



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.jeanne@gmail.com

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.