



UPSTAGE

DANCE CENTER

HANDBOOK

2018-2019

Your class information:



5908 East Lake Parkway
McDonough, GA 30253
678-469-8518
www.upstagedance.com

www.Upstagedance.com

Jeanne Palpant
Director
678-469-8518

Upstagedance@bellsouth.net

Andy Palpant
Private Piano Instructor
678-469-1214

andypalpant@gmail.com

Classes Offered

Ages 3 – Adult * Beginner through Advanced * Elite Dance Company
Ballet / Pointe / Tap / Jazz / Hip-Hop / Contemporary
Piano

Read our teacher bios on our website – upstagedance.com

Dance Seasons

School year dance session: July 30, 2018 – May 2019

- Christmas Dance Concert in December
- Spring Recital in May

Summer Dance Camps: June and July



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2018 – 2019 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.

July 30	First day of class 2018/19 season
September 3	CLOSED for Labor Day
September 17-18	Studio OPEN during Fall Break on Mon. and Tues.
September 19-21	Studio CLOSED during Fall Break on Wed. – Fri.
November 19-20	Studio OPEN on Mon. and Tues. of Thanksgiving Break
November 21-23	Studio CLOSED during Thanksgiving Break on Wed. – Fri.
December 24 – Jan. 1	CLOSED
January 2-7	Studio OPEN
January 21	Studio OPEN on MLK Day
February 18-22	Studio OPEN during Winter Break
April 1-5	CLOSED for Spring Break
May	Studio Open through Spring Recital (dates to be announced)

Inclement Weather Policy

Upstage Dance Center does not close automatically when school systems close for bad weather.

Please follow us on Facebook for any last minute schedule changes.



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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!



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Weekly Dance Attire 2018-2019

Note: We use the Capezio brand for leotards, tights, and ballet shoes.

Pre-Ballet (Ages 3-4)

- Leotard – pink, short sleeve (no tutu or skirts) \$14 - \$18
- Pink tights – N14C footed \$14 & up
- Ballet shoes – pink, daisy split sole \$22

Ballet Level 1

- Leotard – black camisole \$16 - \$22
- Pink tights – N14C footed \$14 & up
- Ballet shoes – pink, daisy split sole \$22 & up

Tap

- Tap shoes – tan (caramel) Capezio Mary Jane style \$24 & up
- Same attire as ballet

Ballet Level II and up

- Leotard – navy camisole \$26 & up
- Pink tights – transition style #1816 \$14 & up
- Ballet shoes – leather Capezio \$28 & up

Jazz Shoes

- Tan (caramel) Capezio jazz shoes \$38 & up

Tap Shoes for Teens

- All teens wear Bloch style (middle school and high school age students)
- Bloch style **must be ordered** – see Jeanne \$65 & up

Dance Attire Suppliers:

Our local Capezio supplier is **Tina Ahrens (404-771-4506)** at **The Dance Van - sales@thedancevan.com**. Please contact Tina and she will meet you at the studio for a fitting.

Important Attire Notes:

- ✓ **Bring ALL shoes in a dance bag. Never wear dance shoes outside!**
Students bring dance bag into class.
- ✓ **Label all attire, shoes, and belongings with student's first and last name.**
Check that you have everything with you before leaving the studio.
- ✓ **Dancers should always wear a cover-up over dance attire when walking through the parking lot. A large shirt is a perfect cover-up.**



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Tuition

Registration Fee: **\$25** per family

- Applies to all new students.
- Applies to students who enroll after Sept. 1st
- Applies to students who did not dance at Upstage Dance Center in the spring of 2018.

Monthly Tuition **DUE the 1st class of the month**

- Based on number of class hours per week
- Discount for multiple classes/multiple family members
- 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

2019 Recital dress rehearsal dates and performance dates will be announced in August 2018. Attendance at dress rehearsal is **mandatory** for all students. ONLY students who participate in dress rehearsal will be allowed to perform in the recital.

<u># of classes per week</u>	<u>Recital Fee</u>
One class	\$98.00
Two classes	\$165.00
Three classes	\$240.00
Four classes	\$295.00
Five classes	\$350.00
Six classes	\$390.00
Seven or more	Add \$50 per 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 1st
- All recital fees are **non-refundable**. (Even if a student drops a class.)
- Students who register after November 1st will have 4 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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Payment Policies

- Monthly tuition is due the 1st class of each month – August through May.
- A reminder email is sent to all students the 1st of each month. Be sure your correct email address is on file.
- Spring Recital fees are due by November 1, 2018
- 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 16th 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 2nd to all accounts with outstanding recital fees.
- Families will be invoiced via PayPal for any 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.