

**TRIPLE POINTE DANCE ACADEMY**  
**2025-2026 Handbook**



# **Welcome to Triple Pointe Dance Academy!**

**We are glad you are here! This will be an exciting year full of growth and joy with plenty of new dance skills and exercise. Please use this handbook as a resource to help you and your dancer succeed at TPDA. If you have any questions or concerns, please ask! We are eager to teach your dancers and welcome them into the TPDA Family.**

## **Triple Pointe Dance Academy**

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

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

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

**Phone Number: 919.292.0338**

**Office Hours: 3:30pm-8:30pm Monday-Thursday**

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## **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 OFFERED and REQUIREMENTS**

**Classes offered:** Mommy and Me, Ballet, Tap, Jazz, Lyrical, Contemporary/Modern, Acrobatics, Hip Hop, CCI, STL, Pre-Pointe/Pointe, Homeschool Elective, Adult Tap, Adult Hip Hop

- All classes have a dance/dances in the Spring Recital EXCEPT for STL and Mommy and Me
- Students may opt out of recital: However, students must opt out for all classes applicable or not participate in the recital at all. Students cannot pick and choose to participate in particular classes for the recital. Students and parents are responsible for informing TPDA via email no later than **October 31st, 2025**, if a student is not going to participate in the recital.
- All classes are based on the students' age/grade as of August 31st. 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.

### **Class requirements:**

#### **Mommy & Me (Ages 18m-2 years) 45 minutes**

Your child must turn 18 months old by August 31, 2025 to enroll in this class. If your child happens to turn 2 between September-May they will stay in this class. You do not move up during the year.

#### **Ballet/Tap Combo (Ages 2-3) 45 minutes**

Your child must turn 2 years old by August 31, 2025 to enroll in this class. If your child happens to turn 4 between September-May they will stay in this class. You do not move up during the year.

#### **Ballet/Tap/Acro Combo (Ages 4-5) 1 hour**

Your child must turn 4 years old by August 31, 2025 to enroll in this class.

**Ballet/Tap/Jazz Combo (Kindergarten & 1st Grade) 1.5 hours**

Your child must be entering Kindergarten or 1st Grade for the 2025-2026 school year to enroll in this class. Again, if your child is in a higher grade and wants to dance in the younger group that is acceptable.

**Ballet/Tap/Jazz/ Lyrical Combo (2nd & 3rd Grade) 1.5 hours**

Your child must be entering 2nd or 3rd Grade for the 2025-2026 school year to enroll in this class. Again, if your child is in a higher grade and wants to dance in the younger group that is acceptable.

**Ballet/Tap/Jazz/ Lyrical Combo (4th & 5th Grade) 2 hours**

Your child must be entering 4th or 5th Grade for the 2025-2026 school year to enroll in this class. Again, if your child is in a higher grade and wants to dance in the younger group that is acceptable.

**Ballet/Tap/Jazz/ Lyrical Combo (6th-8th Grade) 2 hours** Your child must be entering Middle School for the 2025-2026 school year to enroll in this class. Again, if your child is in a higher grade and wants to dance in the younger group that is acceptable.

**Ballet/Tap/Jazz/Modern-Contemporary Combo (9th & 10th Grade) 2 hours** Your child must be entering 9th or 10th Grade for the 2025-2026 school year to enroll in this class. Again, if your child is in a higher grade and wants to dance in the younger group that is acceptable.

**Ballet/Tap/Jazz/Modern-Contemporary Combo (11th & 12th Grade) 2 hours** Your child must be entering 11th or 12th Grade for the 2025-2026 school year to enroll in this class. Again, if your child is in a higher grade and wants to dance in the younger group that is acceptable.

**Acrobatics Beginner 1 hour****Acrobatics Intermediate 1 hour****Acrobatics Advanced 1 hour**

Your child must be in K-12th Grade to enroll in an acrobatics class. Teachers will evaluate the dancer the first day of class (August 25th) and place them into one of the three levels. On the first day all students will come at a specific time emailed to you after registration to be evaluated for their placement.

