



Important MADPAC Student/Parent information

Key information

Michelle's Academy of Dance & Performing Arts Center

101 Appian Way, Suite #104

Brighton, MI 48116

Phone: 810-229-5678

Fax: 810-229-3084

Email: Michelle@mad-pac.com

Website: www.madpacdance.com

Important Dates

Classes begin Tuesday September 4th

Pre-Dance Winter Show: Friday, November 30th

Dress Rehearsal: Thursday May 30th

Recitals: Friday May 31st & Saturday June 1st (if needed Sunday June 2nd TBA)

Studio Closure Dates

Halloween: Wednesday October 31st

Thanksgiving: Wednesday November 21st re-open Monday November 26th

Winter Break: Thursday December 20th re-open Wednesday Jan 2nd

Spring Break: Monday March 25th re-open Monday April 1st

Memorial Day: Monday May 27th

Website : www.madpacdance.com

We will be constantly updating our website. News, important parent and student information, contact information, and more is available 24 hours a day.

Facebook : Michelle's Academy of Dance & Performing Arts Center (MADPAC)

"Like" the MADPAC page on FACEBOOK to receive daily updates on school events. Please invite your family and friends to "Like" the school page.

YouTube: madpacvideos

Please visit our YouTube page to check out the latest videos from our classes, performances and events.

Instagram: madpacdance

Please follow us and check out our studio's fun pictures and videos!

Rules & Regulations

* I recognize the necessity of occasional physical contact with instructors and the risks of illness and injury inherent in any dance program. I am participating upon the express agreement and understanding that I am hereby waiving and releasing MADPAC, its directors, employees and agents from and against all claims except for injury and illness directly resulting from gross negligence or willful misconduct on the part of MADPAC, its directors, employees, and agents.

***Class placement:** Each child will be evaluated the first few weeks of classes and if the instructor feels that the child may fit better in another class we will recommend that they move to that class.

*Please arrive on time, dressed properly and ready to dance. Hair should be tightly secured up and out of face for all classes. MADPAC reserves the right to not admit late-comers of more than 15 minutes to reduce the risk of injury and to avoid distraction of fellow classmates.

*Dance shoes should only be worn during class, not outside on pavement.

*Cell phones must be turned off before entering class! No text messaging or phone calls allowed during class.

*Students should bring their dance bags into the classroom. **Please put your child's name on everything!!**

*Water bottles **only** are allowed in the dance rooms. No food or other beverages are allowed and there is absolutely no gum or candy allowed.

*Students should never leave the classroom without instructor's permission.

***Tuition is due on the 1st class of the month, and there will be a \$15 late fee if received after the 10th.** If tuition is past due more than one month, a dancer may be asked to sit out of class. There is a \$35 returned check fee. No tuition refund or credits given for any reason.

***Recital Costumes:** Costume Manager has closed, and MADPAC will now be ordering your recital costumes. There will be a \$65 costume deposit per class due when registering. Balances will be due with your Feb/March Tuition. NO costumes will be sent home until they are paid for in full. Parents are responsible for dancer's tights and shoes. If your costume deposits are not paid by November 1st your dancers' costumes will not be ordered and they will not be eligible to participate in the end of year performance.

*Children who are disruptive will be respectfully asked to stop the behavior. If the disruptive behavior continues, the children involved will be asked to sit down for a short period of time before rejoining the class. If this does not solve the issue, parents will be called to pick up their child.

*Students should be dropped off no more than 15 minutes prior to class and picked up immediately after class, or no more than 15 minutes after class is over.

***Attendance:** All students are expected to attend their regularly scheduled classes. Each class offers a step forward in the educational process. A missed class could leave a child one step behind the other students. During the months of January-May, choreography for the recital will be taught and rehearsed. It is important for the children to feel completely confident with the choreography and the year-end performance. Missing class during this period could result in frustration for the students and their teachers and classmates. If a student misses more than 3 consecutive weeks without notice they may be removed from choreography or not placed in choreography that was missed during that time.

*If your child is sick and running a fever, PLEASE keep them at home.

*If a child misses a class it can be made up in a similar class of their age and level. Please check with office to determine the best makeup class for your child.

***Viewing weeks:** Viewing will be the last two weeks of September, November, January, March, and May. The classes are available for viewing via the TV Monitors in both the front and back lobbies. Parents are not permitted into classrooms unless invited by the instructor in order to not cause disruption or distraction to the students.

***Lost & Found:** Please check your dance room for any lost items. Unclaimed items will be sent to Goodwill once a month so PLEASE make sure to check through these boxes on a regular basis.

***General Policies:**

*Parents and Students are not to enter the office space of the school.

*Use of the school telephone is limited to emergencies only.

*Parents and students should never interrupt a class in session

*We love babies and young children and appreciate the chance to meet our students' siblings. However, our priority is the safety of every child on the school premises. Children must be supervised at all times and are not free to run around the lobby or classroom areas.

*Parents needing to contact the teachers need to do so by email or by emailing Ms. Michelle or phoning the studio.

*Never speak negatively about teachers, students, or parents from our school or other schools.

*All students must show respect for their teachers at all times. Inappropriate behavior could result in dismissal from the school.