

2020-2021

Five Flags Dance Academy

Policies and General Information



Welcome to Five Flags Dance Academy! Our program is designed to develop discipline, confidence, self-expression and talent while learning the fundamentals of dance.

Registration

An annual \$40.00 *nonrefundable* registration fee, per family, is due at the beginning of each dance season. Each student is required to have current registration and release forms on file as well as a **current e-mail address**. Please notify the office if you move or have a change of address/phone.

Student Placement and Progression



Our professional staff at Five Flags Dance Academy is trained to teach the art of dance. With that training, instructors make professional educational decisions regarding a students' dance training. Returning students are placed according to their teacher's recommendation. New students are placed by age, grade, number of years experience, type of training **and** teachers discretion. We do our best to place each dancer on the background you provide for us. If a student is placed incorrectly they will be moved during the first few classes.

Not all dancers progress at the same pace. Many factors such as physical growth, learning speed, coordination, number of classes, natural ability etc. play a primary roll. There are great physical and emotional risks involved with a dancer progressing too quickly. Please allow us to place your child where we feel they can enjoy dancing, learn correctly and make excellent progress. Any questions or concerns regarding your child's class placement and progress are welcomed. Please contact the office to schedule communication with your child's instructor and/or FFDA staff should you have any concerns.

Class Information

Qualified instructors teach all classes. Student assistants will be present in classes when deemed necessary by the director. Please stay with your child until their class begins. If anyone other than the parent or guardian will be picking up the dancer, inform the teacher/office ahead of time. A short water break will be taken during the two-hour classes. Cups and cold water are provided for the students. **Students are not allowed to bring food or drink in class.** Cell phones must be turned off during class. If there is an emergency, please call the studio office at 850-484-0648. **T-SHIRTS ARE NOT ALLOWED IN ANY DANCE CLASS OR DANCE ROOM** **Dancers will sign an agreement on their first class that they will not wear t-shirts into the dance room.** Dancers with t-shirts will be asked to leave class and sit in the lobby. Instructors need to see the movement and body position of the dancer to properly instruct.

Attendance

Students are encouraged to attend 100% of every class. Please keep absences to a minimum. Excessive absences or tardiness may result in class reassignment. **During recital season, January-June, students are allowed five (5) EXCUSED absences and zero (0) UNEXCUSED absences. Only two (2) of these may be**



consecutive. Any student who for any reason misses more than the approved number of classes will not be allowed to perform.

When dancers are sick or injured they may decide to observe class and not participate. **This is only allowed three (3) times per year.** Students who are 15+ minutes late for class will be considered absent and may be asked to observe class due to missing the proper warm up to safely participate. Participation is imperative for all dancers for proper rehearsal.

Make-up Classes

Make-up classes will be held only when a teacher cancels a regularly scheduled class. No make-up classes will be held for holidays or student absence. Up to two weeks of classes may be cancelled due to inclement weather. Any classes cancelled beyond two weeks will be rescheduled. You must call to make-up a class.

Waiting Room Etiquette

Face covering are encouraged until further notice.

Five Flags Dance Academy was founded on family and this is an important part of what we do. Although we are a “child friendly” environment, we are still a business. All children should be supervised while in the building. Do not allow them to play with the water cooler, doors, blinds etc. Siblings are welcome but activities should be quiet and not disruptive to class, office, or others waiting in the lobby area. Please keep conversations age appropriate for children’s ears, and be respectful of others waiting. **NO food or drinks into the building for students, siblings, or parents/guardians allowed.** Please dispose of any food garbage in the trash receptacle outside in front of the building. We appreciate your assistance in keeping our facility clean and pest-free. You will be charged if students are not picked up on timely manner.



Lobby area currently can only have 10 people in it at a time.

Classroom Etiquette & Viewing



We all want your child to enjoy dance class but it is very important that the class remain in control. Students are expected to behave respectfully to fellow students as well as the instructor. We as teachers understand that some days are better than others, however, students who are excessively disruptive during class will be asked to either sit in the classroom or leave

the room for the duration of the class. The instructor will fill out a disciplinary form and have parents sign when necessary.

