

# Ada Dance Academy Handbook

## *Rules and guidelines for enrollment at ADA*

### Levels

- Kinderdance
  - 18 months-4 years old
  - This is an introduction to dance covering macro movements, musicality, and ballet/acro basics
  - No experience previously in dance
- PreBallet/Tap - A
  - Up to 5 years old
  - This is an introduction to dance covering finer motor movements, musicality, and ballet and tap fundamentals and focus in classroom settings
  - No experience in dance previously.
- PreBallet/Tap - B
  - Up to 5 years old
  - Focus on basic fundamentals of dance technique with vocabulary. Continued work on musicality, control, and flexibility.
- Level 1: Ballet 1, Tap 1, Jazz 1
  - A
    - This class is intended for children previously in PreBallet/Tap B or the dancer has no previous experience in dance and exceeds the age limit for PreBallet/Tap classes
    - Focus on basic fundamentals of dance technique with vocabulary. Focused on expanding control, musicality, flexibility, strength, and discipline
  - B
    - Designed for students with some dance experience and has previously attended our Ballet 1 A class.
    - Continued focus on basic fundamentals of dance technique with vocabulary. Focused on improving control, musicality, flexibility, strength, and discipline.
- Level 2: Ballet 2, Tap 2, Jazz 2, Beg Hip Hop, Beg Acro
  - Has previously taken our level 1 classes or equivalent
  - Students have a working knowledge of dance technique fundamentals and have achieved a level of strength and flexibility.
- Level 3: Ballet 3/Prepointe, Tap 3/4, Jazz  $\frac{3}{4}$ ,
  - Has previously taken our level 2 classes or equivalent.
  - Introduction of pre-pointe classes to prepare for pointe work in their future.
  - The student is prepared to work on deeper facets of dance technique, having achieved a considerable amount of strength and flexibility

- Level 4: Pointe 1, Pointe 2, Int Hip Hop
  - Designed for intermediate level dancers with a solid understanding of dance technique. Working on improving stability, mechanical functions of steps, and energy.
  - Pointe 1 classes require teacher approval to get demi pointe shoes or pointe shoes.
- Level 5: Pointe 3, Jazz 5/8
  - Students have been honing dance technique for several years. Dancers have considerable improvements in technique, stability, and energy.
  - Pointe 3 is for dancers typically in their 2nd or 3rd year en pointe
- PreAdvanced/Advanced Ballet, Adv Jazz, Adv Tap
  - Most experienced level dancers and have been dancing for several years.
  - The student has seriously studied dance technique for a considerable time.
  - Emphasis on exploration of dance as a performing art.

\*\*\* Student placement is at the discretion of the teacher

\*\*\* Teachers must be notified of any restrictions or injuries the student has and may need assistance or exercises to adapt within the class.

## **Dress Code**

### **Kinderdance and PreBallet/Tap**

- Pink leotard, pink tights, pink ballet slippers, and black tap shoes if needed.

### **Ballet**

- Leotard, pink tights and pink ballet shoes with hair in a bun. No t-shirts or shorts.

### **Jazz**

- Leotard, tights, shorts, leggings and jazz shoes

### **Men/Boys**

- T-shirt, black tights or pants, and shoes appropriate for class

### **Tap**

- Leotard, tights, shorts, leggings and tap shoes

### **Hip Hop**

- T-shirts, tank tops, sweatpants, leggings, pants and tennis shoes. Clothes can be loose fitting.

### **Acro**

- Leotard, tights, shorts, leggings and bare feet

\*\*\* All hair must be tied back and away from face.

\*\*\* Chewing gum is not allowed

\*\*\* Decisions about when warmups are removed are dependent on the teacher and the weather conditions. Warmups should not be overly baggy and the dancer must have a class appropriate outfit underneath.

## Tuition General Info

Ada Dance Academy operates on a 17 week class session schedule. We operate Monday through Fridays 3pm-9pm and Saturdays 9am-12pm with the expectation of Adult classes offered some mornings. Ada Dance Academy offers both tuition rates per semester or for the full year. A trial class is offered for new incoming students interested in trying out placement and dance styles. Ada Dance Academy offers 10% off for paying a semester in advance and 15% off for paying a year's tuition in advance. Discounts are not offered after the first day of classes. Ada Dance Academy also requires a one time, annual registration fee. It is \$25 for a single dancer and \$50 for families with 2 or more dancers. Ada Dance Academy's payment breakdown is listed below.

