



**UPSTAGE**  
DANCE CENTER

# **HANDBOOK**

## **2023-2024**

**Your class information:**

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5908 East Lake Parkway  
McDonough, GA 30253  
678-469-8518  
[www.upstagedance.com](http://www.upstagedance.com)

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**[www.upstagedance.com](http://www.upstagedance.com)**

**Jeanne Palpant**  
**Director**  
**678-469-8518**  
**[upstagedance.jeanne@gmail.com](mailto:upstagedance.jeanne@gmail.com)**

**Andy Palpant**  
**Private Piano Instructor**  
**678-469-1214**  
**[andypalpant@gmail.com](mailto:andypalpant@gmail.com)**

### **Classes Offered**

Ages 3 – Adult \* Beginner through Advanced \* Elite Dance Company

Ballet / Pointe / Tap / Jazz / Contemporary

Private Piano Lessons

*Read our teacher bios on our website – [upstagedance.com](http://upstagedance.com)*

### **Dance Season**

Our season begins on August 7, 2023 and runs through May 2024.

### **Performances**

#### **Nutcracker (date to be announced)**

- Involves ballet, jazz, tap, and adults.
- All students are invited to participate in the Nutcracker.
- No dance experience is necessary; we will teach you all you need to know.
- Commitment requires 7 one hour Saturday morning rehearsals. (Times announced in September.)
- Saturday rehearsals – dates to be determined
- Performance will be held at one of the Henry County Performing Arts Center locations.

#### **Annual Spring Recital**

- All dancers perform in the spring recital.
- Dates and times will be announced soon.



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## **Weekly Dance Attire 2023-2024**

**ASK YOUR TEACHER FOR THE SPECIFIC AMAZON LINK FOR REQUIRED DANCE ATTIRE.**

### **Creative Movement (Ages 3-4)**

- Leotard – pink, short sleeve (no tutu or skirts)
- Pink tights – footed
- Ballet shoes – pink

### **Leotard - All other students (Ages 5+)**

- Black, tank leotard (Amazon link)

### **Tights (Ages 5+)**

- Ballet & tap students – pink tights (Amazon link)
- Jazz & contemporary students – solid black leggings with no branding or colors (Amazon link or Walmart)

## **SHOES**

### **Ballet Students**

- Capezio pink split sole ballet shoes with elastics already sewn. (Amazon link)

### **Tap Students**

- Tan tap shoes (Amazon link)

### **Jazz Students**

- Tan jazz shoes (Amazon link)



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## 2023 – 2024 Studio Schedule

Upstage Dance Center does NOT follow the Henry County School calendar.  
The studio will be OPEN on teacher workdays, school breaks, and federal holidays unless listed below.

<b>August 7</b>	<b>First day of class 2023/2024 season</b>
<b>September 4</b>	<b>CLOSED for Labor Day</b>
<b>September 18-22</b>	<b>CLOSED during Fall Break</b>
<b>November 20-21</b>	<b>OPEN on Mon. and Tues. of Thanksgiving Break</b>
<b>November 22-26</b>	<b>CLOSED during Thanksgiving Break on Wed. – Sun.</b>
<b>December 16</b>	<b>Dress Rehearsal for Nutcracker &amp; Performance</b>
<b>December 17</b>	<b>Nutcracker Performance</b>
<b>December 18-21</b>	<b>OPEN</b>
<b>December 22 – Jan. 1</b>	<b>CLOSED</b>
<b>January 15</b>	<b>OPEN on MLK Day</b>
<b>February 19-22</b>	<b>OPEN during Winter Break</b>
<b>April 1-5</b>	<b>CLOSED for Spring Break</b>
<b>May 18</b>	<b>Dress Rehearsal 10:00 a.m. – 4:00 p.m.</b>
<b>May 19</b>	<b>Spring Recital 2:00 p.m.</b>

### Inclement Weather Policy

Upstage Dance Center does not close automatically when school systems close for bad weather.  
A group text will be sent if class is cancelled.