Class viewing is at the discretion of the instructor. The studio doors will be closed for majority of classes. Remember, you are a “stranger” to the other students in the classroom and could be a distraction keeping them from fully participating in class. Instructors may invite parents to watch part of the class on certain days. Parent observation weeks will be scheduled at the discretion of the instructor. Notification will be sent home with the dancers prior to parent observation classes.

Fees and Payment Schedule

Monthly payments are **due on the first day of each month.** A ten-day grace period will follow after which a **\$15.00 late fee will be assessed on the 15th day of each month.** Payments should be turned in to the tuition drop box, given to office manager or made online by Credit card. Please do not hand payments to a teacher. Parents who give the responsibility to their dancer

to turn in tuition are still responsible for the late fee if the student fails or “forgets” to turn the payment in on time. Payments mailed are not late if postmarked by the 10th. Payments will not be held and must not be postdated. Safe Check handles all returned checks. Tuition is not prorated for holidays or missed classes. *If for any reason your dancer drops a class, you must visit the office and fill out a drop form. You will be billed until this form is completed and received. Drop forms are available at the office.*

A thirty day drop notice is required.

Fees are as follows:

\$50.00 for a 30 minute class

\$55.00 for a 45 minute class

\$60.00 for a 60 minute class

\$65.00 for a 75 minute class

\$75.00 for a 90 minute class

\$80.00 for a 105 minute class

\$85.00 for a 120 minute class

\$95.00 for a 135 minute class

\$100.00 for a 150 minute class

\$125.00 for a 165 minute class

\$140.00 for a 180 minute class

\$140.00 a month for unlimited! Take as many classes as you like.

(Unlimited price does not include competition team or ballet company tuition)

**\$10.00 discount per immediate family member! (No discount for unlimited)*

****All accounts must be kept up to date. Costumes will not be ordered for anyone with an outstanding balance. Additionally, any student with a past due account at recital time will not be allowed to perform. Students with outstanding balances may be denied participation in class until the account is reconciled.**

Dress Code & Classroom Safety Rules

Please see Dress Code Sheet for the dress code requirements for the studio.

Our staff will be strictly enforcing the dress code for all classes. Please make sure dancers are properly dressed and on time for class. Students may be asked to leave class if not dressed appropriately.

➤ **T-SHIRTS ARE NOT ALLOWED IN ANY CLASS.**

- **Bare feet are not allowed in any dance class that requires shoes. Must wear appropriate dance shoes for classes.**
- Tights with excessive “tears” or “runs” are not allowed.
- Hair must be pulled back away from face. Ponytail or buns are encouraged. Long bangs need to be pinned away from face. **Hair will not be allowed down in class.**
- Please avoid wearing dangling jewelry. Dancers wearing any jewelry that compromises safety will be asked to remove it.
- **For safety, no gum, candy, or lozenges are allowed in class.**
- Please leave all toys at home.
- Please label all belongings with dancer’s first and last names.
- **Please do not wear your dance shoes outside of the studio.** This can not only damage the studio floors but can also damage your dance shoes.
- **Dancers should have a dance bag with the dancers name on it for their first class.**



Special Programs

Competition Dance Team (By Audition Only)



Five Flags offers students an opportunity to audition for our Competition Dance Team. The Dance Team travels to competitions and dance workshops. They also perform in our community at festivals and events. Auditions are held each year during the summer. Please contact the office if you are interested in auditioning for our competition dance team.

Requirements: Must have prior dance experience. At least 5 years of age.

Competition Dance Team Members must enroll in (2) Ballet, (1) Tap, (2) Jazz, as well as team class. Additional performance and travel requirements are determined by the director(s) and vary each season.

Attire: Determined by director.

Director of the Competition Dance Team is Noble Bradley and Ashley Barnett

Five Flags Classical Ballet Company (By Audition Only)

Five Flags offers students the opportunity to audition for our Classical Ballet Company. The Ballet Company performs in our community and has a special performance during our yearly recital. Please contact the office if you are interested in our Classical Ballet Company.



Requirements: Mini Ballet – age 7-9

Apprentice Level – age 10-12 with 2+ years experience.

