

Melissa's School of Dance

Policies and General Information

Thank you for choosing our studio for your child's dance education. We are excited to share our love of dance with your dancer. In this document you will find very important information, dates, policies, etc. Please read carefully and share the information with your dancer(s). This will let you know my expectations and goals as well as important details about our studio. I look forward to seeing your dancer soar!

Our studio offers performance opportunities in our community and beyond. Dedicated dancers with fabulous attendance will be invited to join us for these opportunities. In the past we have traveled to New York City and taken a dance class with the Rockettes, danced in a Magic Kingdom, Disney World parade, danced on the Grand Ole Opry Stage, performed in downtown Nashville, TN, performed before a NASCAR race, and participated in dance conventions to widen our dancer's knowledge of dance.

Contact Information

Studio Phone: 919-283-9293

Studio Address: 320-A Central Avenue Butner, NC 27509

E-Mail: MelissaDancinQueen@gmail.com (*best way to contact Melissa*)

Website: www.MelissasSchoolOfDance.com

You may email me through the website and /or use my email address. The most up to date information is sent to parents / guardians via email. Some studio information is also posted on our website, Facebook and on our studio window / front door. *Please note, I do not have Facebook messenger on my phone. If you send me a message through Facebook, I will get it eventually.* **The best way to contact me is via email.**

Required Rehearsal date: tentatively late April / May 2026 official date to be announced

Recital Showcase date: tentatively late April / May 2026 official date to be announced

If these dates change, you will be notified immediately.

Attendance during the months of April and May are required. During the months of April and May our dance schedule will change, and dancers may meet on a different day and time. These modifications have not been applied to the calendar yet but will be discussed during parent week.

Being Prepared for Dance Class:

Come to class prepared to dance. All students should arrive ready to dance with a ready to learn attitude. Dancers should wear appropriate dance attire and dance shoes.

Proper Dance Attire: Proper dance attire is essential for a dancer being prepared for class. Please find proper, genre specific, dance attire below in this document.

Dance Bag: Dancers should have a personal dance bag to hold their dance shoes among other items they may need (for younger dancers it may be another change of clothes in case they have an accident).

Hair: Dancers hair should always be neatly pulled back from their face in a bun, pony tail, half-up / half-down, or another hairstyle that keeps their hair secure and out of their face.

Valuables: I strongly advise that students DO NOT bring valuables such as jewelry, tablets, cell phones, smart watches, money, etc. into the dance room. Students wearing jewelry during class will be asked to remove it. Cell phones for older dancers should be on vibrate or silent. Melissa Queen / Taylor Queen McKeown / Melissa's School of Dance is not responsible for lost, stolen or damaged valuables.

Appropriate In-Studio Behavior

No running inside the studio ~ especially while wearing tap shoes.

No horseplay inside the studio.

Do not touch the ballet barre or other learning aids without the instructor's permission.

Younger dancers need to go to their tape or sit near the "X" depending on instruction. Older dancers should begin warming up their bodies themselves out in preparation for the class group warm up stretch. A dancer's body is their instrument. Dancers should start warming up as soon as they step onto the studio dance floor.

Class Placement:

Dancers are placed in class by age, knowledge of dance, attendance, and ability. Age exclusively does not promote a dancer to another level of dance, this ensures the dancer is set up for success. We need to see that dancers are working hard on their routine, and practicing at home. The steps they are currently working on are foundational steps they are expected to know in the next level of dance. If your dancer is absent often or does not apply themselves, they may not move to the next level until they are showing proficiency in their current level of dance. They also need to demonstrate focus in class, as the next level of classes tend to move quickly. *See the Triple A's listed in this document. Just as flowers bloom at different times, some dancers are ready to promote earlier or later than others, and that is perfect! Each flower, or dancer, is on their own journey.*

Dance Attire is determined by the genre of dance.

Dance attire refers to the clothing worn by dancers during practice at our studio. Dance attire includes various items such as leotards, tights, attached skirts and attached tutus which are designed to allow for ease of movement and to enhance the dancer's performance. Dance attire is class specific to harmonize with the dance genre and not hinder the movements of the dancer.