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## Tuition

Registration Fee: **\$25** per family for the 2023-2024 season

- Waived for returning students who participated in the entire 2022-2023 season AND register prior to Sept. 1, 2023.

Monthly Tuition **DUE the 1<sup>st</sup> class of the month**

- Based on number of class hours per week (siblings combine class hours for total family tuition)
- Tuition is due per month, not per class  
*(The number of times a class meets each month may vary. Some months have five weeks. Some months have holidays. Tuition is not increased for the months with 5 weeks. The fifth class will be considered the make-up class for the months with holidays.)*
- **Tuition is due the first class of each month**
- New students who register after the first week of the month will pay a pro-rated fee of \$15/class for their first month

### Hours/Week                      # of Classes                      Monthly Tuition

	45 min	1 hr	
.75 hrs.	1		\$58
1 hrs.		1	\$64
1.5 hrs.	2		\$78
1.75 hrs.	1	1	\$86
2 hrs.		2	\$98
2.25 hrs.	3		\$110
2.5 hrs.	2	1	\$120
2.75 hrs.	1	2	\$130
3 hrs.		3	\$140
3 hrs.	4		\$140
3.25 hrs.	3	1	\$145
3.5 hrs.	2	2	\$150
3.75 hrs.	1	3	\$155
3.75 hrs.	5		\$155
4 hrs.		4	\$160
4 hrs.	4	1	\$160



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## Spring Recital

The 2024 Spring Recital will be held at the Fairview Henry County Performing Arts Center (544 Fairview Rd. Stockbridge) on Sunday, May 19<sup>th</sup> at 2:00 p.m. Dress rehearsal will be on Saturday, May 18<sup>th</sup>. Each class will have a 30-minute rehearsal slot. Attendance at dress rehearsal is **mandatory** for all students. The rehearsal schedule will be posted in March. ONLY students who participate in dress rehearsal will be allowed to perform in the recital.

All students participate in the spring recital. Each class will perform a specially choreographed dance. Choreography is practiced during the weekly class.

<u># of classes per week</u>	<u>Recital Fee</u>
One class	\$110.00
Two classes	\$185.00
Three classes	\$255.00
Four classes	\$310.00
Five classes	\$365.00
Six or more classes	Add \$50 for each additional class

*\*Fees do not include shoes, tights, undergarments, or extra accessories needed. Most shoes worn in class are the same shoes worn at the recital. Tights may be different.*

### Payment

- **Fees are due by November 1<sup>st</sup> – no exceptions. After Nov.1 a late fee will be charged.** The deadline is based on ship dates from costume companies.
- All recital fees are **non-refundable**. (Even if a student drops a class.)
- Students who register after November 1<sup>st</sup> will have 2 weeks to submit recital fees.

### Measurements and Ordering

- Students will be measured for costumes in November.
- Recital fees must be paid in full before we will place costume order.
- Ship date of costumes is 12-14 weeks from order date.
- When measuring students, we always add a size up for growth.



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## **The Nutcracker**

The 2023 Nutcracker will be held at the Fairview Henry County Performing Arts Center (544 Fairview Rd. Stockbridge) on:

**Saturday, December 16<sup>th</sup> – evening performance**

**Sunday, December 17<sup>th</sup> - 2:00 p.m.**

**All dancers perform in both shows!**

Dress rehearsal will be on Saturday, December 16<sup>th</sup>.

### **Dance Groups and Rehearsals**

Performing in the Nutcracker is optional and dancers must sign up to participate. Dancers are placed in groups based on their technical level and age. There are 7 Saturday rehearsals which begin in October. Watch for emails regarding the details.

### **Participation fee**

**\$65/one student** (\$50/sibling for each additional dancer.)

### **Costumes**

We will use costumes which we have in storage. Parents are responsible for shoes, tights, leo liners and possibly black leggings.

