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MAINSTAGE ACADEMY OF DANCE
SCHOOL OF CLASSICAL BALLET
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MainStage Academy of Dance

MAINSTAGE STUDENT HANDBOOK POLICIES & PROCEDURES

WE PRIDE OURSELVES ON DEVELOPING THE WHOLE DANCE THROUGH: ARTISTRY | TECHNIQUE | MUSICALITY | PERFORMANCE

Welcome to the MainStage Academy of Dance

SCHOOL OF CLASSICAL BALLET

I am excited that you have chosen MainStage to begin or continue your dance training! I'm sure that you will enjoy your dance experience with us. Here at MainStage we are so much more than a ballet school. We are a family. As you begin your journey developing self-confidence, self-motivation, and life-long friendships you will become an active partner in the process, developing a respect for not just classical ballet but, all forms of dance. -Eddy Bray Artistic Director

MAINSTAGE FAMILY MEMBERS

This Student Handbook is designed to help answer questions regarding the policies of the MainStage Academy of Dance | SCHOOL OF CLASSICAL BALLET. You should review this book thoroughly and discuss it with your family, and direct your questions to your instructor or a studio staff member. School staff members shall enforce the policies, rules and regulations set forth in this handbook at any time. In an effort to maintain consistency and efficiency, the school uses email info@wedancemainstage.com as the primary method of communicating current and relevant information. The school requests that parents and students check their email regularly for announcements. The MainStage Academy of Dance website www.wedancemainstage.com is also a great informational resource. It is the responsibility of the parent or adult student to inform the studio of any address, telephone number, or email changes. Parents and students should be aware that some information in the handbook may change over time.

REGISTRATION

Please be aware when registering that registration fees, participation fees and tuition are non-refundable. A non-refundable annual registration fee of \$40 for the first student and \$10 for each additional family member is required at fall and summer registrations. Monthly tuition must be paid in full each month by automatic bank debit card or automatic credit card. This deduction will occur on the 1st business day of each month. You must sign an auto debit card or auto credit charge authorization form before classes can begin. Only yearly or monthly tuitions option may be paid by auto debit card or credit card. In-person monthly payment by credit or debit is not accepted. Checks are only accepted for entire year in-full payment. Checks should be made payable to MainStage Academy of Dance. Yearly discounted rates are based on a one-time up-front full year payment that is made on or before the due date. Payments by check must be made by the due date before classes begin. Enrollments that take place between session dates will be prorated. A five-day grace period is provided for late payments. Failure to provide payment by the end of the grace period will result in a \$25.00 late charge. All NSF checks will be charged a \$50 fee. If registration payments are not up-to-date, the school reserves the right to have the dancer not participate during class. All classes require a two month minimum for participation.

PHOTO RELEASE

The school is hereby granted permission to take photographs of the students to use for brochures, websites, posters, advertisements and other promotional materials the school creates. Permission is also hereby granted for the school to copyright such photographs in its name.

ATTENDANCE/TARDINESS

Because dance requires great concentration and focus, it is difficult when a student comes in late. We understand that running late is sometimes unavoidable, however, please do not let this become a habit. Students are expected to be ready to start class at its scheduled time. This will require arriving sufficiently early to fully prepare for class (recommended is 10 minutes). Students must wear proper attire and hair must be fixed prior to entering the classroom. The classroom is not the place to finish dressing or to complete hair arrangement.

If a student arrives late he or she must not enter onto the dance floor while the music is playing.

The student must wait until the music stops and is acknowledged by the teacher before joining the class. Students arriving more than 15 minutes after the start of class may not be allowed to participate in class, but may be allowed to observe at the discretion of the instructor. The observer must not act in ways that will distract the other students, or she/he will be asked to leave. Please notify the School of any attendance/tardiness via email at info@wedancemainstage.com.