<u><b>Classes</b></u>		<u><b>Cash/Check</b></u>		<i>Starting 09/01/25</i>
Class Time	Per Class	Per Semester	Semester 10%	Year 15%
1.5 hrs	33	561	504.90	953.70
1 hr	22	374	336.60	635.80
45 min	17	289	260.10	491.30
30 min	11	187	168.30	317.90
<u><b>PVTs/Solos</b></u>				
Class Time	Per Class	Per Semester	Semester 10%	Year 10%
1 hr	95	1615	1453.50	2907
45 min	72	1224	1101.60	2203.20
30 min	48	816	734.40	1468.80
<u><b>Duos</b></u>				
Class Time	Per Class	Per Semester	Semester 10%	Year 10%
1 hr	48	816	734.40	1468.80
45 min	36	612	550.80	1101.60
30 min	24	408	367.20	734.40
<u><b>Trios</b></u>				
Class Time	Per Class	Per Semester	Semester 10%	Year 10%
1 hr	32	544	489.60	979.20
45 min	24	408	367.20	734.40
30 min	16	272	244.80	489.6

\*\*\*Specialty teacher privates may also vary in price \*\*\*

## **Registration Policy**

Registration is to be completed with the help of front desk staff on designated registration days or with front desk staff during their available working hours. All registration is to be set after the first two weeks of classes. During registration, we request a new information form be filled out each session to ensure we have up to date contact information and important demographics like new health concerns or school changes. Failure to fill out a form may result in parents and students missing out on important information with studio function and changes.

Registration payments can be paid by cash, check, or with a card. All card payments have a required add on of 3.5% for card processing. Registration cost for classes must be paid in full by the first day of class or you may be subject to late fees and loss of discount prices. If registration is not paid in full, the dancer may also lose their place in a high demand class to another waiting to enroll.

## **Late Fees**

Ada Dance Academy may set specified due dates for varying payments throughout the season that need to be collected. Failure to make payments by the designated timeline without proper notice of need to front desk staff will be subject to a late fee. The **first week after a 5% late fee** of the total amount due will be added. Payments **two weeks late will be 10% higher**. Payments late by **three weeks or more will result in a discussion about continued enrollment**. Failure to make payments as agreed upon may result in pursuit of legal action.

## **Refunds**

Parents and dancers are entitled to a 90% refund for class tuition, less 10% of tuition and the registration fee, if the front desk is notified in the first two weeks of classes beginning. The student will be removed from the previously registered class and a refund will be issued within 1-2 weeks after request of removal. Refunds will be issued as a check and will either be handed in person or mailed to a designated address. After the first two weeks of classes, no refunds will be issued as Ada Dance Academy must maintain current class enrollment for the remainder of the season.

## **Schedule Changes, Class Cancellations and Waitlist**

Ada Dance Academy provides a two week window for dancers to settle into their classes. During this time, teachers may make a suggestion for a dancer to have a class replacement. In addition, the schedule is not always perfect. Once classes start we may make minor shifts to better fit class flows. When a decision is made to make a change to the schedule, studio wide emails will be sent out notifying of the change. Additionally, Ada Dance Academy will update the website's available schedule within a 24-48 hour window.

Class cancellations may occur if total class enrollment is below 5 students. Ada Dance Academy will make a decision to cancel a class at the end of the initial two weeks of session. If your dancer is enrolled in a class that is being canceled, Ada Dance Academy will send out

studio wide email notifications with the class cancellation and update our website with the change. Ada Dance Academy will also provide alternative classes for the dancer to attend for the session. If none of the provided alternative class options work, the parents and dancer are entitled to a refund for the canceled class.

