

We would like to take the time to welcome you to Dancemakers of Atlanta. For over 20 years, Dancemakers has offered core classes that provide young dancers with a solid foundation in dance training as well as an opportunity to grow, expand, and develop their talents and skills.

At DMA, we teach dancers of various ranges of skills and abilities. All students are enrolled in classes that are suitable for their ability. Each student with previous dance experience receives a placement evaluation by the Directors.

*Our mission is to educate and create results and excellence through recognition, education, and leadership in the dance community.*

Our program is based on intensive training and performance techniques to strengthen our dancers' training. While some come to explore and experiment with various art forms, some come to learn from our world-class teachers as they transform from students to professional dancers and dance educators who often return to give back to the institution that gave them so much.

## **Class Placement**

All students are placed according to their physical facility, talent, and ability. Class placement will be carefully reviewed and evaluated by the teacher and director. Previous dance experience may or may not be considered in a placement evaluation.

## **Class Etiquette**

Proper dance requires discipline. Through discipline gained in dance training, dancers reap the benefits which make dance a positive and valuable activity.

**Students are required to be on time to class and must enter class dressed in the proper attire** (Please see our [dress code](#) for more information). Our instructors are allowed to ask any student to remove any garment that is not a part of the dress code.

Please contact the studio by [email](#) or [phone](#) if you are missing class or arriving late.

**No chewing gum or eating/drinking (except for water) will be permitted in class.** Gum is not allowed anywhere inside the dance studio. Disruptive behavior will not be tolerated. Any disruptive behavior, use of profanity, or ridiculing of other students will result in immediate expulsion from the class.

## Payment Information

There is a non-refundable registration fee of \$50 per family. This payment is due when you register for classes. All fees and Tuition are auto-drafted from the family accounts. **Each family must have a valid credit/debit card on file at all times.**

Families wanting to pay **CASH** must submit payment at least two business days prior to the given due date in person or via Cash App at [\\$dancemakersatlanta](https://dancemakersatlanta.com). After two late CASH payments are received families will receive a warning letting them know this is their second late CASH Payment. If their CASH payment is late for a third time, the family will be required to place a **valid CREDIT/DEBIT on file** in order to continue their child's/children's enrollment with Dancemakers of Atlanta, Inc.

**Tuition will be automatically debited monthly, on the 2nd of each month.** Any additional fees will be auto-debited on the advanced notice due date throughout the season.

Late Tuition payments will incur a \$15 late fee billed on the 11th of the month. **The late fee will be strictly enforced.**

The monthly tuition and the late fee will be auto-debited on the 11th of the month. If the payment is declined for a second time, **your child will not be permitted to attend classes, rehearsals, or participate in any performances or competitions (if applicable) unless your account is current.**

Please direct your billing questions and payment arrangements to our Director of Operations, Jenay Dunlap Myers, at [ops@dancemakersofatlanta.com](mailto:ops@dancemakersofatlanta.com).

The monthly tuition rate will remain the same throughout the year regardless of the number of weeks in any given month. (For example, during the holiday season classes are provided for three weeks).

**A 30-day advance written notice of the desired withdrawal (from class and/or the studio) date is required before a withdrawal can be permitted.**

EXAMPLE: *This notice must be provided to the office on the 1<sup>st</sup> of the month before the withdrawal date. (If you are planning to withdraw on January 1<sup>st</sup>, then the notice must be provided to the office in writing on December 1<sup>st</sup>.)*

**No discounts or refunds are permitted for missed classes or withdrawals outside of our policy.**

## Performances

Our annual Holiday Show will tentatively be on December 9th (2 shows) and the annual year-end Recital will tentatively be held on June 8th (2 shows) and 9th (1 show). Please be aware of your emails and clearly posted information on the Studio Lobby TV.

All performers will be provided written information (via email) regarding special rehearsals.

**All special rehearsals for the performances are mandatory.** The rehearsals are crucial to the success of Dancemakers's top-quality performances. Remember – your child is a part of our success!

## **Costume Payments**

Costume payments (\$80.00/costume and \$40.00/Holiday Hoodie) for the Holiday Show will be billed on October 2, 2023, and auto-drafted on October 16, 2023.

Costume payments (\$100/class; \$180/combo class) for the Spring Recital will be billed on January 29, 2024, and auto-drafted on February 17, 2024.

**All costume payments are non-refundable.**

**NOTE:** The office must be notified prior to **January 22nd**, if your child is not participating in the Spring 2024 recital performance.

## **Performance Fees**

Holiday Show fees will be billed on October 23, 2023, and auto-drafted on November 6, 2023. The cost is \$50.00 per family plus the cost of tickets (\$20.00/ticket).

Spring Recital fees will be billed on March 25, 2024, and auto-drafted on April 15, 2024. The cost is \$150.00 for single dancer families and \$175.00 for families with two or more dancers. The Spring Recital Fee will include two recital tickets/family, a viewing link to the performance of your choosing, and a recital t-shirt for the dancer(s).

**All recital fees are non-refundable.**

*Any updates to this information will be communicated via email from Dancemakers.*

## **First Aid/Safety**

Students and teachers have access to a first aid kit which is necessary for minor injuries. (ex. Band aids and cleansing wipes) The studio's first aid kit is located at the Front Desk.

## **Photography/Videography**

All photography and videography captured at Dancemakers is property of Dancemakers of Atlanta. If your child is photographed or in a video on a form of media associated with Dancemakers, through your registration, you have given Dancemakers rights to the photography/videography to do what we choose.