In teaching ballet as well as other forms of dance, it is entirely appropriate for a teacher to put their hands on a student to correct the student's posture, the physical line or position of the student's body or part of the body, or to help a student hold a position. The school does not tolerate any teacher-student contact that is harmful or inappropriate. In enrolling their child in the School, parents acknowledge that it is MainStage Academy of Dance practice for teachers to correct students both verbally and with physical contact. Regular attendance is important. Our minds can grasp quickly, but it takes constant repetition for the body to really "get" the movement. MainStage Academy of Dance has instituted these rules:

- Please keep track of your missed classes. Attendance is kept only in the roll book, which is in the classroom. If you have any questions concerning your attendance, please ask the Teacher.
- Classes may only be made up in your own level or the level below provided a class is available.
- Classes must be made up during the month the class was missed.
- You may not make up classes during any special event week.

ABSENCES

As stated above, absences from class and/or rehearsals must be reported via email at info@wedancemainstage.com. If it is impossible to send an email, please notify the office by phone at (262) 244-5797. The office staff will notify the appropriate teacher.

If a student has more than 4 unexcused absences from class without prior notice, the school reserves the right to terminate lessons, in which case a refund of unused lessons will be given.

Excused absences include family emergency, illness, injury, religious obligation, vacation, and participation in a MainStage Academy of Dance event. The Artistic Director will address excessive absences. See PERFORMANCE REHEARSALS for expectations of required attendance at rehearsals for any MainStage performance.

SNOW DAY

In the event of snow, you can call MainStage Academy of Dance at (262) 244-5797. A recorded message will tell you if classes have been cancelled. An email will also be sent and it will be posted on our website at www.wedancemainstage.com

Please note the following when calling:

- Decisions on closing the School for the afternoon or evening are not usually made until after 1:00 pm.
- MainStage Academy of Dance School does not necessarily cancel classes when the local School district does.
- Please use your own judgment when deciding to drive in inclement weather. Missed classes can be made up at a later date.
- Snow days can be made up at any time during your session. No additional days will be added to the calendar.

UNEXPECTED INTERRUPTION OF CLASSES

If the school must cancel classes due to events beyond our control such as power outages, the missed lesson can be made up during the month the class was missed in your own level or the level below. No refunds for lessons missed for these reasons will be given.

- When you go to a make-up class, please arrive a little early and check in with the teacher.
- Academy students are required to attend all classes scheduled for their level
- Students should try to arrive ten minutes prior to class so that they have appropriate time to prepare and enter when the scheduled class begins.
- The school reserves the right to provide a substitute teacher if the regularly scheduled teacher is ill or otherwise unable to teach classes.
- If a teacher is ill and the school cannot arrange a substitute, any missed classes can be made up during that month.

STUDIO DRESS CODE & HAIR REQUIREMENTS (All Students)

In keeping with classical ballet tradition and to achieve a uniformity of appearance MainStage Academy of Dance follows a strict dress code. All girls with hair chin length or longer must wear their hair in a traditional ballet bun for all classes. Girls and Boys with very short hair must have their hair secured neatly off their face in a way that will not distract from class (headbands are not recommended because they fall off easily when dancing). Boys with long hair must secure it back neatly in a ponytail for class. For dancers in pre-ballet classes, a ponytail is fine, as long as it is pulled firmly back.

LEOTARDS - All female dancers should be dressed in a black MainStage Logo leotard. All boys should be dressed in a white MainStage Logo leotard or t-shirt. They may be purchased from the MainStage Boutique.

TIGHTS - All dancers should wear full-footed pink convertible tights. Tights are available at the MainStage Boutique. For performances, dancers will be required to purchase new, matching tights and shoes.

BALLET SHOES - All female dancers will wear pink ballet shoes with elastics. The elastics are needed for safety to keep the shoes from falling off. Ballet shoes are available at the MainStage Boutique. For performances, dancers will be required to purchase new, matching tights and shoes.

HIP-HOP (JAZZ) SHOES - Dancers in Hip-Hop classes are required to wear black jazz oxfords.

SKIRTS - are allowed in all recreational classes and only in Academy pointe classes, if specific permission has been given from your teacher.