In the case of very high enrollment for an in demand class, incoming students may be placed on a waitlist until an open spot is available. Our class maximum varies depending on the room classes will be held. For Studio A and C we have a maximum of 16 dancers. For Studio B we have a maximum of 50 dancers. If there is a high enough demand, Ada Dance Academy may provide an additional class in our schedule to accommodate the amount of incoming dancers for that particular level. Regardless of capacity, class rooms will be assigned based on the final enrollment. Classes with the most enrollment will receive the largest room to accommodate.

### **Weather Clause**

Ada Dance Academy holds the right to cancel scheduled classes up to 2 hours before class starts due to inclement weather or dangerous conditions at or around the studio. Ada Dance Academy has the right to cancel classes in expectation of dangerous driving conditions in the near and foreseeable future. Ada Dance Academy will offer make-up classes for classes canceled by Ada Dance Academy when possible and no comparable class is offered on another day. Ada Dance Academy has allowable time within each session for up to four missed days due to weather conditions.

If Forest Hills Public Schools are cancelled in the morning, morning classes will be cancelled. If the weather improves, Ada Dance Academy will hold set afternoon classes. Call 616- 676-9430 or 616- 443-4835. For Saturday classes, call 616-676-9430 to see if classes are being held.

### **Holidays**

Ada Dance Academy observes Forest Hills Public School's calendar for holidays and breaks and tries to match our scheduled breaks in classes in accordance with their calendar. Check out our website [adadanceacademy.com](http://adadanceacademy.com) to check what our observed holidays and dates are for this session. These are subject to change session to session.

### **Absences**

Absences may occur for a variety of reasons for both dancers and for teachers. These are not limited to but include illness, injury, emergencies, transportation issues, religious holidays, travel, and etc. Ada Dance Academy understands that life happens and there are things that are unavoidable. When those things happen, we understand exceptions may be needed. That being said, parents, dancers, and teachers must make an effort to provide a minimum of 24 hours notice for absences, being late, or when they must leave early. Those who do not give advanced prior notice without reasonable cause may not be subject to class make up. Those who exceed 3 or

more absences not related to dance performances without notice may not be allowed to do makeups, receive refunds, receive credits, or participate in recital at the end of spring session..

### **Make Up Policy**

Class make ups occur when a dancer has missed a scheduled class time with reasonable cause. Make ups are then awarded and can be used for any equal valued class for your dancer. Equal value related to length of class time, level, and age appropriateness. Make ups must be completed within the same class session the absence occurred or the time will be lost. Class make ups can not transfer session to session.

### **Credits**

In the case of serious injury, illness, or unforeseen circumstances for an extended amount of time during a class session, dancers and their parents are entitled to a credit for the missed classes. The worth of tuition cost of those missed classes can be carried over to the next session or the dancer can use the missed classes for additional drop in classes during their dance week. If choosing the drop in option, the dancer must take classes at their designated level and can not exceed the total number of hours missed. Credits must be used in total by the following session or will be lost.

### **Privates**

Privates are for dancers who are interested in one-on-one intensive technique work and for dancers participating in competitions with solos/duets/trios. If a dancer is interested in taking a private lesson with a specific teacher it must be approved by the teacher and fit into their available schedule. The dancer must currently be taking class in the genre of dance they are doing private lessons in. Dancers must have a basic understanding of the style they would like to work on in a private setting. All privates should be scheduled through the front desk to ensure studio space is available. Dancers can have up to a maximum of 2 private slots per dance style when scheduling. Parents and students cannot expect a teacher to come in, outside of their available time for privates or makeups.

When Ada Dance Academy has a high demand for privates, private priority will come into effect. Priority for private time on the schedule is awarded in order first by years of dance experience and second by teacher approval. Dancers with the same amount of experience will be tie-broken by birthdate. If a teacher makes a request for a particular dancer to be scheduled first, it must be approved by the Teacher and Director for override. Dancers with long standing enrollment with Ada Dance Academy will have first availability for time slots over new, incoming students regardless of years of experience and teacher permission. Ada Dance Academy makes no guarantees for privates, especially with limited space. Ada Dance Academy will do as much as it can to accommodate as many requests as possible.

Privates should be paid for the whole session to secure the scheduled time. Privates are not required to be made up by the teacher if the instructor was not properly notified 24 hours

before or with reasonable cause before class starts. All prepaid privates missed due to teacher conflict, inclement weather, or prior notification can be transferred to the next session. Excessive absence may result in the dancers reserved private time slot being removed.

