

# **Triple Pointe Dance Academy**

## **Policies/Procedures**

### **Student Handbook**

**Studio Address: 860 Spring Lane, Sanford NC 27330**

**Mailing Address: 1312 Gormly Circle, Sanford NC 27330**

**Website: [triplepointedanceacademy.com](http://triplepointedanceacademy.com)**

**Email: [info@triplepointedanceacademy.com](mailto:info@triplepointedanceacademy.com)**

**Phone Number: 919.292.0338**

**Our Mission:** Our focus is to develop a safe atmosphere where students will grow in their self-confidence and develop a love and appreciation for dance. We aim to foster each child's individuality while offering age appropriate instruction in multiple genres. Through our programs, we strive to build a strong foundation for dance that will inspire many generations to come.

**Classes:** Technique and Stretch, Ballet, Tap, Acrobatics, Jazz, Lyrical, Contemporary/Modern, Hip Hop, Mommy and Me, and Adult Tap (dancers can choose if they would like to perform in the recital). \*All classes are based on the students' age as of September 30th. TPDA Staff are entitled to move a student up at their discretion. A student may select a class in a younger age group but may not choose a class in the older age group. Teachers have the ability to place a child in an upper level class if they see fit.

#### **Dress Code:**

- 1.) Any style of leotard should be worn with tights. Students may choose to wear shorts or skirts over leotards, but tights still must be worn underneath. Leotards can be any color. Boy dancers should wear basketball shorts and t-shirts of any color.
- 2.) Shoes: Proper shoes in specific colors are required for all classes. You will receive details on what shoes your dancer needs after registration.
- 3.) Hair should be pulled up and away from the dancer's face.
- 4.) Hip Hop attire is a little bit different. Street clothes consisting of yoga or sweat pants can be worn and t-shirts can be worn over a leotard. Boys can wear sweatpants or basketball shorts and t-shirts.
- 5.) Jewelry is not allowed to be worn during class for safety reasons.

#### **Honorable Dancers:**

TPDA recognizes the scholastic achievement of students that turn in report cards with all A's and B's. Students are recognized at the end of the year and will receive a certificate for their achievement. Stop by the office and turn in a copy of your report card (this can be any report card received during the school year) to become a TPDA honorable dancer.

**Service Society:**

TPDA values our community and would love to give back. Every TPDA dancer is automatically a member of the Service Society. We will raise money and collect various items for organizations in Lee County. If a student has a particular service or organization they would like to focus on they may let the studio know and we will focus on that organization for a period of time.

**Photography Release:**

TPDA will use photographs and videos of its own dancers in its marketing and promotional materials. However, TPDA will not include names of any dancers under the age of 18 beside a photo or video unless specific permission from a parent/guardian has been obtained. Unless you choose to opt out on the registration form, you are granting TPDA full permission to take, use, reproduce, and publish photography, video, and digital images of your student for TPDA marketing and promotional purposes during and after the student's participation in TPDA programs. Further, you acknowledge that TPDA shall be the exclusive owner of all rights, including copyright, in the images.

IF YOU WISH TO OPT OUT: If you do not wish to have photographs or videos of your student(s) used in marketing and promotional materials by TPDA or otherwise want this Photography and Video Release to not apply to your student(s), you must indicate that you are opting out upon registering. Please also send an email to [info@triplepointdanceacademy](mailto:info@triplepointdanceacademy) to ensure we receive your request.

**Medications/Devices and Medical Insurance:**

1.) All students with an emergency medication/device must comply with the following requirements:

- The medication/device must be placed in a closed plastic baggie clearly labeled with the student's name and easy to understand written instructions concerning when/under what circumstances the medication/device should be used and how it should be used. The instructions in the baggie also must include the name and telephone number for two emergency medical contacts.

- Students with a medication/device are required to bring the baggie to and from TPDA activities and, at all times while at TPDA to keep the baggie in a gear bag on their person or, during classes, in the classroom.

2.) TPDA does not carry medical insurance for its students.

3.) TPDA does not render medical care, including medical diagnosis or treatment, to students or others, and any assistance TPDA staff may offer to students will be limited to responding to an emergency.

### **Preparing for Class:**

- 1.) Dancers should enter the dance room fully dressed for class with their hair pulled back away from their face. Please do not wear street shoes into the dance room. Enter with dance shoes on. Dance bags may be brought into the room or left in the dressing room.
- 2.) Combo classes will need to have their tap shoes on when entering class each week. Please put ballet and jazz shoes in a dance bag that they will bring to class with them. Put your child's name on shoes and bags. The teachers will help dancers change shoes in the middle of the class.
3. Please be sure all cell phones and electronic devices are left in dancer's bags and have their ringers and sounds set on silent.
- 4.) It is best to get your dancer in class on time.
- 5.) Please keep hallways clear; dancers will be walked out into the main lobby area for pick up.
- 6.) The youngest dancers will often have tears or anxiety the first few weeks. This is normal. The teachers are trained to get children "on task" quickly. It is not uncommon to have a few dancers on a few hips the first month of class! The best way to ensure success is for parents to assure them they are going to have fun. Leave as quickly as possible and make sure the door is closed. Please keep noise down in the hallways and don't let siblings open or knock on the door. This will distract the dancers.
- 7.) Please have all dancers use the bathroom before class. Teachers will gladly take them if they do need to go during class, but this can be a disruption.

