thrilled to share what God is doing in the season to come! Thank you for being on journey and mission with us!