### **Boys Ballet Class**

Specifically Boys Ballet is a free class offered, as long as they are enrolled in another class after the first week, designed exclusively to those who identify male to get them interested in taking dance and participating in ballet. Those who participate in Boys Ballet class must be a minimum of 7 years old. Ada Dance Academy encourages those who attend Boys Ballet class to participate and attend other paid classes offered to enrich their technique and vocabulary.

### **Evaluations and Teacher Conferences**

At the end of the year, Ada Dance Academy's teachers will fill out an evaluation for all of their registered dancers with notes on areas to focus on and what classes they should attend next. Mid-year teacher recommendations may move a student up part way through the year. Evaluation feedback may vary depending on dance style. If a parent requests more information on how their dancer is progressing in their dance technique, a meeting can be coordinated with the required teachers to review performance and steps moving forward. Meetings can be coordinated either through the desk or directly with the teacher.

### **Competition Guidelines**

Making the decision to begin doing competitions with Ada Dance Academy is a decision made between the teacher and parent of the dancer. If the teacher does not feel the dancer is ready to participate in competition, a discussion with the parent will be held to discuss why. By showing up for competition tryouts, you will be provided paperwork with agreements for cost and expectations. A dancer cannot participate in competition without the required paperwork signed. The basic outline of competition cost is listed below.

<b>Solo</b> (varies each competition)	\$125- \$160 per dance
<b>Duo/Trio</b> (varies each competition)	\$70- \$85 per dance
<b>Group</b> (varies each competition)	\$55- \$65 per dance
<b>Administration Fee</b>	\$100
<b>Team Jacket</b>	\$60
<b>Choreography Fee</b>	Varies by Teacher
<b>Costume Fee</b>	Varies by Costume Selection

All participants in the competition group acknowledge that this is a ballpark estimate and additional costs may occur. Parents and dancers agreeing to participate in competitions with Ada Dance Academy must understand that competing at dance competitions requires a large additional time commitment during your week and over competition weekends for practice and the actual event. Participating in competitions is also a significant additional cost per session that without proper planning may cause financial burden. Ada Dance Academy will always provide current and relevant information for competition participants and parents in a timely manner to ensure everyone is informed of dates, times, changes, costs, and more.

Those who participate in competitions with Ada Dance Academy must participate in an equal level technique class to the group style they will be performing in. For those doing solos, duos, and trios with permission for a teacher, the dancer must take one technique class in that style of dance. Ada Dance Academy will provide times for those with solos, duos, and trios to have pvt lessons with their choreographers to regularly practice choreography.

### **Local Competitions**

The minimum requirement to begin participation in local competitions with Ada Dance Academy is the dancer must have 2 years of dance experience in the style they would like to compete. In addition the dancer must be able to quickly pick up choreography and apply corrections in a timely manner. Dancers who are wanting to begin competing must have teacher approval to start. Dancer participation in local competitions should also follow each competition's rules and requirements on age and experience level to participate.

For upper level dance competition groups, the following requirements are listed:

Crew: 1 Hip Hop Technique class and 1 Jazz Technique class

Contemporary (Emerald and above): 2 Ballet classes and 1 contemporary Technique class

Jazz (Emerald and above): 1 Ballet Technique class and 1 Jazz technique class

### **National Competitions (UBC/YAGP/ADC/IBC)**

#### **Universal Ballet Competition (UBC)**

The studio requirement for starting to attend UBC is the dancer must have a teacher recommendation to attend and must have at least 2 years of competitive dance experience with the Ada Dance Academy competition team. The dancer must also meet UBC's rules and guidelines for age and experience. The dancer will be entered in the Intermediate category for their first 2 years.

The studio standard to be registered for the competitive category is by teacher recommendation with 2 years minimum participation in an upper level ballet competition. If a disagreement about level placement or readiness occurs then a parent teacher meeting will happen to discuss a plan moving forward. This



is in conjunction and accordance with UBC's current rules and guidelines regarding age and experience for level placement.