**Hip Hop (Pre K) 30 minutes**

Your child must be 4 or 5 years old by August 31, 2025 to enroll in this class.

**Hip Hop (Kindergarten & 1st Grade) 30 minutes**

Your child must be entering Kindergarten or 1st Grade for the 2025-2026 school year to enroll in this class.

**Hip Hop (2nd & 3rd Grade) 30 minutes**

Your child must be entering 2nd or 3rd Grade for the 2025-2026 school year to enroll in this class.

**Hip Hop (4th & 5th Grade) 45 minutes**

Your child must be entering 4th or 5th Grade for the 2025-2026 school year to enroll in this class.

**Hip Hop (6th-8th Grade) 45 minutes**

Your child must be entering 6th, 7th, or 8th Grade for the 2025-2026 school year to enroll in this class.

**Hip Hop (9th-12th Grade) 45 minutes**

Your child must be entering 9th, 10th, 11th, or 12th Grade or the 2025-2026 school year to enroll in this class.

**Hip Hop All Boys (K-3rd Grade) 30 minutes**

Your child must be entering K, 1st, 2nd or 3rd Grade for the 2025-2026 school year to enroll in this class.

**Hip Hop All Boys (4th-7th Grade) 30 minutes**

Your child must be entering 4th, 5th, 6th or 7th Grade for the 2025-2026 school year to enroll in this class.

**Hip Hop All Boys (8th-12th Grade) 30 minutes**

Your child must be entering 8th, 9th, 10th, 11th, or 12th Grade for the 2025-2026 school year to enroll in this class.

**CCI Level 1 (Choreography, Composition, Improvisation) (6th-12th) 45 minutes**

Your child must be entering 6th-12th Grade for the 2025-2026 school year to enroll in this class.

**CCI Level 2 (Choreography, Composition, Improvisation) (6th-12th) 45 minutes**

Your child must be entering 6th-12th Grade for the 2025-2026 school year AND already completed CCI Level 1 to enroll in this class.

**STL (Stretch, Turn, Leap) (K-12th Grade) 45 minutes**

Your child must be in Kindergarten-12th Grade to enroll in this class. We highly suggest this class for all our students eligible as it enhances their skills in all styles.

**Pre-Pointe/Pointe (6th-12th Grade) 1 hour**

Your child must be entering 6th-12th Grade for the 2025-2026 school to enroll in this class. They must take both days of this class or also be in a combo class. Instructors will evaluate and determine if your child is on a pre-pointe or pointe level.

**Homeschool Dance Elective 45 min**

Your child must be in Kindergarten-5th Grade to enroll in this class.

**Adult Tap 30 min**

Anyone ages 18 and older can register.

**Adult Hip Hop 30 min**

Anyone ages 18 and older can register.

## **DRESS CODE**

**Attire:**

- (All classes except Hip Hop, Homeschool Elective, and Adults) Any style or color leotard should be worn with tan tights. Students may choose to wear shorts or skirts over leotards, but tights still must be worn underneath. Boy dancers should wear shorts and athletic shirts/t-shirts of any color.
- Hip Hop, Homeschool Elective, Adult Classes: Athletic clothing consisting of leggings/sweatpants/shorts can be worn with an athletic shirt or tank top. Boy dancers should wear sweatpants/shorts and athletic shirts/t-shirts of any color.

- Policies:

- Hair should be pulled back/up out of the dancer's face.
- Jewelry should not be worn due to safety protocols.
- Abdomen SHOULD NOT be seen in any dance attire.

**Shoes:** Proper shoes in specific colors are required for all classes. You will receive details on what shoes your dancer needs after registration.