WARM-UPS - Students are encouraged to have warm-up/cover up clothes for both before and after their classes. Students should arrive and leave the building with their dancewear appropriately covered. During class, students may not wear pants, shorts, leg warmers, or any other type of concealing warm-up clothes unless specific permission has been given from your teacher.

MAINSTAGE SPIRIT GEAR (Show your MSAD Pride)

MSAD custom attire is available at our MainStage Boutique located in the studio.

HAIR - should be pulled up and away from the face. For dancers in 4yr old and combo classes, a ponytail is fine, as long as it is pulled firmly back. For dancers in ballet classes, hair should be placed in a bun or other upswept, controlled style, such as a tight French roll. The goal is to have the hair off the neck to create an elegant line, and in a style that cannot move around. No hair ornaments are allowed.



- Appropriately fitted attire should be worn so that undergarments are not seen, such as underwear and bra straps.
- There are absolutely No street shoes allowed in the dance studios.
- No jewelry, with the exception of studded earrings, will be allowed. Please leave all jewelry at home.
- No hand creams, powders, or lotions of any kind are to be used at the MainStage Academy of Dance School as it can easily transfer to the floor and create slippery spots that can lead to injuries.

Boys and young men should wear simple close-fitting white t-shirts, or white cap-sleeved leotards under their tights or sweats.

TIGHTS - Boys can wear black bike shorts or sweat pants in their early years here. As they progress to upper level classes, dance belts and tights will be required.

FOOTWEAR - Male dancers should wear white socks and white technique shoes with elastics. The elastics are needed for safety to keep the shoes from falling off.

ARRIVAL/DISMISSAL

All parents will ensure that their child enters the school building for their class. Students under the age of 8 are to remain in the school during classes. Parents must make every effort to pick their children up from the school on time. MainStage Academy of Dance is not staffed to provide childcare after the completion of class. Students must be picked up within 15 minutes of the end of their class. Families may be billed \$25.00 for each half-hour, or fraction thereafter, that a teacher or school staff member must remain with a child. Students should remain inside the school while waiting for their parents to pick them up after class.

LEAVING THE SCHOOL (Academy)

Students should remain in the school building once they arrive for classes and/or rehearsals. If a student chooses to leave between classes or rehearsals they must:

- Provide written parental consent to their teacher or the person in charge of the rehearsal.
- Be dressed with appropriate clothing covering their dancewear.
- Leave using the buddy system (2 or more dancers together).
- Notify the person in charge that they are leaving and their time of return.
- If a student leaves the building after classes or between classes or rehearsals, the school will not be held responsible for the student's behavior or experience outside of the School.

SAFETY

The school requires parents and students to follow certain safety procedures listed below:

- Parents are responsible for their student's behavior and safety before and after class.
- All siblings must stay with parents, young children may not be left unattended.
- For their own safety, please do not allow children to hang or sit on window ledges, counters or tables.
- The safest situation is for parents to park their car and walk their child into studio from the front entrance.
- After classes, the safest situation is to also come into the lobby to pick up your child. If unable, please understand that the school is not responsible for the safety of your child once they leave our building.
- The studios are not play areas and students are not allowed to enter a studio that does not have a class in session. academy students only are allowed and encouraged to go in and warm up.
- No pets are allowed in the lobby at any time.
- Water bottles are allowed in all classes but please do not bring glass drinking containers

INJURY/ ILLNESS

The school is committed to maintaining a healthy environment that allows all students to participate in and enjoy their dance experience. Should a student suffer an injury or illness, parents are required to provide the school with written notification from a physician that permits the student to resume classes. Student with injuries are expected to still attend and observe all their regularly scheduled classes. Scheduled tuition payments continue during this time. The school also requests any medical information or recommendations from the physician that may inform the school's teachers how best to work with that student as they recover.

IN-CLASS INJURY/ILLNESS

Students who become ill or have a minor injury during class time should immediately report this to their teacher. Students will be expected to continue their class as an observer if their condition allows.

MEDICATIONS

The school does not permit staff or teachers to provide or administer any medication. The school must receive written notification for any student who requires prescription medication while participating in school classes, rehearsals or performances. The school requires that students who are taking prescription medication be able to either self administer or have a parent assist them.

