

2011-2012



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 \$35.00 *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. Please notify the office if you move or have a change of address/phone.

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.

The duration of class subjects are as follows (unless otherwise specified):

Class	Duration	Class	Duration	Class	Duration
Ballet*	45 Minutes	Lyrical	45 Minutes	Ballet Technique	1 Hour
Pointe	45 Minutes	Hip Hop	45 Minutes	Ballet Company	Per Director
Jazz	45 Minutes	Musical Theater	45 Minutes	Competition Team	Per Director
Tap	30 Minutes	Modern	45 Minutes		

*some ballet classes are scheduled for 1 hour – please see the published schedule.

Office and Lobby Area

All children should be supervised while in the building. Although we are a “child friendly” environment, we are still a business. Do not allow them to play with the water cooler, doors, blinds etc. Help us treat our building and other parents with respect. **No food or drink is allowed in the building for students, siblings, or parents/guardians. Please help us keep the studio clean and bug-free.**

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 may not miss more than five classes and only two 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. Participation is imperative for all dancers for proper rehearsal.

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 for festivals and events. Please contact the office if you are interested in auditioning for our competition dance team.

Requirements: 3 years of prior dance experience. At least 9 years of age.

Competition Dance Team Members must enroll in Ballet Technique, Tap, Jazz and Modern as well as team class.

Attire: Determined by director.

Competition Team monthly tuition: \$25 per month plus monthly studio tuition (determined by the number of studio classes dancer enrolls in.)

Director of the Competition Dance Team is Latasha Weinmann.

Five Flags Classical Ballet Company (By Audition Only)

Please contact the office if you are interested in our classical ballet company.

Requirements: Apprentice Level - Minimum age 9 years old with 2+ years of experience.

Junior/ Senior Level- Minimum age 11 years old with 5+ years of experience and preferably 1 year of Pointe.

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

Attire: Solid dark leotard, pink tights with hair pulled back into bun.

Company monthly tuition: Apprentice Level \$15 and Junior/Senior Level \$25.00 per month plus monthly studio tuition (determined by the number of studio classes dancer enrolls in.)

Director for Ballet Company is Joanne Adams.

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 **\$10.00 late fee will be assessed on the 11th day of each month**. Payments should be turned in to the tuition drop box, given to office manager or done online. Credit card payments are only accepted when using our online "PayPal" service. Do not hand payments to a teacher. If making a payment after hours, please use the night drop slot on the entrance door of Building 3. 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 pro-rated 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.*

Fees are as follows:

\$45.00 a month for one subject

\$60.00 a month for two subjects

\$75.00 a month for three subjects

\$90.00 a month for four subjects

\$105.00 a month for five subjects

\$120.00 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.

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.

Dress Code

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.

- **No t-shirts will be allowed in any class and no long pants are allowed in ballet classes.**
- **Dance skirts are encouraged but must be above-the-knee length.**
- Tank tops are only allowed in Hip Hop. Tank tops are not allowed over leotards.
- **Bare feet are not allowed in any dance class with shoes. If you are wearing shoes, you must wear tights over your feet.**
- Proper shoes should be worn for each style of dance.
- Tights with excessive “tears” or “runs” are not allowed.
- **Female students must wear footed or convertible tights, a leotard, and the appropriate shoes. There are no color codes for tights or leotards. Please wear the colors and styles you enjoy.**
- **Male Students must wear a snug fitting shirt, pants or shorts that allow movement, and thin socks with shoes.**
- 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.
- 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.**

Costumes

Costume Measuring week will occur Wednesday, November 2nd – Tuesday, November 8th, 2011. 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 Monday, April 16th – Saturday, April 21st, 2012. 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 \$25.00 **for each costume** will be due **Monday, October 17, 2011** by 6:30 p.m. The balance for costume payments is due on **Wednesday, December 14, 2011** 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 14th.

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 14 – Saturday, May 19, 2012. 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.

Dress Rehearsal and Recital

The mandatory Dress Rehearsal will be Saturday, June 9, 2012 at the Pensacola Saenger Theatre. The Recital will be Sunday, June 10, 2012 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, 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.

A picture day will be held at the studio in May to allow you to have your dancer professionally photographed. They will also be available to take pictures at the dress rehearsal at the Saenger Theatre. Class pictures will also be taken at the dress rehearsal and available for purchase. Typically, T-shirts, flowers, 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.

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Holidays and Important Dates

Dates are subject to change.

Classes Begin	Tuesday, September 6, 2011
Mandatory Costume Deposit Due	Monday, October 17, 2011 - by 6:30 p.m.
Deposit is \$25 per costume	
Costume Measurement Week	Tuesday, November 1 - Monday, November 7, 2011
Thanksgiving Holidays	Monday, November 21 - Saturday, November 26, 2011
Costume Payment Balance Due	Wednesday, December 14, 2011—by 6:30 p.m.
Winter Break	Monday, December 19, 2011 Saturday, December 31, 2011
Classes Resume	Monday, January 2, 2012
Spring Break	Monday, March 19 – Friday, March 23, 2012
No Class	Saturday, April 7, 2012
Costume Fitting Week	Monday, April 16 th – Saturday, April 21, 2012
In Studio Dress Rehearsal	Monday, May 14– Saturday, May 19, 2012
Memorial Day	Monday, May 28, 2012
Recital Weekend	Saturday June 9, and Sunday June 10, 2012
Full Dress Rehearsal	Saturday June 9, 2012 is mandatory attendance for participation in the Sunday recital.
Recital Day!	Sunday, June 10, 2012 2:00 p.m.

Recital weekend has been scheduled to not interfere with public school exam weeks.