



# **UPSTAGE**

## **DANCE CENTER**

# **HANDBOOK**

## **2019-2020**

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

**Andy Palpant**  
Private Piano Instructor  
678-469-1214  
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### **Classes Offered**

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

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

### **Dance Seasons**

**School year dance session:** August 5, 2019 – May 2020

- Christmas Dance Concert in December
- Spring Recital in May

**Summer Dance Camps:** June and July



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## Weekly Dance Attire 2019-2020

Dance attire is specific to each class. Ages are approximate. Please ask Jeanne Palpant which attire is worn in your dancer's classes.

All dance attire can be purchased in the studio.

Contact Tina Ahrens to make an appointment for dance attire fitting. 404-771-4506 or [sales@thedancevan.com](mailto:sales@thedancevan.com)

### **Pre-Ballet (Ages 3-4)**

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

### **Basic Dance Attire (Depends on level – approximate ages 5-10)**

- Leotard – royal blue cap sleeve
- Pink or black tights – transition (hole in bottom of foot)

### **Basic Dance Attire (Depends on level – approximate ages 11-18)**

- Leotard – black tank
- Pink or black tights – transition (hole in bottom of foot)
- Lycra black dance shorts

## SHOES

(between classes only shoes are changed - attire remains the same)

### **Ballet Students (Depends on level – approximate ages 5-10)**

- Ballet shoes – pink leather slippers

### **Ballet Students (Depends on level – approximate ages 11-18)**

- Ballet shoes – cloth

### **Tap Students (Ages 5-12)**

- Capezio Tap shoes – tan (caramel)- low heel, Mary Jane style with Velcro strap

### **Tap Students (Teen and all Elite Levels)**

- BLOCH tan tap shoes and black tap shoes must be ordered

### **Jazz Students**

- Tan (caramel) jazz shoes

### **Contemporary Students**

- Barefooted
- Black leotard, and black leggings (*if this is your only class*)



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## 2019 – 2020 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.

|                             |   |
|-----------------------------|---|
| August 5                    | First day of class 2019/2020 season                           |
| <b>September 2</b>          | <b>CLOSED for Labor Day</b>                                   |
| <b>September 23-27</b>      | <b>Studio CLOSED during Fall Break</b>                        |
| November 25-26              | Studio OPEN on Mon. and Tues. of Thanksgiving Break           |
| <b>November 27-29</b>       | <b>Studio CLOSED during Thanksgiving Break on Wed. – Fri.</b> |
| <b>December 23 – Jan. 1</b> | <b>CLOSED</b>   |
| January 2-4                 | Studio OPEN – Thurs., Fri., Sat.                              |
| January 20                  | Studio OPEN on MLK Day  |
| February 17-21              | Studio OPEN during Winter Break                               |
| <b>April 6-10</b>           | <b>CLOSED for Spring Break</b>                                |
| May                         | Studio Open through Spring Recital (dates to be announced)    |

### Incident 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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## Tuition

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

- Waived for returning students who participated in the 2019 Spring Recital AND register prior to Sept. 2, 2019.

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

2020 Recital dress rehearsal dates and performance dates will be announced in August 2019. 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                    | \$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>
- 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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## 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, 2019
- 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.



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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](mailto: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!**