



Thank you for your interest in this excellent training facility. Be assured FSAD offers the best trained and experienced staff in the area!

Mission statement:

Our mission is to help develop the artistic talents of dedicated students by giving them the knowledge, background and technique needed to accomplish their personal goals.

First State Academy of Dance

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First State Academy
of Dance

Handbook



- . A special guide for FSAD members.
- . Welcome to the exciting world of dance!
- . www.dancefsad.com

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First State Academy of Dance

Dance Attire

Ballet/Modern —Black leotard, pink tights, hair secure to head with pins or clips, **no ponytails**. Full soled, leather ballet shoes only, except for Adv. Ballet levels. Skirts allowed in: Intro (black or pink above the knees only), lyrical & pointe. Navy blue leotards & canvas slippers are allowed in Adv. Ballet levels only. You may wear a colored leotard of choice if it is your actual birthday on the evening of your scheduled class.

Jazz/Tap/Hip Hop— Exercise wear, no street clothes. Hair pulled away from the face. Must get instructors approval to purchase jazz sneakers.

School Closings...

Are announced by one or more ways:

- Our website www.dancefsad.com, studio phone system, and/or by email notification.

We usually follow Milford School District's closing. **FSAD's closing will be determined by 4:30 pm the evening of classes.**

Parent's Code of Conduct

- Support all dancers, even those not related to you.
- Negative comments to or about any dancer, parent or studio shall not be tolerated. Gossip travels fast in a dance studio and even faster in the community. Comments taken out of context can snowball into ridiculous, petty, damaging and hurtful arguments between parents, dancers and faculty.
- Negative comments about other dance organizations or studios shall not be tolerated.
- Enjoy watching your children grow and learn as dancers! Keep in mind that while every parent wants their children to be the best they can be, we all know that along with the successes there will be failures. This is a natural part of growing up - and we hope the students will learn from these experiences and be better equipped for adulthood.
- Be sure to only give positive feedback to dancers after they perform. Let them be proud of their performance and enjoy the moment with them.
- The faculty at FSAD depends on the parent to make sure their child has ALL the supplies needed to come to class prepared. This includes proper attire, shoes, hair supplies, hair spray, etc. Dress code will be strictly enforced this coming year.
- Understand that once a dancer reaches a certain level of technique (example- on pointe) dance becomes a year round commitment to maintain strength and to help prevent serious injury. Scheduling conflicts, dancer and parent burnout can be avoided by understanding that being a serious dancer is a major commitment that is more than enough to satisfy any child's extracurricular desires. It is also important to be on time because class consists of progressive exercises/training.

Studio Policies continued...

Dance Concert—ALL FSAD STUDENTS ARE REQUIRED TO PERFORM IN THE DANCE CONCERT (except for the adult classes) in June. FSAD makes every attempt to schedule the Dance Concert the 2nd Saturday in June in order to accommodate vacation plans & graduations. Dress rehearsal will be scheduled prior to the performance. The date will be posted as soon as we receive confirmation of the facility. Student's attendance is critical during the month of April & May to prepare for the show! Students may be called in for a conference with their guardian if they are in danger of being dismissed from the show due to attendance. Tickets and DVDs may be purchased during the month of May or at the performance. DVDs will be done sometime in July. You will receive an email, website posting, or you may call to inquire when they are ready for pick up. All accounts must be paid in full in order to receive costumes and/or dance in the concert.

Absences...

Please give us a call if your child will miss class. Check with your instructor to see if you can make the class up with a level equal to or lower to their current level.

Class Placement...

Placement is based on if the student is safely ready and technically able to move up. It does not depend on how old they are and/or how many years they have danced. FSAD's staff has the student's best interest at hand.

Business hours

Monday—Thursday during the winter/spring season
5:30—7:30 PM. (Summer is by appointment only.)

Account numbers...

Will be the same as last year & will be posted at the front desk sometime in September. Please write your account # on all transactions & ask for a receipt.

Please check the bulletin board near the dressing room frequently for important information!
(We will not be mailing out information)

What to Expect...month by month**How to register...**

Fill out the registration form, one per student (also available on line) and mail or drop it off at the studio along with the non-refundable registration fee of \$20. You will only receive a phone call if there is a problem. If you do not hear from us, just show up for your first class. (Ask about the family discounts) Clearly state which classes you are signing up for, include the levels assigned, days and times offered.

Evaluation month... (September)

The first month of the student's classes are for evaluation; meaning, classes may be cancelled, moved, combined or separated due to enrollment. Students are evaluated for proper placement despite previous suggested levels assigned. Classes will not be changed until the end of the first month due to the no refund policy. You may finish out the first month then decide to stay or not.