CHANGING CLASS

Recreational Students change from one class to another only with permission of the Artistic Director. Parents are urged to consider such a change thoughtfully. Each time a child changes teachers, the educational process is slowed down as the child re adjusts. Changing classes several times per year makes progress slow and evaluation almost impossible. Pending agreement by the Artistic Director, class changes will be permitted as long as there is room in the class. There will be a fee of \$25 assessed for each class after each class change. This fee must be paid before the student can attend the new class.

STUDENT EVALUATIONS

Each spring, MainStage Academy of Dance Artistic Director along with teachers, will evaluate students' progress. Here are the different evaluation procedures:

RECREATIONAL - these students are not evaluated, as their classes are all about discovery and enjoyment.

ACADEMY - these students are evaluated through an examination at the end of the summer intensive session. Director Bray then gives a recommendation before September classes resume.

LEVEL PLACEMENT AND ADVANCEMENT

Students are placed in a level in the school that is appropriate for both their age and experience. Students do not automatically move on to the next level in the school at the end of the school year. It may take more than one year of training to develop the strength, skill, and emotional maturity of that level. All considerations for Academy class level placement are made at the end of our summer intensive sessions. Students not attending the summer intensive session will not be considered for next level advancement on a case by case basis. Artistic Director makes all final decisions regarding level placement.

AUDITIONING FOR ACADEMY PROGRAM

Auditions are open to students 8 years or older with three or more years of ballet training or a MSAD recreational teacher's recommendation. Announcements for audition date will be made via social media, email and our online calendar. Any conflicts that would prevent a student from participating in a scheduled audition must be communicated to the Artistic Director immediately, prior to the audition date. There are no scheduled make-ups for a formal audition. The Artistic Director will evaluate the performance of the dancers during these auditions, other teachers' input may be considered. Notification of recommended placement will be emailed soon after the audition.

CLASS PLACEMENT FOR ACADEMY PROGRAM

(FOR NEW-TO-MAINSTAGE STUDENTS)

Students wishing to attend Academy classes at MainStage Academy of Dance that are coming from another dance studio during the school year are required schedule a placement class with the Artistic Director.

PRIVATE LESSONS

Private lessons may be requested at any time however, approval and scheduling of lessons is at the discretion of the Artistic Director. Special rates apply. Private lessons are completed in 8-week blocks, one-hour pre-sessions. (Pre-Professional Dance Program students can use an alternative payment schedule for private lessons). If a dancer does not show up for a private lesson, it will be counted as a lesson, no refunds or make-ups will be allowed. If the teacher is ill or unable to teach a private lesson, you will be notified and a make-up will be arranged. If the dancer is ill, injured, or unable to make a private lesson, he or she must contact the school to discuss other possible arrangements.

PERFORMANCE REHEARSALS

Students are strongly encouraged to participate in performances. Students are expected to be flexible in the weeks leading up to a performance to account for the possibility of additional rehearsals. We also recommend that parents do not schedule activities the day of a show as show times, rehearsal and arrival times are subject to change. The school reserves the right to withdraw a student from a performance if additional rehearsals are not attended.

The weeks prior to a performance, MainStage dancers are required to attend ALL additional rehearsals to fully prepare for a performance. If a student must miss a rehearsal during this week, the school must be informed in advance by email at info@wedancemainstage.com and the student's participation in the performance will be at the discretion of the Artistic Director.

If a student is withdrawn from a performance, any costume and performance ticket payments (if applicable) will not be refunded. Please carefully consider rehearsal requirements before committing to a MainStage performance.

ANNUAL YEAR-END PRODUCTION

All MainStage Academy of Dance students have the opportunity to perform in an annual production that typically takes place in late May or early June. Information related to costumes, full dress rehearsal times, hair and make-up requirements, and volunteer opportunities will be communicated prior to the production. For the safety of the performers and with respect for MSAD copyrights, the school does not permit any unauthorized photography or video to be taken during a rehearsals or performances.