Dance shoes must be ordered through our studio. This will ensure that all dancers' shoes are uniform. Use this link to order dance attire and shoes for your dancer:

<https://www.shopnimbly.com/melissasschoolofdance>

Anything you order from Nimble will be mailed directly to you.

Ballet and Tap Combination (3 to 6 year-olds) – Leotard, tights, or socks (attached ballet skirt is optional) *Revolution* brand black tap shoes and *Revolution* brand classic pink ballet shoes (ordered through Nimble).

Pop Hop: (5 to 6 year-olds) MSOD top, dance fitted top or tank, cotton or spandex leggings, cotton, or spandex shorts, with socks or tights. Knee pads are recommended with shorts with *Revolution* brand black jazz shoes (Ordered through Nimble).

New York City Bound Classes – Black unitard, black leotard, black fitted top with black leggings and tights or socks with *Revolution* brand black jazz shoes (Ordered through Nimble). Solid black dance attire and MSOD NYC tops are the only acceptable attire for these classes.

Lyrical & Lyrical Ballet - Leotard, tights, or socks (ballet skirt optional) dancers may start the season with *Revolution* brand classic pink ballet shoes or *Revolution* brand black jazz shoes (ordered through Nimble). We will decide later what shoes will best coordinate with your costume.

Poms – MSOD top, Dance fitted top or tank, cotton or spandex leggings, cotton, or spandex shorts, with socks or tights. Knee pads are recommended with shorts with *Revolution* brand black jazz shoes (ordered through Nimble).

Hip Hop – MSOD top, Dance fitted top or tank, cotton or spandex leggings, cotton, or spandex shorts, with socks or tights. Knee pads are recommended with shorts with *Revolution* brand black jazz shoes (Ordered through Nimble).

Character – MSOD top, Dance fitted top or tank, cotton or spandex leggings, cotton, or spandex shorts, with socks or tights. Knee pads are recommended with shorts with *Revolution* brand black jazz shoes (Ordered through Nimble). We will decide later what shoes will best coordinate with your costume.

Tumbling & Turns – Unitard with socks and *Revolution* brand black jazz shoes (Ordered through Nimble).

*If a class requires any additional items for their performance such as accessories or props we will discuss that on parent night.

Dance Attire DON'TS

Jeans / denim looking material / jeggings are not acceptable dance attire.

Shorts that button, zip or snap are not acceptable dance attire.

Costumes, play clothes, other sport uniforms are not acceptable dance attire.

What your dancer wore to school is not dance attire.

Tap shoes with ties and Ballet shoes with strings are not acceptable dance shoes.

Non-Melissa's School of Dance t-shirts are not permitted as dance attire.

Dancers must always wear tights or socks with their dance shoes. Bare feet are not allowed inside the studio.

Triple A's of Dance:

Attendance –Dancers are making a once-a-week commitment to dance (per class). Encourage your dancer to honor that commitment with excellent attendance. Some routines have partner work, floor formations, and domino effects that work best when everyone is present. Arriving at dance on time, ready to dance, wearing proper dance attire and dance shoes.

Ability – Executing the steps correctly, while also giving energy and excitement to your dance. When you have trouble with a combination ask for help and give it your all.

Attitude – Students should be respectful to their fellow dancers and instructor. Dancers should encourage others and be a positive influence in our class while staying focused on learning the choreography and doing your best.

As dancers we have a common goal of performing to the best of our abilities. For us to reach this goal we must work together as a team. If everyone gives 100% effort, we will be successful. Dancers should have a CAN-DO attitude.

Attendance:

Students must attend classes regularly for their own benefit as well as the growth and development of the class as a whole. Our dance classes are based on individual commitment; however, they are fueled by team efforts. Students who miss multiple classes will have a diminished role in the recital. **3 absences in a row and / or a total 6 absences in a dance season is excessive.** *Dancers who miss 6 or more classes in the season (August 2025 – May 2026) will have a diminished role in the recital. Dancers who miss more than 6 classes may be dropped from their class without reimbursement for tuition, dance costumes, etc.*

Sometimes you may need to miss class due to illness. We do not want you sharing germs with the class. Contagious dancers should not come to class.