**Always stop in the office if you have questions or concerns. Every staff member wants your TPDA experience to be a positive one.**

### **Waiting Room and Lobby Rules:**

- 1.) **Hallways must be clear.** Please remain in the lobby area while waiting for class to begin or let out.
- 2.) **No horseplay please!** Parents are asked to keep students and waiting siblings from aggressive horseplay in the waiting areas.
- 3.) **No acrobatics.** Students should not perform any gymnastics in the halls or waiting areas.
- 4.) **Food:** No gum is allowed in the studio. If you have food, it must be cleaned up and put away before class. There is no guarantee that our premises will be free from allergens of any kind, including but not limited to food products containing nuts.
- 5.) **Students drop off and pick up:** The premises of TPDA outside the classroom studios are not supervised. Students under the age of 7 may not be left unattended by parent/guardian at any time before, after, or between classes. Students 7 and older must be dropped off and picked up on time. Due to traffic and other safety concerns, parents must park and come inside TPDA to drop off and pick up students. Students will not be released to older siblings under age 16. Parents/guardians are responsible for arriving on time for drop off and pick up, for coming into the building for drop off and pick up, and for instructing their students not to leave TPDA's building without them.

6.) **Parking Lot:** No student at any age should hang out in the parking lot without a parent present.

7.) **Leaving The Studio:** No student under the age of 18 may leave TPDA's premises unattended by a parent/guardian. If a student is between 11 and 17 years of age, the student may leave TPDA's premises unattended by a parent/guardian (including but not limited to times between classes) only if the student's parent/guardian signs an Authorization and Release for Unsupervised Student Dismissal. The form is available at the desk. The Authorization is also required for students under the age of 18 who drive themselves to and from TPDA.

Parents/guardians who elect not to give off premises authorization are responsible for telling their student about their election and for ensuring that their students understand they may not go outside the TPDA building at any time for any reason.

8.) **Time Between Classes:** If a student is 7 or older and is participating in multiple classes on the same day, the student may remain inside TPDA's building unattended by a parent/guardian between classes provided that the student abides by the Waiting Room and Lobby Rules.

9.) **Courteous:** Please be courteous to fellow parents. Our waiting areas can become crowded and a little common courtesy can go a long way.

### **Personal Belongings:**

1. **Labels:** Please label all shoes, dance wear, dance bags, coats, etc. with the students first and last name. Please write your dancer's name on the bottom of their shoes. If not labeled properly, teachers will write your dancers first and last name on their shoes during the first few weeks of classes. If the item left behind is properly labeled, the studio will contact the parents and hold that item in the pick up drawer located in the studio office.
2. **Lost & Found:** The lost and found is located in a bin in the waiting area. Items will be donated at winter, spring, and summer breaks and when the bin becomes overfull. Please check these bins regularly. TPDA is not responsible for lost or stolen items.

### **Schedule Changes:**

1.) **Class changes:** A student may drop and add classes depending on availability. To ensure proper costume orders, class changes will not be allowed after November 1st. Dancers wishing to change classes after then must have the instructor's permission and could potentially be required to purchase an additional costume.

2.) **Withdrawals:** To withdraw a student from any TPDA class, you must notify the studio office and complete a withdrawal form. Failure to attend classes does not constitute a withdrawal. Students and their parents/guardians are responsible for giving at least 30 days written notice of withdrawal, paying tuition and other fees incurred during this timeframe, and continuing to comply with the handbook policy on payment and pick up of costumes. TPDA will refund recital fees for withdrawals prior to February, and refund tuition payments for classes beyond the 30 day

notice period (subject to TPDA's right to offset against outstanding unpaid balances), but no costume fees, or other fees will be refunded.

### **Student/Parent/Teacher Relations:**

- 1.) **Contacting Instructors:** Instructors can be contacted via email. Email is listed on the TPDA website. Please do not try to catch an instructor between classes. Class schedules are very tight, and our instructors would like to give your questions and concerns the proper attention.
2. **Social Media:** We are on Facebook and Instagram. "Like" and follow our pages and keep up with the latest TPDA news.
- 3.) **Phone Calls:** You may leave a message for a teacher at the studio. Please do not call any staff member at home. Due to varied work schedules, emails are best.
- 4.) **Disruptive behavior:** Students are expected to maintain appropriate behavior at all times. Disruptive behavior will not be tolerated.
- 5.) **Opening Class Doors:** Please respect our instructors. All classes are closed sessions. Do not open the door during class time. When classes are over, the instructor will open the door for the next class to enter and students will exit to the lobby.
- 6.) **Winter and Spring Parent Observation:** Parents will be invited to attend and watch the entire class.
- 7.) **Emails from studio:** All registered accounts will automatically be able to receive email updates and alerts from TPDA. Please pay attention to email communications.

