



# DANCER HANDBOOK

2023–2024

(Miriam's Dance Academy)



# WELCOME TO (MDA)

Welcome to the official handbook of Miriam's Dance Academy! We're so glad to have you as a dancer with us this season! This handbook is meant to be your go-to resource whenever you have questions about dress code, class etiquette, communication, and general studio guidelines and expectations. Our goal is to foster a positive dancing environment for growth and part of that process is making sure we're all on the same page so we can grow together!





# OUR PROMISE

We're so glad you've joined us!

At Miriam's Dance Academy we're proud of the environment we've created to train dancers in excellence and promote a positive studio culture in a faith based environment.

## **Our Mission**

To cultivate dancers in a faith based environment so they can grow in body, mind and spirit.



# REGISTRATION

## How long is my registration good for?

When you register for Fall/Spring semester classes it is for a nine month period from September to May of the next year. When you register you are registering for the entire season. The classes registered for in a Fall or Spring semester DO NOT carry automatically into the Summer. Summer camps, clinics and master classes are open for registration separately and usually during the months of June - August each year.

**Please note: Classes may be canceled or changed due to low enrollment numbers. Teachers will use the first week of classes to assess students and get to know them. Teachers and directors have the right to move a child if they feel a different level would be more suited to their abilities and strengths.**

### HOW DO I ADD CLASSES?



All classes should be added on our website, which will direct you to register on our online dance portal. Once you create your account you may add classes. If you are having trouble, please contact us.

### HOW DO I DROP CLASSES?

To cancel or switch classes with our studio, you may do so in your portal or by contacting the office.

# STUDIO POLICIES

## **Miriam's Dance Academy has the right to drop a student from a class if:**

- There have been four consecutive absences with no communication from the student's family.
- Tuition has not been paid for a certain period of time.

**Make-up Classes:** Per our Tuition Policies, we do not prorate tuition for missed classes or holidays. A make up class for illness may be requested.

In the event of inclement weather, zoom classes are held for all classes.

## **Siblings & and Young Dancers**

To keep everyone's wait comfortable in the small waiting area or hallway, please watch siblings closely. Keep a close eye on younger children by our exterior door. We don't want any younger children wandering outside without a parent.

## **Getting a Dancer Early**

Parents - if you need to get your dancer from class, please ask a member of our staff to pull them out and notify Mrs. Regina in advance. Parents should not go into a class already in session.

# COMMUNICATION

## MIRIAM'S DANCE ACADEMY

### When you have a question:

Please check Dance Studio Pro for your weekly e-mail bulletin and/or your class calendar FIRST.

Make sure you have joined the appropriate class on the SPORTS YOU app. Request the code if you have not logged onto the app.

"Like" and follow our Facebook page at:  
**[www.Facebook.com/MiriamsDanceAcademy](https://www.facebook.com/MiriamsDanceAcademy)**  
And although we do check our Facebook messages, we respond to email faster.

We are on Instagram: @Miriamsdanceacademy

### How do you communicate with me?

We will communicate several ways:

1. Immediate notifications will be sent through the SPORTS YOU app.
2. Weekly bulletins will be placed in your online portal.
3. Monthly calendar will be posted for the following month the 28th of every month.
4. We will email the monthly bulletin as well.



The preferred choice of contact for communication to the director is by email at [miriamsdanceacademy@gmail.com](mailto:miriamsdanceacademy@gmail.com). Please allow 24 hrs for replies or you may text 336-937-0422 for replies that warrant immediately response such as a dancer is sick, wont attend class, etc.

Instructors are available to answer concerns via email, NOT between their classes.



# DANCE STUDENTS

Please label your dancer's bags, attire, shoes, and accessories with their name inside the item. We have a "Lost and Found" in the our office.

Any students who are disruptive to the point of distracting classmates, we will send a helper to come get a parent to retrieve their dancer. If this continues over several weeks, the Director will talk to the parent.

All dancers should use the bathroom before class begins. They should have no jewelry (only stud earrings if so).

Please use our restroom for any changing of clothing and utilize our cubbies for all belongings. Please do not bring toys, or any extra belongings in class. Please do not enter class prior to 3-5 minutes before classes due to class switches occurring.

# DANCER EXPECTATIONS

## RESPECT

Dancers will treat all choreographers, instructors, and peers with respect and use their words to uplift and encourage each other. We will address unkind words and any potential bullying that comes to our attention directly.



In every practice and performance opportunity, dancers will conduct themselves with self-control and treat facilities and venues with respect, leaving them in the same condition, if not better than when we arrived.