**Required Shoes:**

- Age 2-3 Combo, Age 4-5 Combo
  - Tan Tap Shoes with velcro strap
  - Light Pink Ballet Shoes

- K-1st Combo, 2nd-3rd Combo
  - Tan Tap Shoes with velcro strap
  - Light Pink Ballet Shoes
  - Tan leather Jazz shoes with split sole, patches on side
- 4th-5th Combo
  - Black lace up Tap Shoes
  - Light Pink Ballet Shoes
  - Tan leather Jazz Shoes with split sole, patches on side
- 6th-8 Combo, 9th-10th Combo, 11th-12th Combo
  - Black lace up Tap Shoes
  - Light Pink Ballet Shoes
  - Turning Shoes
- Acro
  - Barefoot
- Hip- Hop
  - Clean Tennis Shoes/Sneakers
- CCI
  - Turning Shoes
- STL
  - Turning Shoes or Tan leather Jazz Shoes with split sole, patches on side
- Pre-Pointe/Pointe
  - Light Pink Ballet Shoes
  - Pointe Shoes if instructed by Pointe Instructor
- Homeschool Elective
  - Tan leather Jazz Shoes with split sole, patches on side



## REQUIRED SHOES

Tap Shoe for 2-3 year old Combo up to 2nd-3<sup>rd</sup> Grade Combo



(Tan with Strap)

Ballet Shoe for all Combos, Pre-Pointe/Pointe



(Light Pink Canvas)

Jazz Shoe for K-1<sup>st</sup> Grade Combo up to 4th-5<sup>th</sup> Grade Combo, STL, Homeschool Elective



(Tan with leather split sole, patches on side)

Tap Shoe for 4th-12<sup>th</sup> Grade Combos. All boys in a Combo class will wear these tap shoes.



(Black lace up)

Turning Shoe for 6th-12<sup>th</sup> Grade Combos, STL, CCI



Pointe Shoes (**IF** instructed by Pre-Pointe/Pointe Instructor)



### **TPDA Store**

The TPDA Store is located in a room next to the front desk. We have tights, leotards, skirts/shorts, tank tops, pull overs, etc. in stock for purchase. You are also able to purchase the correct shoes for your dancer. We can size your dancers feet for you to place an order for shoes.

**The TPDA Store ONLY accepts cash or check.**

## **Tuition Rates and Fees**

### **Tuition:**

- **Tuition is due on the 1st OF THE MONTH. A \$15.00 late fee charge will be applied after the 10th of each month.** Monthly fees remain the same regardless of the number of lessons taught within a month; further explained, tuition is not pro-rated for absences or studio closures. The year schedule allows all classes to have the same number of lessons throughout the year. Unless there are unexpected studio closings, each class should meet 32 times this season.
  - Our Dance Season typically runs from the first week of September to the third week of May. This year, we are participating in Dance The Magic in December resulting in a studio closure from December 2nd-5th. To make up for the studio closure in December, we are starting this season a week earlier than our usual start date, **BUT Tuition WILL NOT** be charged until September 1st.
- The year tuition amount for the number of classes provided for attendance is spread out over an 8/9 month time period depending on the year. This demonstrates your tuition fee is spread out over 8/9 months for 32/36 classes, NOT for the number of classes attended monthly.

**\*\* Monthly tuition price is based on your dancers class hours per week. For example, if your dancer takes 2 hours of class per week, the monthly tuition would be \$90.\*\***

30 mins: \$50	2 hrs 15 mins: \$95	4 hrs: \$130	5 hrs 45 mins: \$165
45 mins: \$60	2 hrs 30 mins: \$100	4 hrs 15 mins: \$135	6 hrs: \$170
1 hr: \$70	2 hrs 45 mins: \$105	4 hrs 30 mins: \$140	6 hrs 15 mins: \$175
1 hr 15 mins: \$75	3 hrs: \$110	4 hrs 45 mins: \$145	6 hrs 30 mins: \$180
1 hr 30 mins: \$80	3 hrs 15 mins: \$115	5 hrs: \$150	6 hrs 45 mins: \$185
1 hr 45 mins: \$85	3 hrs 30 mins: \$120	5 hrs 15 mins: \$155	7 hrs: \$190
2 hrs: \$90	3 hrs 45 mins: \$125	5 hrs 30 mins: \$160	7 hrs 15mins: \$195

***\*\*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:**

- Pay at the studio at the front desk **Monday-Thursday 3:30pm-8:30pm cash or check**. If paying by check, please include the child's name on the memo line of your check. Checks should be made payable to “Triple Pointe Dance Academy” or “TPDA”
- Set up Autopay through bank draft in Jackrabbit. Tuition will be pulled automatically on the first of each month.