Payments...(Every month)

Are due by the 15th of every month except for June. You have the first 15 days to turn in your tuition money. You may do so by: mailing, placement into the locked mailboxes located outside and inside FSAD, PayPal (small fees apply) or by giving it to the receptionist or business manager. Teachers are not allowed to accept any payments. If the studio is not open the day the tuition is due, you can have it postmarked by the 15th or drop it off. Semester payments are due by September 15th & January 15th.

Costume ordering...(November)

In November, the process of ordering costumes will take place. Guardians are responsible for sizing and measuring their own children. My staff will be available to assist you but will not be responsible for choosing the correct size. Bigger is always better because the student will grow from November until the show in June. You have from November until we close for winter break to size and turn in the provided order form with the costume deposit for each costume needed. Costumes vary in cost from \$40 up. There are no refunds on costumes ordered. You will be charged for packaging, postage and any re-stocking fees applied for exchanges.

Open Houses...(December & April)

Open House will be the week before we close for winter (Christmas) & spring break (Easter). Space is limited so please try to just bring the family. Do not forget your cameras and video recording devices.

Studio Policies

More of What to Expect...

Final costume payments... (February)

Costume balances are due by February 15th.

Costume try-on time... (March and/or April)

As the costumes arrive, we will have the students try them on during their classes to make sure they fit and/or to exchange them with other students. Accounts must be in good standing before you can take the costume (s) home.

Pictures... (May)

Will be taken in dance concert costumes during classes one week in May. Pictures should be available for pick up during the Dance Concert rehearsal/show in June.

Program name check... (May)

The Dance Concert program will be posted for you to check for your child's name, spelling, etc. This will also introduce the order of the show.

Tickets and DVD's... (May)

Tickets and DVDs will be available for purchase. All audience members except for the dancers and children 3 and under must purchase a ticket to see the show. **No personal videotaping is permitted.** DVDs will be available in the summer for pick up at FSAD.

Dance Concert...(June)

The end of the year Dance Concert date & location will be announced pending approval from a performance facility. All students are required to perform in the Dance Concert. We usually book the 2nd weekend in June, on a Saturday afternoon, with Friday evening rehearsals.

Monthly Calendar...(Every month)

Please, you must read the monthly calendar located on the back bulletin board & on line for important FSAD information.

Payments—Tuition is based upon 38 weeks of instruction regardless of absences, vacations, weather closings or holidays. No credit will be given for missed classes. If a student has a doctor's excuse, your account will be charged based on a single class fee for the amount of classes, actually taken during that payment cycle. This is up to and no more than the original payment, that was scheduled for that month. Classes may only be made up, if possible, by availability of the teacher. Tuition is non-refundable and can be paid in 9 equal payments or 2 semester payments. A letter or email of withdrawal must be submitted to FSAD to stop the billing process (no phone calls). No drops will be accepted after March 1st. You must allow FSAD 30 days to stop the billing cycle. Tuition is due for the month in which you drop. If the student withdraws and would like to re-enter the program, a \$20 re-admittance fee will be applied. Late fees will be posted on the 16th of every month. Avoid the late fee by mailing or dropping off the payment (or pay the semester rate or utilizing PayPal) in the locked mail boxes found inside & outside the studio. Please write your account # in the memo field. Receipts will be available at the front desk in the file box. Work scholarship opportunities are available by submitting a letter of interest to Ms. Xiques.

Costumes will be ordered over Christmas break. A deposit is required per costume (see Ms. Xiques if you cannot pay the full amount) is due by December 15th. A \$10 late fee will be applied to all deposits received after this date and a \$20 charge to all costumes ordered after the original order is placed. After the costumes are posted, you will find a size chart and a how-to-measure your child in the studio. (The costume form can be picked up at the reception desk.) The order form will not be accepted if it is not completely filled out. The sizes may not be split i.e., pants (lg), top (med). The girth is usually the most important measurement. Be careful, your child may grow from now until next June. A re-shipping fee will apply to all returns and know that they may not arrive in time for pictures and/or the show.

Picture Week will be taken in May during classes. (Check the bulletin board & website for the dates) Come dressed in costume, hair & makeup applied, ready to go. Picture order forms will be available. You must have payment ready when pictures are taken. Ask your instructor if you are unsure of what to wear or how to do your hair. No one is permitted to take pictures during the photo session, as this interferes with the photographers timing on their flash.