Junior/ Senior Level- age 13 and older with 5+ years experience and preferably 1 year of Pointe.

Company Members are required to take a company class and additional ballet class each week.

Attire: Solid black leotard, pink tights with hair pulled back into bun. Mini requires skirts for ballet class.

There is a tuition increase for Ballet Company based on the level of dancer.

Director for Ballet Company is Ms. Amanda Hoyt.

Media Release

Permission is granted to use my student's image for advertising purposes. This may include, but is not limited to, print, video, and internet advertisements and literature. Permission is also hereby granted for the studio to copyright such photos in our name.

“Like” us on Facebook!

Our Facebook page is one of the many methods of communication we use to keep our dance family informed of the happenings here at Five Flags. Like us on Facebook to view the latest dance news and studio events in your news feed.

www.facebook.com/fiveflaasdance

Costumes

Costume Measurement week will occur Monday, November 14th – Saturday, November 19th, 2021. Parents/Guardians or another responsible adult will be required to attend this class

period. At this class, you will be measuring your student for their recital costume. **Costume Fitting** week will occur tentatively **Monday, April 12th – Saturday, April 17th, 2021**. Parents or another responsible adult will be required to attend this class period. At this class, your dancer will be trying on their costume. The teacher will be giving instructions on any alterations that need to be made as well information about upcoming recital deadlines. Attendance is mandatory for these classes.



Costume Deposit and Payments

A mandatory costume deposit of \$30.00 for each costume is due by **Thursday, October 15, 2021 by 6:30 p.m.** The balance for costume payments is due during costume measurement week with a grace period ending **Thursday, December 10, 2021 by 6:30 p.m.** Costume prices range on average between \$45 -\$65 each. These dates and times are final. Please do not ask for exceptions. A costume will not be ordered for your dancer if your costume payment is not **paid in full** by December 10, 2021. Extensions are not available. **Checks for costume payments may be postdated for December 10, 2021 and remitted to the office during “measurement” week for your convenience.**

In-Studio Dress Rehearsal

To help simplify Recital Weekend, we will have a Full Costume Dress Rehearsal at the studio. This rehearsal will be held during your dancer’s regularly scheduled class time the week of Monday, May 10th – Saturday, May 15 2021. A parent or other responsible adult must attend this class with the dancer. **All costume alterations must be completed** for this rehearsal, and hair must be worn according to your costume instruction sheet. Make-up is not required during this week.

Rehearsal and Recital

The mandatory Rehearsal will be Saturday, June 5, 2021 at the Pensacola Saenger Theatre. The Recital performance will be Sunday, June 6, 2021 at the Pensacola Saenger Theatre. Your dancer must attend the Dress Rehearsal on Saturday in order to participate in the Recital on Sunday. No exceptions.

The studio will communicate with parents/guardians via our website, Facebook page, e-mail, and notes sent home with dancers in the Spring. Please be on the lookout for these notes. A copy of these notes will be posted in the lobby as well our web page under "Dance News".

Recital Orientations are held in the spring to provide detailed information about the recital process for parents/guardians with students new to our studio.

Tickets for the Recital will be available through Ticketmaster or the Saenger Theatre Box Office in May. Watch for information and dates when the tickets will be available for purchase.

Professional pictures will be available at the dress rehearsal at the Saenger Theatre. Class pictures will also be taken at the dress rehearsal and available for purchase. Typically, Recital T-shirts and program ads are available for purchase as well. You will receive more detailed information in the Spring during Costume Fitting Week and In-Studio Dress Rehearsal Week.