**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. This fee is payable through Jackrabbit in the Parent Portal or cash/check is due at the time of registration. **If payment is not RECEIVED after 1 week from the registration date, then the dancer’s spot will be lost.**
- **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. ***The remaining balance of the costume will be announced once costumes are ordered and will be due Feb 15th.***
  - ***Number of COSTUMES BY CLASS:***
    - 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 & 10th Grade Combo classes: 2 costumes
    - 11th & 12th Grade Combo classes: 2 costumes
    - Acrobatics: 1 costume
    - Hip Hop: 1 costume
    - Pre-Pointe/Pointe: 1 costume
    - **Adult Classes, CCI classes, and Homeschool Electives WILL NOT** have a costume fee, but will be responsible for providing/purchasing their own costume for recital per guidance and approval from teacher.
  - ❖ ***Additional Opportunities (See page 19)***
    - Performance Team: 1 costume

- Troupe: Troupe has the option of buying a costume through TPDA, using a previous TPDA costume, or borrowing from our costume closet.
- **Recital Fee:** A non refundable fee of ***\$40.00 Due March 1st.*** \$30 for a second child and \$85 max per family. **This fee is payable through Jackrabbit in the Parent Portal or cash/check.**
- **Return Check Fee:** \$25 Cash or check due upon returned check.

## **IMPORTANT DATES**

\*TPDA reserves the right to change these dates IF needed. Please check our website for the most up to date calendar\*\*

### **2025-2026 TPDA Calendar:**

Monday, August 25th: First Day of Class  
 September 1st: Studio Closed in Observance of Labor Day  
 October 27th-30th: Spirit Week (Dress up in your favorite costume)  
 October 31st: Studio Closed for Halloween  
 November 1st: Registration Closes. Last day to add or switch classes.  
 November 3rd-7th: Winter Parent Observation  
 November 11th: Studio Closed in Observance of Veterans Day  
 November 15th: Costume Deposit Due  
 November 21st: Rehearsal for TPDA's Holly Jolly Christmas Show  
 November 22nd & 23rd: TPDA's Holly Jolly Christmas Show  
 November 26th-30th: Studio Closed for Thanksgiving  
 December 1st: Studio Closed for our participation in the Sanford Christmas Parade  
 December 2nd-7th: Studio Closed for our participation in Disney's Dance the Magic  
 December 15th-18th: Spirit Week (Wear red and green)  
 December 19th - January 4th: Studio Closed for Holiday Break  
 January 5th: Classes Resume  
 January 19th: Studio Closed in Observance of Martin Luther King Jr. Day  
 February 6th & 7th: Sweetheart Dance  
 February 9th-12th: Spirit Week (Wear red, pink, or purple)  
 February 15th: Final Costume Balance Due  
 March 1st: Recital Fees Are Due  
 March 9th-12th: Class Pictures taken during class for Recital Program  
 March 16th-19th: Spirit Week (Wear green)  
 March 23rd-26th: Spring Parent Observation Week  
 March 30th- April 5th: Studio Closed for Spring Break  
 April 6th: Classes Resume

April 10th: Deadline to turn in your dancer's report card to be recognized as an Honorable Dancer

April 10th-12th: Picture Day

May 9th: Mommy and Me Showcases at Triple Pointe Dance Academy (Times TBD)

May 9th: Troupe Showcase at Triple Pointe Dance Academy (Time TBD)

May 12th-14th: Recital Rehearsals for our Spring Recital at Lee County High School (Times TBD)

May 15th-17th: 2026 Spring Recital at Lee County High School (Times TBD)

**\*Upon Inclement weather, TPDA will follow Lee County Schools closings unless otherwise noted. TPDA operates on LCS Teacher Workdays unless otherwise noted on this calendar.\***

## **Beyond Dance**

### **Service Society:**

TPDA values our community and would love to give back. We know that not every student of ours will have a career in dance, BUT we know that every student of ours will become part of a community. Every TPDA dancer is automatically a member of the Service Society! Each month, we choose a different cause for a local community 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.