PRE-PROFESSIONAL DAY PROGRAM

MainStage Academy of Dance Pre-Professional Dance Program is intended for qualifying students who would like to prepare for a career as a professional dancer/performer. This program will be made up of select students that have potential, passion, dedication and a desire to one day become a professional dancer. Dancers in this program must attend the Pre-Professional class, individual one on one coaching sessions and their regularly scheduled academy classes. Dancers will be expected to participate and travel to nationally recognized scouting event and or competitions that will require performing one or more classical variations. In addition, dancers may also perform contemporary, ensemble, or a grand pas de deux at the discretion of the Artistic Director. Costumes, coaching, travel, and other related expenses are the responsibility of the dancers family.

CROSS TRAINING

MainStage Academy of Dance restricts Academy students from participating in other outside dance programs throughout the duration of their enrollment. MainStage Academy of Dance offers a comprehensive and progressive dance curriculum that is rooted in the Vaganova Russian System of ballet. This is a precise technique and system of instruction that delineates as to when to teach what, how long to teach, and in what amount. We want to be sure that our students are receiving one consistent message throughout their training years. As their muscles mature we're able to ensure proper muscular retention and development. Cross training can and will result in the termination a lessons at MSAD.

DANCING ON POINTE



In order for students to dance and perform on pointe, they must be able to master adequate and accurate point technique. Although a dancer may be working on particular steps and/or techniques in class, they may not be ready to perform them outside of the classroom. Students who try to perform pointe work before they are ready not only risk injury, but also could cause damage to the bone or muscle structure of the foot. Therefore, the Artistic Director will notify a student if she is able to meet the requirements related to pointe work and will make final decisions regarding who will dance on pointe during class times and during MainStage performances. The Artistic Director must approve all pointe shoes before dancing in them. Pointe shoes fit and wear differently on every person. It is essential to ask the right questions when being fitted for pointe shoes in a store and knowing how your toes and feet are supposed to feel in order to dance safely. For more information on pointe shoes, check out our Everything Pointe page at <https://wedancemainstage.com/everything-pointe/>

COMPETITIVE BALLET DIVISION DANCERS

MainStage Academy of Dance | SCHOOL OF CLASSICAL BALLET Competitive ballet program renders assistance to young ballet dancers by improving their technical and artistic and performance skills both inside and outside of the classroom. Creative experiences are provided through ballet competitions, gala concerts and outreach events. In preparation for Professional Trainee Program, Apprenticeship and Dance Companies Auditions.



Follow Us on Social Media



PARENT CONDUCT

- Parents will be respectful toward all MainStage Academy of Dance staff, teachers and volunteers, at all times. This includes class time, preparation before and during and after student performance, planned field trips, scheduled birthday parties or during any event sponsored by the school. Parents are expected to be respectful of other MainStage parents as well.
- Parents will need to make an appointment in advance to speak with the Artistic Director or teacher regarding any questions or concerns.
- It is the responsibility of the parents to ensure all payment and registration information is accurate, up-to-date, and fully completed. Since email is our primary mode of communication, parents need to provide us with updated email information and refer to emails regularly. If you have any questions, you are encouraged to email the studio at info@wedancemainstage.com
- If your child feels ill or has a fever, please do not bring him/her to class and notify the studio via email.
- Small children are the responsibility of their parents and should be watched at all times to avoid injury and to monitor the noise level in the studio. No running or shouting is allowed.
- Only staff is permitted in office and retail counter areas.