**Dancers will be in the studio on time for class.** If you arrive to class late, please change your shoes quietly and join class. Hair should be pulled up or away from your face, in your practewear and the correct shoes for your class.

Do not talk while the teacher is talking. Listen first and then ask relevant questions.

Refer to each class's specific dress code to make sure you dress accordingly for practices and performances.



# DRESS CODE

No gum and no smart watches or jewelry during class.

All classes wear skin toned footless tights, ballet skirt or dance shorts except hip hop and boys.

## **LEVEL 1 AGES 2-6**

Ballet Shoes  
Ballet pink leotard

## **LEVEL 2 AGES 7-9**

Ballet Shoes  
Grape colored  
leotard

## **LEVEL 3 AGES 10 - 12**

Ballet shoes  
Royal blue  
leotard

## **JAZZ**

BLACK JAZZ SHOES

## **LITURGICAL**

BEIGE LYRICAL SHOES

## **HIP HOP**

MDA t-shirt,  
hoodie or t-shirt  
that are Miriam's  
colors.

Black leggings  
(girls) or black  
joggers

Sneakers

## **TAP**

Correct level  
colored leotard  
tights, leggings,  
black dance skirt  
or dance shorts

Black Tap shoes

## **BOYS**

MDA t-shirt,  
hoodie, or t-shirt  
that are Miriam's  
colors

Black joggers or  
loose fitting  
shorts

# TUITION POLICIES



An annual, non-refundable registration fee of \$25 is due each year for both returning and new students (max \$55 per family).

You may input a debit/credit card on your online account when registering for an auto draft payment.

Tuition is late after the 10th of the month, at which point a \$10 late fee will be assessed.

**No credits or refunds** will be issued for missed classes, including those missed for holidays. However, your dancer is welcome to attend makeup classes for any lessons missed within a two week period of the missed class.

Should you choose to withdraw your dancer, please notify the directors through email before the first of the month in order to avoid any automatic tuition charges to your account. A two week written notice is required to withdraw.

# FEEES



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# SOLO'S, DUETS, TRIOS ETC, POLICIES

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**Choosing a solo, duet or trio is determined by each choreographer with great thought and discussed within the leadership. It is the dancer's responsibility to come to class to learn the material, review choreography on their own time in addition to rehearsal, and inform the choreographer if an absence will be taking place. It is the choreographer's right to withdraw a dancer from a piece if he or she does not attend classes/ rehearsals on a continuing basis or displays an attitude or behavior that is unbecoming of a young artist.**

Dancers are chosen by technique requirements & ability to learn choreography quickly. There are additional fees required for solo's, duets and trios.

**It is NOT determined by age or seniority alone.**



# COSTUMES

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Parents should expect to purchase a costume for the Christmas parade depending on the theme. Parents will be notified of the Christmas parade costume in advance.

In addition to the Christmas parade parents are expected to purchase recital costumes for each class you are registered into. All recital costumes are priced at \$65-\$75 per dance. We try to utilize costumes from previous years to cut costs, therefore costumes should never be discarded after the recital.

Costume fees do not include tights, leggings for the closing dance, MDA t-shirts or any additional props. Dancers who have siblings will receive a 10% discount off each costume. A deposit is due in November with the remaining balance due in January.





## WHY ARE DRESS REHEARSALS MANDATORY

The purpose of a dress rehearsal is to see the choreography in the performance space for the first and final time before performing. To maintain the professionalism of our performances, we must have every dancer present in order to ensure that all elements are working together for a beautiful final product. Dancing is very much a team sport and each dancer deserves to have their fellow dancers present to get a successful final practice before the show.

Your dancer may have quick changes, partner choreography, last minute placement changes on stage due to space, lifts, costume issues that need to be worked out, or any other number of technical components that must be practiced before they are allowed to perform. For that reason, if a dancer does not attend dress rehearsal, they may be removed or their part changed in a piece.

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## PRIVATE LESSONS

Private lessons are available for dancers who desire one on one assistance with choreography, technique or extra help. A cancelation of a private lesson requires a 24-hour notice of a planned absence. If a student misses their private lesson the instructor is under no obligation to reschedule or make-up the missed lesson. A missed lesson without proper notification of absence will be charged a non refundable lesson to the student's account.

Private lessons may be requested in the portal or by contacting the office.

The director and teachers may suggest a student take a private lesson if it is seen that the lesson would benefit the student.



THANK YOU



It's going to be a wonderful season!  
We appreciate you taking the time to  
read, understand, and accept our  
studio's policies and procedures.