### **ADC/IBC and YAGP**

The studio standard to attend ADC/IBC or YAGP is that the dancer must have at least 2 years of competitive dance experience with the Ada Dance Competition team. The dancer has also competed solos at competitions (outside of local competitions) of equal competition level to UBC or YAGP at least 2 times. This is in conjunction and accordance with ADC/IBC and YAGP's current rules and guidelines regarding age and experience for participation.

### **Conventions**

Conventions are a great opportunity for dancers to experience new styles of dance and work on their retention. Ada Dance Academy offers opportunities to go to a variety of conventions year to year. Some conventions are competition team exclusive and others are offered and available for the entire studio. Ada Dance Academy will send out emails with offers for those who wish to attend with how to register, as well as cost involved for participating in the convention. Participation in conventions is dependent on each convention's age and experience requirements.

### **Nationals**

Local Competition Nationals is a great opportunity to compete with other dance studios outside of the local Grand Rapids area. Nationals competitions are more competitive and offer greater opportunities for rewards. It is also a great group bonding trip for those who can attend. Ada Dance Academy's attendance and location may vary year-to-year, and we will ensure all are informed on the years we will be attending. To attend nationals, dancers must fit all requirements from the competition we will be attending. In addition, Ada Dance Academy personally requires that all who attend must have received the second highest adjudication (i.e. high gold) on their solo, duet, trio, or group dance to be able to attend.

### **Performance Expectations**

Ada Dance Academy holds a variety of small performance opportunities throughout the season as well as a recital at the end of our Spring session in late May/early June. At the events, Ada Dance Academy expects that dancers participating in the event will show respect to the space we are performing in as well as the workers at the event. This means that we leave the space as we receive it, we keep our spaces tidy and organized, we use quiet indoor voices, and we encourage our fellow dancers (whether they are from our studio or another). Our dancers are a reflection of our studio, so we must behave kindly and professionally.

## **Communication Policy**

Ada Dance Academy provided multiple avenues for parents and dancers to communicate with our staff, owners, and teachers. We provide both email and phone communication options to talk with our front desk staff and our owners. We also invite you to have active conversations in person with our teachers, staff and owners about your dancer and your needs here at the studio.

Ada Dance Academy requests that outside communication with teachers is limited through the front desk unless the instructor has specifically provided you with their contact information and has given express permission for you to contact them outside of Ada Dance Academy with questions. Personal phone numbers and emails of any of our Ada Dance Academy staff, owners, and teachers should not be shared with others without express permission from that person. All private communications with staff, owners, and teachers may be shared with other imperative staff members if outside opinions are needed for conflict resolution or problem solving. If defamatory language, bullying, harassment, or other equally negative language or threats are made to a teacher, staff, or owner, it must be charged with the owners and required staff. Consequences outlined in our conduct section below may occur.

## **Conduct**

Ada Dance Academy is always striving to provide a better learning environment for our dancers. We aim to make sure our dancers, parents, and staff all feel welcomed, happy, safe, and secure in their experience. The sections listed below outline Ada Dance Academy's expectations for each of these groups to follow while they attend classes at the studio.

### **Students**

Students are expected to be respectful to both teachers and staff by listening attentively and following instructions. Dancers should always avoid disruptive behaviors in class like excessive talking. Ada Dance Academy expects all students to keep the space tidy by collecting all items at the end of the night, throwing away trash, only drinking water in the studios, not chewing gum, and being conscious of personal hygiene. Dancers are expected to inform their instructors if they have suffered an injury and to stay home if they are contagiously sick.. Students are also expected to be supportive of their fellow dancers, offer encouragement and avoid criticism.

### **Parents**

Parents are expected to support their dancers by making sure their dancers are prepared with all their shoes and proper attire, they arrive on time for classes, and to inform the studio of imperative updates regarding injuries, travel, etc. Parents are allowed to observe classes from the lobby through the video feed provided. Parents can also drop off their child and leave so long as their child is able to go to the bathroom on their own without assistance. Parents also have a financial responsibility to make sure their dancers' classes and other studio related expenses are paid for in full by the designated date.

