

Michelle's Academy of Dance

Studio Policies

Key Information & Important Dates

Michelle's Academy of Dance and Performance Arts Center (MADPAC)
101 Appian Way #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 3, 2019
Pre-Dance Winter Show: Sunday, December 15, 2019
Dress Rehearsal: Thursday, May 28 and Friday, May 29, 2020
Recitals: Saturday May 30th & Sunday May 31, 2020

Media:

Photo Waiver: I grant permission to MADPAC to use my/or my child's image in publicity materials such as advertisements, performance programs, class schedules, public displays, fundraising materials and press kits.

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 studio events. Please invite your family and friends to "Like" the studio page.

YouTube: [madpacvideos](https://www.youtube.com/madpacvideos)
Please visit our YouTube page to check out the latest videos from our classes, performances and events.

Instagram: [madpacdance](https://www.instagram.com/madpacdance)
Please follow us and check out our studio's fun pictures and videos!

Studio Closure Dates (Snow Days/Class Cancellation)

Studio Closure Dates

Halloween: Studio closed Thursday, October 31, 2019

Thanksgiving Break: Studio Closed Wednesday, November 27th - Sunday December 1, 2019. Classes resume Monday December 2, 2019

Winter Break: Studio Closed Friday, December 20, 2019 - Sunday, January 5, 2020. Classes resume Monday, January 6, 2020.

Spring Break: Studio Closed Friday March 27, 2020 - Sunday, April 5, 2020. Classes resume Monday, April 6, 2020.

Memorial Day Studio Closed Monday May 25, 2020.

Class Cancellations/Snow Days:

Michelle's Academy of Dance (MADPAC) reserves the right to cancel or reschedule classes and change teachers when

necessary.

Classes canceled due to building malfunction or teacher emergencies will be rescheduled - a note will be sent home and posted at the studio.

Snow Days: We will follow Brighton Area Schools snow day closings. If we exceed more than 2 snow days on a given day of the dance week, a make-up class will be scheduled for that day's scheduled classes.

Dress Code

****In ALL classes hair must be pulled away from the face and secured with hair ties. Hair must be in a bun for ballet classes!!**

PRE-SCHOOL (Ages 3-5 years):

- Creative Movement: Any color, style leotard and tights or active wear, pink leather ballet shoes
- Ballet/Tumble: Leotard and tights, pink leather ballet shoes
- Ballet/Tap Combo: Leotard and tights, pink leather ballet shoes; black Mary Jane style tap shoes for girls; black oxford tap shoes for boys

BALLET:

- PRE COMPANY (Combo 5- 7): WHITE Leotard, pink tights, pink leather split sole ballet shoes; hair in bun with bangs secured back
- WHITE BALLET: WHITE Leotard, pink tights, pink canvas or leather split sole ballet shoes; hair in bun with bangs secured back
- PINK BALLET: LIGHT PINK Leotard, pink tights, pink canvas or leather split sole ballet shoes; hair in bun with bangs secured back
- PURPLE BALLET: LIGHT PURPLE leotard, pink tights, pink canvas split sole ballet shoes; hair in bun with bangs secured back
- BLUE BALLET: LIGHT BLUE leotard, pink tights, pink canvas split sole ballet shoes; hair in secure bun
- Ballet II/III: BURGUNDY leotard, pink tights, pink canvas split sole ballet shoes; hair in secure bun
- Ballet III & Up: BLACK leotard, pink tights, pink canvas split sole ballet shoes; hair in secure bun
- Teen Ballet (13 yrs and up): BLACK leotard, pink tights, pink canvas ballet shoes, hair in secure bun
- Boys for all ballet: White/black t-shirt or tank; black shorts or tights; black canvas split sole ballet shoes

****COMPANY DANCERS ONLY:** Coming to ballet class unprepared will be given ONE warning; second time will be asked to sit out and it will count as an absence, which dancers will need to make up; third time coming to class unprepared will require dancers to be sent home – NO EXCEPTIONS!!

TAP:

- Pre Tap/Tap I: Girls: CAPEZIO Black Mary Jane Tap Shoes; Boys: CAPEZIO or LEO Black Oxford Tap Shoes
- Tap I/II and up: CAPEZIO or LEO Black Oxford Tap Shoes (Dancers 13 yrs and older or in adult sizes need LEO ULTRA TAP SHOES)

****NO FLEX/SPLIT SOLE STYLE TAP SHOES ALLOWED!!**

- Tap Class Attire: Any color leotard or form fitting top, tights, shorts or leggings that expose the feet. Thin socks or tights over feet help prevent blisters from shoes.

JAZZ/LYRICAL/MODERN:

- Any color leotard or form fitting top, tights; shorts or leggings that expose the feet; Tan BLOCH Super Jazz Shoe for jazz/lyrical; bare feet for modern

HIP HOP:

- Boys and girls both wear active wear; baggy pants; form fitting top; clean sneakers that are used for dance only (no

school shoes or shoes that are worn outside may be worn on the dance floors) *Shoes needed for recital will be noted on recital costume information per class

ACROBATICS:

- Active wear; shorts, form fitting top; leotard; biketard; bare feet

SATURDAY COMPANY REHEARSALS:

- These are "BLACK OUT" Days and dancers are required to wear all black dance clothes
(Please note that dance shorts must be a conservative length or dancer will not be allowed to wear them to class)

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 new dancer 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.

***Class Placement for Returning Students:** Returning students will be evaluated by their previous class/technique teachers for placement in classes for the following year. Please understand that "levels" of classes are guidelines for the teachers to follow a specific syllabus, but can vary class to class depending upon dance experience and ability of dancers in each class. The MADPAC Staff takes many things into consideration when placing students in the appropriate classes for the upcoming season. This includes the dancer being able to perform the technical skills required of that class correctly with proper technique; transition from one step to another with technical proficiency; expectation of knowledge of terminology; and the ability to perform and demonstrate without instructor's help or guidance; work ethic in class; amount of absences in previous years class; retaining information and choreography as well as performing all of the steps accurately. Staff also specifically considers if ballet technique is being applied in all other styles of dance before advancing in ballet class and if the dancer is working at their utmost ability at all times. Dancers should expect to be in the same level technique classes for a *minimum* of 2-3 years as a general rule to ensure they are proficient enough to advance. This rule applies to ALL dance classes.

*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 \$25 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. All accounts are required to have a credit card on file. Accounts that are not on autopay and have an unpaid balance by the following month, the credit card on file will be automatically charged.

*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 studio.