### **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. You may email a copy of your dancer's report card OR turn in a copy at the front desk (this can be any report card received during the school year) to become a TPDA honorable dancer. **The deadline to turn in your dancer's report card is April 10th, 2026.**

## **Studio Policies**

### **Tuition and REGISTRATION Fees:**

1. **Registration Fee:** A \$40 non-refundable registration fee per student is due at time of registration. This fee is payable through Jackrabbit in the Parent Portal or cash/check is due at the time of registration. If payment is NOT RECEIVED after 1 week from the registration date, then the dancer's spot will be lost.
2. **Tuition Late Fee:** Tuition is due on the 1st OF THE MONTH. A \$15.00 late fee charge will be applied after the 10th of each month and enforced on all accounts past due, including e-payment accounts.
3. **Methods of Payment:** TPDA accepts personal checks and cash as methods of payment. For tuition only, an ACH/bank account is accepted via Jackrabbit. If paying by check,

please write the student's name in the memo section of your check. Checks must be made payable to "Triple Pointe Dance Academy" or "TPDA."

4. **Online Registration/E-Payment:** If you choose to enter your ACH/back account into Jackrabbitt, you will automatically be charged tuition on the 1st of each month. To discontinue enrollment in e-Payment, you must fill out a "e-Payment Removal Form" (available at the front desk) and return the completed form to the front desk.
5. **Returned Check:** A \$25 penalty charge will be assessed for each returned check
6. **Advance Payment:** You may pay in advance for tuition and fees; however, there is no discount.

**Class Schedule:** For the most updated version of our class schedule, please visit [triplepointedanceacademy.com](http://triplepointedanceacademy.com) and click the "classes" tab on our Home page and then click the hyperlink for our 2025-2026 Class Schedule.

**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 owners 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 (available at the front desk) and return the completed form to the front desk. 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.
3. **Waitlist Policy:** Students desiring placement in a full class may be placed on a waitlist. It is the studio's discretion to fill available spots. To be put on a waitlist, please log into your parent portal (if you are an enrolled student) or go to the registration page of the website (if you are not currently enrolled in our database) and click the word "Waitlist" for the full class that you would like to waitlist your dancer. You will not be charged a registration fee or tuition unless a spot becomes available and we have confirmed your dancer's enrollment and registration.

**Student/Parent/Teacher Relations:**

1. **Contacting Instructors:** Instructors can be contacted via email, [info@triplepointedaneacademy.com](mailto:info@triplepointedaneacademy.com). Our email is also listed on the TPDA website.

Please do not try to speak to an instructor on an important matter between classes. Class schedules are very tight, and our instructors would like to give your questions and concerns the proper attention.

2. **Social Media & Newsletters:** We are on Facebook and Instagram. “Like” and follow our pages and keep up with the latest TPDA news. We also provide a monthly newsletter that is posted on social media and is available at the front desk for pick up.
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 the best form of communication for us.
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. Outside of these observations, parents are not permitted to watch classes unless otherwise invited by the instructor.
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!

### **Parent Portal:**

You have access to your studio account via the parent portal (Jackrabbit). From your portal, you are able to send messages to the studio, view and print your registered classes, submit absences, update your bank account information, and more. See the Registration/Parent Portal Tab on our website for the hyperlink to the portal.

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

1. **Illness Policy:** Students should stay home if they are experiencing 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 is via email. 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.