By coming to class I assume that all students are healthy and able to dance to the fullest of their ability.

If there is a principal role (extra part) in the recital or a routine where dancers will be highlighted or given a special role, I will use the *Triple A's of Dance* to determine who deserves these special privileges.

Inclement Weather

When inclement weather conditions are possible, we stay tuned to local weather forecasts and make scheduling changes accordingly. Our dance family's safety is our top concern. If classes are canceled due to inclement weather, hazardous road conditions / an act of God we may reschedule the class(es), offer Zoom class(es), or offer prerecorded class(es) with choreography.

It is the responsibility of the parent / guardian / care-giver / Studio Pro Account holder to keep the email address(es) and phone number(s) for text messages up to date in your Studio Pro account, so you receive the most up to date information about any changes to our schedule. If there is inclement weather in the area is the parent / guardians' responsibility to check their emails throughout the day to stay knowledgeable about if our studio will be closing and relay any studio closures or schedule adjustments to any other person who may drop off or pick up the dancer. Typically our staff will make a decision after noon in order to watch the noon news and have the most up-to-date official information.

Make-up Classes

Our studio may offer make-up classes when classes are cancelled due to inclement weather or circumstances beyond my control. We may also need to reschedule classes so I may attend dance performance trips with our students. If classes are canceled, I will send an email to everyone letting you know.

We do not offer makeup classes for dancers that miss class for sickness or other reasons. If your dancer misses classes for a long period of time due to prolonged sickness, broken bones, etc. we discuss options with the parents. Parents may schedule a private to go over material for an additional fee, however, they will have to check the studio schedule for availability.

If your dancer has any physical limitations you should discuss this with your doctor before returning to dance class.

Class Times:

Students should enter the studio on time and should be picked up promptly at the end of class. **Students / dance families should NEVER enter the studio while another class is in progress.** Dancers who are not able to drive by themselves must be picked up by an adult.

Being tardy means your dancer is missing out on instructional time. Entering the studio after class has started is distracting to the class and disrupts learning. Dancers arriving late for class should be a rare occasion NOT a regular occurrence. Thank you in advance for respecting your dancer, the other dancers in the class, and the instructor by being on time. If on a *rare occasion* your dancer is late, they should enter the studio quietly and join the class without interrupting. *Rare occasion means a couple of times during the dance season, not a couple of times a month.*

To ensure that each class receives the quality of education we enjoy providing, the studio reserves the right to charge a \$2.00 per minute early drop off / late pick-up fee. Being dropped off more than 5 minutes prior to class is considered an early drop off. Dancers should be picked up from class immediately, at the conclusion of class. We will open the door when we are ready for the parents to enter the studio. The time before and after each class is time for the instructor to sanitize the studio and prepare for her next class. Students should be picked up from class by an adult (i.e., a grandparent, aunt, another dance parent etc.) If someone other than the student's parent / guardian is going to pick them up, please let me know.

Observing Class:

Parents and visitors are not allowed inside the dance room during class. We will have Parent Week periodically throughout the year, which will allow parents to come in and observe their child's class.

Our studio takes pride in having a curriculum where dancers grow and learn through repetition each week. In order for us to have time for our entire curriculum each class we need to have the full attention of the dancers from the moment their class begins.

Parents, siblings, and other non-dancers should exit the studio *prior* to the beginning of class. This allows our dancers to focus and not worry about who is entering or exiting the studio.

Classes cannot be observed by other dancers from other classes, they have to be enrolled in the class. If you drop your dancer off for the wrong class or wrong time your dance account will be charged a fee of \$10.00 for the first minute and an additional \$1.00 per each additional minute. Administration fees may be applied as well.

Food / Drinks: Please do not bring food, candy (gum), drink, food trash, or drink trash into our studio.

NO pets inside our studio! Some children are allergic while others may be terrified of animals.

Dance Tuition

- 1 dancer taking 1 class per week - \$55.00 a month.
- 2 sibling dancers taking 1 class each per week - \$105.00 a month *
- 1 dancer taking 2 classes per week - \$105.00 a month.
- 3 sibling dancers taking 1 class each per week – \$155.00 a month *
- 1 dancer taking 3 classes per week – \$155.00 a month.
- 4 sibling dancers taking 1 class each per week – \$205.00 a month *
- 1 dancer taking 4 classes per week – \$205.00 a month.