STUDENT CONDUCT

- All MainStage Academy of Dance students will be courteous and respectful to one another, to their teachers and to all school staff and volunteers. The teachers and the Director will address concerns with any student where attitude, discipline or overall conduct is unsatisfactory.
- Students will come to each class with a positive attitude, ready to learn, and be fully attentive.
- Excessive talking in class is not allowed. Hands should be raised when there is a question for the teacher.
- Gum is never allowed in class or anywhere in the school.
- Students should promptly report any injury or illness that occurs while they are at the school to their teacher, or an emergency need to use the restrooms.
- At the end of the class, traditionally the students thank the teacher by applauding and performing grand reverence. If a student needs to leave class early, please warn the teacher before class. At the given time, the student should thank the teacher and quietly leave.
- Students should note that the studio's blocked off office area and retail counter areas are for MSAD staff use only.
- Students will conduct themselves appropriately, talking in an appropriate volume level and keeping the lobby, restroom and viewing areas clean.
- Students will be responsible for their own belongings. No valuables should be brought into the studio. Personal items left in the school will be placed in the Lost and Found. Lost and Found items not claimed are donated to Goodwill regularly during the year.
- Summer Intensive dancers may eat or drink only in the viewing area and only during their designated break times. Students must be mindful to clean up trash and/or crumbs and to use the appropriate garbage bin in that area. Each teacher may have additional classroom rules, which they will discuss with students.

ADDITIONAL INFORMATION

- There is no homework, per se, for dance class. We don't encourage formal practice at home, because it's so easy to fall into bad habits of posture and muscle use. Young children should be encouraged to move to music and make up dances. Older dancers should be encouraged to do some abdominal "core" work or stretches that they have been given in class. And, of course watching any live performance or televised concert is a wonderful experience for the student dancer.

- Self-discipline is what makes it all happen. Sometimes young dancers get bored with the repetitions of the same exercises, and get eager to learn new steps. Steps are not the most important part of dancing. Form and musicality are what really matter. Correctness of execution matters not only because it is beautiful and separates the advanced dancer from the intermediate, but also because it is safe. Sloppy dancing leads to injuries.
- You will notice in the classroom that each teacher continually gives corrections to the dancers. These corrections should be considered and worked on by all dancers. The good dancer got that way by listening to every comment and applying it to her or his work. The teacher's comments should not be construed as criticism of the student's possibilities or personality, but only as the means of progressing in a physical art form.

WITHDRAWALS

Tuition is non-refundable (except in limited circumstances - see below for details). There is a two-month minimum for all lessons. One-month notice from the first of the month is required to discontinue any classes.

If withdrawal occurs within the first 5 calendar days of the month, automatic debit or credit card charges will stop at the end of that month. If withdrawal occurs after the first 5 calendar days of the month, automatic debit or credit card charges will stop at the end of the next month. There are No exceptions. (Example: Withdrawal occurs on November 1st, charges will be made for the month of November. Withdrawal occurs on November 6", charges will be made for the months of November and December)

When withdrawing a student the following apply:

- Parent/Guardian must officially withdraw a student by written notice to Mair Stage Academy of Dance using an official withdrawal form available from the Artistic Director.
- Withdrawal requests may not be made by telephone or email.
- Failure to attend classes does not constitute official withdrawal.
- Verbal or written notification to the Teacher or Artistic Director does not constitute official withdrawal.
- Tuition refunds will not be held as credit or carried over to the next semester or School year.

Refunds for withdrawals are granted only for:

MEDICAL REASONS. Parent/Guardian must officially withdraw the student using the Main Stage Academy of Dance official withdrawal form, accompanied by a letter from the student's physician.

RELOCATION. Parent/Guardian must officially withdraw the student using the Mair Stage Academy of Dance official withdrawal form.

TERMINATION. Director Bray will inform the student and parent directly in the event of a termination.

Should a refund be granted, the refund will be pro-rated from the 1st of the following month after the official withdrawal form is received. Refund processing takes approximately four weeks.

MAINSTAGE & PERFORMANCE GO HAND IN HAND!

Excellence in Dance Education Is Our Passion! Here at MainStage Academy of Dance | SCHOOL OF CLASSICAL BALLET, we pride ourselves on being a top-knotch dance and performance academy, which is why we do not have traditional recitals. Instead, we choose to develop our students' character, confidence and personality through a professional production process. This type of performance allows our students to make a connection between music, character and the dance.

*We perform at the beautiful
Oconomowoc Arts Center*



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SCHOOL OF CLASSICAL BALLET
Eddy Bray Artistic Director

Inspiring the Next Generation



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MainStage Academy of Dance



20th
ANNIVERSARY

Inspiring Lives Through the Art of Dance