#### **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. Food products containing nuts of any kind are prohibited. TPDA CANNOT 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. This form must be picked up at the front desk and returned to the front desk upon completion. 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 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.

### **Medications/Devices and Medical Insurance:**

1. All students with an emergency medication/device must comply with the following requirements:
2. 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.
3. 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.
4. TPDA does not carry medical insurance for its students.
5. 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 must be brought into the room and placed in a cubby.
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 by the front desk if you have questions or concerns. Every staff member wants your TPDA experience to be a positive one.**

### **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.**

## **Additional Opportunities**

1. **Performance Team:** Performance Team is a special opportunity for dancers in 4th-12th Grade to perform locally in the community and represent TPDA. They do acts of

community service in ways other than just dancing. Performance Team has their own dance and is recognized at the recital. It is a great experience for your dancer to know what it's like to be a team member and the bond that you share with your teammates. We have so much fun together!

2. **TPDA Troupe:** The TPDA Troupe consists of dancers in 9th-12th Grade who participate in Combo Class, STL, and who have chosen to dedicate themselves to a Solo, Duet, and/or Trio. Students will have the opportunity to perform these dances at events around town as well as our recital.

➤ **TPDA TROUPE Showcase:** TPDA Troupe will have an end of year showcase held at the studio in Studio 1 on May 9th. Dancers will be able to invite a certain number of guests to watch. This is a time for extra practice, team bonding and encouragement for the dancers before their recital.

## **RECITALS AND SHOWCASE DETAILS**

### **TPDA Annual Spring Recital:**

1. **Recital Fee:** A non refundable fee of ***\$40.00 Due March 1st***. \$30 for a second child and \$85 max per family. Cash or check only.
2. **Opting Out of Recital:** Students must participate in recital for all classes applicable or not participate in the recital at all. Students cannot pick and choose particular classes for the recital. Students and parents are responsible for informing TPDA via email no later than **October 31st, 2025**, if a student is not going to participate in the recital.
3. **Dates:**
  - ★ **May 12th-14th:** Recital Rehearsals for our Spring Recital
  - ★ **May 15th-17th:** 2026 Spring Recital
4. **Location: Lee County High School Auditorium**
  - Address: 1708 Nash St, Sanford, NC 27330
5. **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. ***The remaining balance of the costume will be announced once costumes are ordered and will be due Feb 15th.***
  - ***Number of COSTUMES BY CLASS:***
    - 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 & 10th Grade Combo classes: 2 costumes
  - 11th & 12th Grade Combo classes: 2 costumes
  - Acrobatics: 1 costume
  - Hip Hop: 1 costume
  - Pre-Pointe/Pointe: 1 costume
  - **Adult Classes, CCI classes, and Homeschool Electives WILL NOT** have a costume fee, but will be responsible for providing/purchasing their own costume for recital per guidance and approval from teacher.
- ❖ ***Additional Opportunities (See page 19)***
- Performance Team: 1 costume
  - Troupe: Troupe has the option of buying a costume through TPDA, using a previous TPDA costume, or borrowing from our costume closet.
6. **Costume Distribution:** Dancers should receive their costume(s) during our Spring Parent Observation Week. This week is listed on Page 12 (Calendar). DO NOT wash costumes!
  7. **Refunds:** There will be no costume refunds for dropped classes, withdrawals from the studio, or decisions not to participate in the recital. A student who withdraws from a class after purchasing a costume may still pick up the costume by close of business May 7th. Costumes not picked up by then will be donated.
  8. **Picture day:** This is a chance to have professional pictures taken of your dancer in their recital costume/costumes. Picture day is held at the Studio. Details will be posted closer to date. Picture days are **April 10th-12th**.