### **Absenteeism & Inclement Weather:**

- 1.) **Illness Policy:** Students and their parents must comply with the COVID-19 Guidelines that are provided. It is imperative that parents read the Guidelines and make sure that they and their students understand and fully comply with them. In addition to the requirements set forth in the Guidelines, parents should keep their students at home for any of the following conditions:
  - Pain- any complaints of unexplained or diagnosed pain.
  - Runny nose (green mucus indicates infection), watery eyes, coughing, sore throat, or productive cough, difficulty in breathing- wheezing or persistent cough.
  - Fever (100) or nausea and vomiting.
  - Infected skin or eyes or an undiagnosed rash. Severe itching of body and scalp.
  - Unexplained diarrhea or loose stool combined with nausea, vomiting, or abdominal cramps. These may indicate a bacterial infection that is easily passed from one child to another.
  - Children with any known or suspected communicable diseases or lice.
- 2.) **Missing Class:** If a student will be missing 2 or more consecutive weeks of class, please contact the studio office. The office staff will relay the information to the instructors.
- 3.) **Excessive Absences:** Students with excessive class absences may be pulled from recital with no refund. This is at the teachers discretion.

4.) **Inclement Weather:** In the case of inclement weather we will follow Lee County Schools weather policies unless otherwise noted.

5.) **Make-Up Classes:** There are no refunds with missed classes whether it is due to student absence or studio closure. These can be made up anytime before March 31st in an age appropriate class even if it is a different style than what the student is taking. Students must schedule the make up class through the studio.

**Triple Pointe Dance Academy Tuition for 2022-2023:**

Tuition is due on the 1st of each month. A \$10.00 late fee charge will be applied after the 10th of each month.

45 min: \$50	2 hrs 15 min: \$85	3 hrs 45 min : \$115	5 hrs 15 min: \$145
1 hr: \$60	2.5 hrs: \$90	4 hrs: \$120	5.5 hrs: \$150
1 hr 15 min: \$65	2 hrs 45 min: \$95	4 hrs 15 min: \$125	5hrs 45 min: \$155
1.5 hrs : \$70	3 hrs: \$100	4.5 hrs: \$130	6 hrs: \$160
1 hour 45 min: \$75	3 hrs 15 min: \$105	4 hrs 45 min: \$135	
2 hrs: \$80	3.5 hrs: \$110	5 hrs: \$140	

There will be a 10% family discount for the 1st sibling.

There will be a 25% family discount for additional siblings.

Payment Options for Tuition:

1.) Pay in the studio office Monday-Thursday 3:30-5:30. If paying by check, please include the child's name on the memo line of your check.

2.) Set up Autopay through bank draft in Jack Rabbit.

**Required Shoes:**

Tap (2yrs-3rd Grade)  
Tan with strap



Tap (Grades 4th-12th)  
Black lace up



Ballet (All Ages)  
Light Pink Canvas



Jazz (Grades K-12th)  
Tan with rubber split sole patches on the sides



**Additional Fees:**

**Registration Fee:** A **non refundable** \$40 fee is charged at the time of registration. If you register by September 30th, your child will receive a free TPDA T-shirt.

**Costume Deposit:** \$50 per costume. This includes the dancers' tights and a garment bag for the recital. *The costume deposits are due November 15th* but can be paid at any time prior to the due date. *Please pay at the front desk cash or check only.* Costumes have to be paid ON TIME so that they can be ordered and delivered to us in time for our recital. All recital costumes are NON-REFUNDABLE. If your child is not participating in the recital, please let the front desk know by no later than October 31st.

*The remaining balance will be due Feb 15th.*

**Combo Classes Number of Costumes:**

- Ages 2-3 combo classes: 1 costume
- Ages 4-5 combo classes: 1 costume
- Kindergarten and 1st Grade Combo classes: 2 costumes
- 2nd & 3rd Grade Combo classes: 2 costumes
- 4th & 5th Grade Combo classes: 2 costumes
- 6th-8th Grade Combo classes: 2 costumes
- 9th-12th Grade Combo classes: 2 costumes
- **Technique Class** Dancers will be in the recital (opening number and finale), but will not order a costume. We will tell them at a later date what they will be wearing.
- **The Acrobatics and Hip Hop** classes will have a costume of their own. If your child is in a combo class as well, this is an additional costume for your dancer.

**Recital Fee:** \$35.00 Due March 1st. This covers the cost of the auditorium and allows students to invite as many guests as they like.

**Return Check Fee:** \$25 due upon returned check.

**Recitals:**

**Our Spring Recital** will take place at the Lee County High School Auditorium on Saturday, May 20th. Times are to be determined. There will be a Dress Rehearsal on Thursday, May 18th and Friday, May 19th. Times are to be determined. (Dates Tentative)

**Mommy and Me End of the Year Performance:** Mommy & Me classes will not have a dance in the recital but will have an observation in the studio on Friday, May 12th. The observation will be held in Studio 1 and each dancer will be able to invite 5 guests to watch. (Date Tentative)