

Melissa's School of Dance

Policies and General Information 2024 - 2025

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 private 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: Friday, May 9, 2025*

Recital Showcase date: Saturday, May 10, 2025*

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.

Bring It:

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.

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.

Class Placement:

Dancers are placed in class by age, knowledge of dance, attendance, and ability. If your dancer is absent often or does not apply themselves, they may not move to the next level until they have mastered their current level of dance. *See the Triple A's listed in this document.*

Dance Attire is determined by the genre of dance.

Dance attire and dance shoe information is class specific. I will send out dance attire and dance shoe information to each class following registration and prior to classes starting. Dancers are required to wear MSOD approved dance shoes for their class.

Ballet and Tap Combination Class (3- to 6-year-old) – Leotard, tights, or socks (attached ballet skirt / tutu optional)

Pop Hop: (5- to 6-year-old) Dance fitted top or tank, cotton or spandex leggings, cotton, or spandex shorts, with socks or tights. Knee pads are recommended with shorts.

Ballet Class - Leotard, tights, or socks (ballet skirt / tutu optional)

Tap & Jazz Combination Class - Dance fitted top or tank, cotton or spandex leggings, cotton, or spandex shorts, with socks or tights. Knee pads are recommended with shorts.

Poms Class – Dance fitted top or tank, cotton or spandex leggings, cotton, or spandex shorts, with socks or tights. Knee pads are recommended with shorts.

Hip Hop Class – Dance fitted top or tank, cotton or spandex leggings, cotton, or spandex shorts, with socks or tights. Knee pads are recommended with shorts.

Character Class – Dance fitted top or tank, cotton or spandex leggings, cotton, or spandex shorts, with socks or tights. Knee pads are recommended with shorts.

Dance Attire DON'TS

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

Shorts are not acceptable dance attire.

Sports uniforms are not dance attire.

Tap shoes and Ballet shoes with laces / strings.

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

Stretch:

All dancers should warm up their bodies before starting class. A dancer's body is their instrument. Dancers should start warming up as soon as you come into 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 2024 – May 2025) 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 to share 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.

Make-up Classes

Our studio offers 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 workshops, as well as trips with our dance studio. If I decide to cancel classes, I will send an email to everyone letting you know.

If your dancer misses a class due to illness, etc. we do not offer make-up classes for them to attend.

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.** If a child is late for their own class, they should enter the studio quietly and join the class without interrupting it.

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. 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.

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.

Valuables:

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

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 – \$200.00 a month *
- 1 dancer taking 4 classes per week – \$200.00 a month.

*To receive a multi-family member discount, siblings must be from the same immediate family & household.

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 and monthly tuition are not refundable.

If you decide to drop a class you will need to send me an e-mail or write me a note. You are required to give a 30-day paid notice of dropping a class.

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 must include 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.

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

Important dates to remember (Events, Closures and Holidays)

August 12th – 16th - First Week of classes

September 2nd – Labor Day studio closed.

September 3rd and 5th studio closed – these classes will be made up

Tuesday, October 1st – National Night Out Performance (optional)

October 24th – 29th Dress Up Week

Thursday, October 31st – Trick or Treat studio closed.

November 1s – 3rd Showstopper Dance Convention

November 11th – 14th – Parent Week (*parent / caregivers submit dancers' measurements & order costumes*)

November 25th – 28th Thanksgiving Break studio closed.

Friday, December 6th Butner Gazebo / Christmas in the Park – evening performance opportunity

Saturday, December 7th Christmas Parade

Wednesday, December 11th – Monday December 16th MSOD performs in Magic Kingdom Parade – studio closed (*these classes will be rescheduled / made up*).

December 16th – 19th – Christmas Pajama Jam Party

Monday December 23rd – Thursday, January 2nd – Christmas Break

Monday, January 20th Martin Luther King Jr Day studio closed.

February 10th – 13th – Friendship Sweet Week Party

Monday, February 17th – Presidents Day studio closed.

February 24th – 27th – Parent Week

March 2025 – Picture Day Friday, February 28th & Saturday, March 1st

April 14th – 17th 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.

Required Dress Rehearsal – May 9, 2025*

Recital Showcase Performance Saturday, May 10, 2025*

Attitude and expectations

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.
- Use 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.

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

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

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 *****