### **Tickets**

Each family will receive 2 complementary tickets to one performance. Additional tickets for the second performance may be purchased for \$15 each. Detailed ticketing information will be emailed in November.



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## Payment Policies

- Monthly tuition is due the 1<sup>st</sup> class of each month – August through May.
- A reminder email is sent to all students the 1<sup>st</sup> of each month. Be sure your correct email address is on file.
- Spring Recital fees are due by November 1, 2023.
- The parent/legal guardian who completes the enrollment agreement is the party responsible for payment. Upstage Dance Center will not pursue alternate payees.
- Payments can be made via PayPal on our website:
  - ✓ Go to upstagedance.com
  - ✓ Click the “Pay Fees” link at the top of the page.
  - ✓ Go to “Monthly Tuition” item (or “Spring Dance Recital Fees”) and use the drop down box to choose the appropriate tuition/fee amount for your family.
  - ✓ Be sure to put your child’s first & last name in the box provided.
  - ✓ Click “Add to Cart”
  - ✓ If you want to pay additional fees (i.e. recital fees, late fees), click “continue shopping” and add to cart the other fees
  - ✓ Check info in cart and click “Checkout” or “Checkout with PayPal” to pay

### Late Fees

- A \$15 late fee is assessed on the 16<sup>th</sup> of the month if there is ANY outstanding tuition balance on the account.
- Late fees will accumulate if not paid.
- A \$25 recital late fee will be charged on November 2<sup>nd</sup> to all accounts with outstanding recital fees.
- Families will be invoiced via PayPal ONLY for overdue accounts.
- Late fee payments can be made via PayPal on our website.

### Past Due Accounts

- Costumes will NOT be ordered for students with past due accounts.
- Costumes will NOT be distributed to students with past due accounts.

### Account Questions

E-mail all account questions to [upstagedance.biz@gmail.com](mailto:upstagedance.biz@gmail.com).





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## Studio Policies

Thank you for helping our studio run smoothly!

### Arrival and Departure

- Parents must walk dancers into and out of the building! For the safety of each student, parent escorts are required.
- Dancers are not allowed to wait outside on the sidewalk for any transportation.
- Parents may leave the studio while their child is in class.
- **Please pick your dancer up promptly after class.**  
*(If there is an unforeseen emergency and you are running late, please call the studio at 678-469-8518 and we will inform your child's teacher.)*

### Tardiness

- Be considerate of the instructor and your fellow dancers and arrive on time for class.
- Attendance is taken the first five minutes of every class.
- Students are marked "late" if they arrive after roll has been taken.
- Consistent attendance is important for each dancer to advance to the next level.
- If we notice a pattern of tardiness, we will ask you to attend a class more convenient to your schedule.

### Absences

- We always miss students who are absent!
- Please send us an email if you must miss your regular class.
- You may attend a make-up class if one of equal skill level is offered.
- **Important: If you drop a class or withdraw from Upstage Dance, please notify the business office at upstagedance.biz@gmail.com.**

### Proper Dress

*Wearing proper dance attire with proper hair style is a very important part of the discipline of formal dance training!*

- Ballet students must wear hair in a bun.
- All dancers must wear correct shoes with correct color & style of leotard and tights.
- Dancers must wear a cover up over leotards and tights while outside of the studio.
- Write student's first & last name inside all dance shoes & attire.

### Lobby Courtesies

Parents and siblings are welcome to sit in the lobby while students are in class. Please be considerate of others in our crowded lobby:

- **Absolutely NO food in the lobby!**
- Remember to use quiet voices and remind small children to use "inside" voices.
- Step outside to use your cell phone.
- Help us keep the lobby clean by picking up after yourself.
- Be respectful of the piano students and lessons.
- Family members are welcome to use the restrooms in the back of the studio.  
*(It is best to use the restrooms between classes.)*

**Thank you for your cooperation!**