**How many different routines will my dancer perform in Recital? See below!**

- ***Number of DANCE ROUTINES in Spring Recital By Class:***
  - Ages 2-3 combo classes: 2 (Tap, Ballet)
  - Ages 4-5 combo classes: 3 (Tap, Ballet, Acrobatics)
  - Kindergarten and 1st Grade Combo classes: 3 (Tap, Ballet, Jazz)
  - 2nd & 3rd Grade Combo classes: 3 (Tap, Lyrical, Jazz)
  - 4th & 5th Grade Combo classes: 3 (Tap, Lyrical Jazz)
  - 6th-8th Grade Combo classes: 3 (Tap, Lyrical, Jazz)
  - 9th & 10th Grade Combo classes: (Tap, Lyrical, Jazz)
  - 11th & 12th Grade Combo classes: (Tap, Lyrical, Jazz)
  - Acrobatic classes: 1
  - Hip Hop classes: 1
  - Pre-Pointe/Pointe: 1

- Adult Tap: 1
- Adult Hip Hop: 1
- CCI classes: 1
- Homeschool Elective classes: 1
- Performance Team: 1
- Troupe: Varies depending on dancers choice

**\*\*A DETAILED RECITAL INFORMATION SHEET WILL BE GIVEN TO THE PARENT THE WEEK OF SPRING PARENT OBSERVATION. IF A PARENT IS NOT ABLE TO BE AT PARENT OBSERVATION, WE WILL PLACE THE INFORMATION SHEET IN THE GARMENT BAG WITH THEIR COSTUME.\*\***

**Mommy and Me Showcase:**

Mommy & Me classes will not have a dance in the recital but will have an end of year performance at the studio on Saturday, May 9th. The observation will be held in Studio 1 and each dancer will be able to invite a certain number of guests to watch.

**TPDA TROUPE Showcase:**

TPDA Troupe does participate in the Spring Recital; however, TPDA Troupe also will have an end of year showcase held at the studio in Studio 1 on May 9th. Dancers will be able to invite a certain number of guests to watch. This is a time for extra practice, team bonding and encouragement for the dancers before their recital.

## **Parent Quick Reference**

### **Payment Review:**

<b>Month</b>	<b>Payments Due</b>	<b>Due Date</b>	<b>Amount</b>	<b>Payment Method</b>
June-November	<i>Registration Fee</i>	up to 1 week of registration date	\$40 per student	Cash, Check, or ACH/bank account on Jackrabbit
September	Tuition	10/1/2025		Cash, Check, or ACH/bank account on Jackrabbit
November	Tuition	11/1/2025		Cash, Check, or ACH/bank account on Jackrabbit
	<i>Costume Deposit</i>	11/15/2025	\$50 per costume	Cash, Check
December	Tuition	12/1/2025		Cash, Check, or ACH/bank account on Jackrabbit
January	Tuition	1/1/2026		Cash, Check, or ACH/bank account on Jackrabbit
February	Tuition	2/1/2026		Cash, Check, or ACH/bank account on Jackrabbit
	<i>Remaining Costume Balance</i>	2/15/2026	TBD once costumes are ordered	Cash, Check
March	Tuition	3/1/2026		Cash, Check, or ACH/bank account on Jackrabbit
	<i>Recital Fee</i>	3/1/2026	\$40, \$30 for second child, \$80 Max per Family	Cash, Check, or ACH/bank account on Jackrabbit
April	Tuition	4/1/2026		Cash, Check, or ACH/bank account on Jackrabbit
May	Tuition	5/1/2026		Cash, Check, or ACH/bank account on Jackrabbit

### **Common Questions and Answers on the first week:**

1. What do I wear to class? See page 7-10
2. What kind of shoes do I need? See page 9
3. When do classes start? See page 12
4. Is there a place for my belongings during class? See page 17

5. How do I stay up to date with studio news? See page 15
6. What if I miss a class? See page 16 & 17
7. When is the Spring Recital and what can I expect? See page 19-21
8. When is tuition due and how do I pay? See page 10 & 11
9. How do I get in touch with my child's teacher? See page 14 & 15
10. Do you have a lost and found? See page 17
11. Can I come in and watch my child's class? See page 15
12. How do I access my online account? See page 15

**Be sure to read through the handbook for answers to all your questions.**