*To receive a multi-family member discount, siblings must be from the same immediate family living at the same address. To receive discounts for multiple dance classes, the account must be enrolled in Auto-pay and tuition must be paid through Auto-pay for the entirety of the dance season. Logging in to make your payment means forfeiting any and all family / multi-class discount to cover administrative fees, regardless of the time of payment (paid on time, in advance, or late).

Auto-pay

When you register for classes, you will also enroll in Autopay that will withdraw from your bank account or credit card. Easy and stress free! Dance tuition will be one less thing to think about. Auto-pay will be taken out of your account on the 1st day of each month starting in August.

Dance tuition is the same regardless of whether it is a long month or a short month and regardless of how many classes your dancer attends that month.

Registration fee and monthly tuition are not refundable. Costume Deposit(s) and Costume Balance(s) are non-refundable. No reimbursement or makeup classes are available when a dancer misses class. Students will not be allowed to participate in class if their account is delinquent for more than 30 days.

If you decide to drop a class you will need to send me an e-mail. You are required to give formal (via email) 30-day paid notice of dropping a class. There is a \$50.00 drop fee (per dancer, per class) for dancers that decide to withdraw from the dance season. This money will compensate the instructor for labor reformatting and re-choreographing the routine and administrative fees.

Dance tuition paid with cash, check, or money order and not paid through autopay / online will need to include a \$10.00 convenience fee and must be paid before the 10th of the month.

Late tuition

Tuition paid after the 10th of the month will incur a \$15.00 late fee. This late fee will automatically be applied to your dance account after the 10th of each month if payment has not been made on time.

Important dates to remember (Events, Closures and Holidays)

August 11th – 14th - First Week of classes

September 1st – Labor Day studio closed

October 16th – studio closed

October 27th – 30th Dress Up Week

November 10th – 13th – Parent Week (*parent / caregivers submit dancers' measurements & order costumes*)

November 24th – 27th Thanksgiving Break studio closed.

Thursday, December 4th MSOD performs in NYC – studio closed (*these classes will be rescheduled*).

December 15th – 18th – Christmas Pajama Jam Party

Monday December 22nd – Thursday, January 1st – Christmas Break

Monday, January 19th Martin Luther King Jr Day studio closed.

February 9th – 12th – Friendship Sweet Week Party

Monday, February 16th – Presidents Day studio closed.

March 2nd 5th – Parent Week

March 6th & 7th – Picture days (tentative)

April 6^h – 9th Spring Break – studio closed.

Combined classes – Following Spring Break our class schedule will change for the remainder of the dance season to prepare for the Recital Showcase Performance. We will discuss this during February Parent Week.

Required Dress Rehearsal – To be announced

Recital Showcase Performance To be announced

Attitude and expectations

We expect dance family to be respectful, encouraging, and supportive to all dancers. We have a ZERO tolerance for bully behavior.

Dancers are encouraged to try their best. To grow and continue to learn dancers should practice at home and have excellent attendance for their class(es). Dancers should arrive on time and be ready to dance with a can do attitude.

Dancers, parents, grandparents, caregivers, family, and friends of dancers will be asked to leave the studio / studio event if they do any of the following:

- Are disrespectful to a dancer or a teacher.
- Are disruptive during our class time or performance.
- Uses inappropriate, offensive, and / or threatening language or actions inside the studio or at a performance.

I reserve the right to refuse service to anyone that interrupts the learning process at our studio. In any of the above situations your dancer will be dropped from their class(es) and you will NOT receive a refund for classes, attire, costumes, etc.

If your dancer cannot follow our studio rules and dance safely around others, then our dance studio is not for you.

Parents and caregivers are responsible for informing others that bring your dancer to class about our policies.

For important studio dates, events, holidays, and closures please refer to our dance calendar

<http://www.melissasschoolofdance.com/dance-calendar.html>

I am looking forward to an exciting year of dance with our dancers! Thank you in advance for your cooperation.

***** Any information listed here is subject to change without notice ****