## **Teachers**

Teachers are expected to provide quality and informed dance instruction to students during class or private instruction time. Teachers will ensure dancers are meeting milestones and providing corrections of dance technique and classroom behaviors. Teachers will provide a safe and inviting instruction space for dancers to work on their dance goals. Teachers will promptly start and end classes at their designated times. Teachers can provide guidance and information about opportunities in dance and future goals.

## **Teacher/Parent Relationship**

Teachers and Parents at Ada Dance Academy are here to provide the dancer with a safe and encouraging environment for learning. Parents and Teachers should always work together to ensure their dancer is progressing through the technique in an appropriate manner and not falling behind.

## **Teacher/Student Relationship**

Teachers and dancers follow the role of educator and student. Students are expected to listen to instructors and apply corrections. Teachers are expected to provide instructions and guidance while being tentative to student struggles with class curriculum. Teachers and students should use respectful language towards each other at all times even while the Teacher provides constructive corrections.

\*\*\*Any issues or disagreements that occur during classes, in dressing rooms, or in the lobby should be brought to either the teacher, front desk staff, or ultimately the director of the studio\*\*\*

## **Zero Tolerance Policy**

Ada Dance Academy has zero tolerance for any form of bullying, harassment, body shaming, physical harm, threatening language, or defamatory language. Ada always aims to make sure the space and classes are a safe and conducive learning environment. Anyone who has performed any of the above listed acts will result in removal from studio public spaces, prohibitions to enter the studio while classes are in session, or dancer expulsion from classes and privates without refund.

## **Privacy Policies**

### **Privacy of Personal/Student Information**

Ada Dance Academy will never share dancer or parent personal information such as date of birth, address, school district, phone numbers, health concerns, and more. Your and your dancers' privacy is of paramount importance to us. Information will only be

shared with express permission from the parents alone. The only instance personal information will be used is for competition registration.

### **Dancer Privacy/Dressing Rooms**

Dancers have the option to change in their age designated dressing rooms or in the bathroom cubicle as needed. Female dressing rooms are separated into “13 under” and “13 up”. Only dancers of that age and female parents are allowed to enter female dressing rooms. Boys have their own designated area located in the boys restroom. Boys/males should never enter any of the girls/female restrooms or female dressing rooms. Likewise, no girls/females should ever enter the boys/males dressing room.

### **Privacy of Payment Information**

Ada Dance Academy operates on a paper system backed by a digital system to double check payment totals and track payments. Ada Dance Academy does not save any personal payment information like card numbers, CVC, date of expiration, account numbers, etc. We operate on a primary cash or check system. The only information we ever document is the check number or the last four digits of card payments in case of discrepancies.

### **Photo and Video Release**

By reading this release, I acknowledge and consent to allow Ada Dance Academy to use photos and/or videos of my child/myself in publications (including flyers/brochures), advertisements (including newsletters or online ads), our studio’s website, or the studio’s social media sites (such as Instagram). I understand that in some cases, my child and/or my name may be used. I acknowledge that Ada Dance Academy may choose not to use my photo or video at this time, but may do so at its own discretion at a later date. Ada Dance Academy reserves the right to discontinue use of photos or video without notice. I further understand no financial compensation will be gained for use of these photos/videos. I have read this release and I understand its contents.

\*\*\*If you do not agree to be photographed or videoed, please make sure the front desk staff is notified and has been provided a written refusal to be included in photos and videos by the start of the session\*\*\*

### **I Agree Statement**

By registering my child for classes at Ada Dance Academy, I agree to the rules and guidelines laid out above in this handbook. I will conduct myself to the caliber of expectation laid out by this studio for dancers, parents, teacher, and staff. All disagreements to the above listed rules will be discussed with studio owners.

**Notable Staff Members**

Margie Vizurraga - Director

Stephen Sanford- Co Director

Kathy Kalm - Front Desk Staff

Samantha Tort Goluska- Front Desk Staff, Competition Coordinator

**Contact Us**

Email: [adadanceacademy23@gmail.com](mailto:adadanceacademy23@gmail.com)

Phone Number: 616-676-9430

Website: [adadanceacademy.com](http://adadanceacademy.com)

Socials:

Instagram: [adadanceacademy\\_](#)

Facebook: Ada Dance Academy, LLC