Dress Code

Hair (All Classes)	Hair must be pulled back away from face. Ponytail or buns are encouraged. Hair will not be allowed down in class. Long bangs need to be pinned away from face. Unless its choreographed in the dance.
Female Students	<i>Except some ballet classes, a leotard, and the appropriate shoes.</i> There are no color codes for tights or leotards. Please wear the colors and styles you enjoy. NO T-SHIRTS ALLOWED
Ballet No T-Shirts!	Shoes - Pink Ballet Shoes (any brand) – (“Bedroom slippers” or play shoes are not allowed.) Leotards – Any color leotard. — NO T-SHIRTS ALLOWED Tights – Footed or convertible tights. Hair – Bun preferred or ponytail. Other - Ballet Skirts are encouraged but must be above the knee length. Ballet classes will be advised by age.
Tap No T-Shirts	Shoes –Preschool/ Preschool 2 – Black Patent Leather Shoes are required. They must be secured with black elastic loops. Leotard with tights or leggings. All other tap classes must have tan tap shoes. Teen and Seniors must have both colors.
Jazz No T-shirts	Shoes – Carmel or Tan leather slip on jazz shoes. No laces. Leotards - Any color leotard. Form fitting shorts over leotard are acceptable at teacher's discretion.— NO T-SHIRTS ALLOWED Leggings are perfectly fine. Also extra tight tank-tops are accepted.
Lyrical/ Contemporary No T-Shirts	Shoes – Dance Paws or bare feet. Leotards – Any color leotard. Form fitting shorts over leotard are acceptable at teacher's discretion.— NO T-SHIRTS ALLOWED Tights – optional.
Hip Hop No T-Shirts	Shoes – Solid Black Jazz Sneakers. No Gloss. Attire – any color leotard. Shorts and dance pants are acceptable. No Jeans. NO T-SHIRTS ALLOWED
Pointe No T-Shirts No pants or shorts	Shoes - Pink Pointe Shoes (Students Choice of Brand) – Must be approved by teacher. Leotards –Black leotard. — NO T-SHIRTS ALLOWED Tights – Footed or convertible tights. Tights must be worn over feet. Hair - Bun Other - Ballet Skirts are optional. Two-piece dance suits, shirts, pants shorts or skirts are not allowed in Pointe class.
Musical Theater No T-Shirts!	Shoes – Carmel or Tan Slip on Jazz Shoes. Attire – Leotard and shorts or dance pants allowed. NO T-SHIRTS ALLOWED
Other Reminders for All Classes	Please be sure to label all clothing, shoes and bags with your child's first and last name with permanent marker. Bare feet are not allowed in any dance class that requires shoes. A dance bag labeled with dancers full name allows dancers to keep their shoes and other belongings together. Street clothes (T-shirts, etc.) in class only for hip hop. Please do not wear dangling jewelry. No gum, candy or lozenges are allowed in class. Please leave all toys at home. Cell phones use is not allowed in class.

	They must be in silent mode or off.
Outside the Classroom Setting	A cover up should always be worn to and from the dance school. A pair of street shoes is required to be worn to and from the dance school. Please do not wear your dance shoes outside. It not only damages the dance shoe but it can also damage our dance floor.

2020 - 2021 Holidays and Important Dates

Dates are subject to change.

- *Classes Begin* *August 17, 2020 (Monday)*
- *Labor Day Holiday* *September 7, 2020 (Monday)*
- *Mandatory Costume Deposit Due* *October 15, 2020 - by 6:30 p.m. (Thursday)*
 - *Deposit is \$30 for EACH costume*
- *Costume Measurement Week (tentative)* *November 14 - 20, 2020 (Saturday - Thursday)*
- *Thanksgiving Holidays* *November 23 - 28, 2020 (Monday - Saturday)*
- *Costume Payment Balance Due (Thursday)* *December 10, 2020 - by 6:30 p.m.*
- *Winter Break* *December 21, 2020 - January 3, 2021 (Monday - Saturday)*
- *Classes Resume* *January 4, 2021 (Monday)*
- *MLK JR. Holiday* *January 18, 2021 (Monday)*
- *Spring Break* *March 15 - March 20, 2021 (Monday - Saturday)*
- *Costume Fitting Week (tentative)* *April 10 - 15, 2021 (Saturday - Thursday)*
- *In Studio Dress Rehearsal* *May 10 - 15, 2021 (Monday - Saturday)*
- *Recital Weekend* *June 5-6 , 2021 (Saturday - Sunday)*
- *Rehearsal* *June 5, 2021 Saturday is mandatory attendance for participation in the Sunday Recital.*
- *Recital Day!* *June 6, 2021 Sunday 1:00 p.m. and 5:00 p.m.*
- **Recital weekend has been scheduled to not interfere with public school exam weeks.**