During special events, such as recitals or open house, we may have a photographer/videographer at the studio.

Dancemakers of Atlanta has a policy prohibiting the recording of company dances until the competition season is over (in July after nationals) unless given special permission from the Directors. We take pride in the hard work our dancers put in throughout the season.

If you have any questions regarding our media policies, please email us at [media@dancemakersofatlanta.com](mailto:media@dancemakersofatlanta.com).

## **Required Dancewear**

All Pre-Ballet and Headstart students are required to wear any style pink leotard, skintone/tan tights, skintone/tan ballet shoes, and tan tap shoes. These items can be purchased at any dance store.

All other ballet and ballet/tap students should wear skin tone (preferred) or tan-colored tights, matching ballet shoes, tan tap shoes, and the assigned class leotard.

All company members should wear skin tone (preferred) or tan-colored tights, ballet shoes, and the assigned class leotard.

Please refer to our [dress code](#) for more details.



## ***Feedback Corner***

We have two ways for you to communicate with us:

1. **Email:** Email us at [info@dancemakersofatlanta.com](mailto:info@dancemakersofatlanta.com) for all general questions and [ops@dancemakersofatlanta.com](mailto:ops@dancemakersofatlanta.com) for any billing/payment questions or concerns
2. **One-on-Ones:** Dancemakers has an '[open door policy](#)' meaning we are always available, wanting, and willing to sit down with dancers and families to discuss any concerns or questions they may have. If we do not know there is a problem or concern there is no way for us to address it.

If you have any questions, please reach out to our Director of Operations at [ops@dancemakersofatlanta.com](mailto:ops@dancemakersofatlanta.com) to share what is on your heart.

## Important Dates and Times

<b>Office Hours</b>	Monday-Friday	4:30 pm – 8:00 pm
	Saturday	9:00 am – 3:00 pm
	Sunday	Closed

## 2023-2024 Calendar

Labor Day (CLOSED)	September 4th
Columbus Day/Indigenous People's Day (OPEN)	October 9th
Halloween (CLOSED)	October 31st
Veterans' Day (OPEN)	November 11th
Thanksgiving (CLOSED)	November 20th – 25th
(Tentative) Holiday Show Rehearsals	December 14th & 15th
(Tentative) Holiday Show	December 16th
Holiday Break (CLOSED)	December 18th – January 1st
Dr. Martin Luther King, Jr. Day (CLOSED)	January 15th
President's Day (OPEN)	February 20th
Spring Break (CLOSED)	April 1st – 6th
Memorial Day (CLOSED)	May 27th
(Tentative) Rehearsals for Spring Recital	June 6th – 7th
(Tentative) Spring Recital	June 8th – 9th
(Tentative) Junior/Jr. Elite/Teen/Senior Summer Intensive (12+ Yrs Old)	June 17th – 21st
(Tentative) Jumpstart/Small Fry/Mini Summer Intensive (7-11 Yrs Old)	June 24th – 28th

*Studio closings due to inclement weather (not the holiday schedule) will coincide with Atlanta Public School System (APS) closings. Other rehearsals could be scheduled and notification will be through written notice.*

<b>Ages 3-5</b>	<ul style="list-style-type: none"> <li>✓ Light Pink Leotard</li> <li>✓ Skintone/Tan Convertible Tights (Suntan/Caramel/Mocha is ok)</li> <li>✓ Hair must be pulled away from the face. Please remove extra barrettes from the ends of the hair.</li> <li>✓ Skintone/Tan Ballet and Tap Shoes</li> </ul>	
<b>Ages 6+</b>	<ul style="list-style-type: none"> <li>✓ Class leotard (to be ordered by parent, see Required Attire List)</li> <li>✓ Skintone/Tan Convertible Tights (Suntan/Caramel is ok)</li> <li>✓ Skintone/Tan Ballet Shoes</li> <li>✓ Tan Mary Jane Tap Shoes (strap preferred instead of lace-up)</li> <li>✓ (Junior age+) Black Oxford Lace Up Tap Shoes</li> </ul>	
<b>Jazz Lyrical Acrobatics</b>	<ul style="list-style-type: none"> <li>✓ Appropriate dance attire - any color leotard and tights, crop tops, or dance shorts - are allowed. No sweatshirts, shorts, or t-shirts will be permitted in class.</li> <li>★ <b><u>NO BAGGY CLOTHING</u></b> - We must be able to see the dancer's body.</li> <li>★ Jazz pants or leggings are allowed as long as it is fitted over the knee.</li> </ul>	<p><b><u>Shoes</u></b></p> <p><b>Jazz</b></p> <ul style="list-style-type: none"> <li>✓ Tan Slip-on Jazz Shoes</li> </ul> <p><b>Lyrical/Acrobatics</b></p> <ul style="list-style-type: none"> <li>✓ Bare feet or Gripped Socks (for safety and cleanliness).</li> </ul>
<b>Modern</b>	<ul style="list-style-type: none"> <li>✓ Black Top/Leotard + Black Footless Tights or Leggings</li> <li>✓ Bare Feet</li> <li>✗ No Shorts, No Bright Colors</li> </ul>	
<b>Hip Hop</b>	<ul style="list-style-type: none"> <li>• Street clothing</li> <li>• Tennis Shoes</li> </ul>	
<b>Company</b>	<b><u>Ballet/Pointé</u></b>	<b><u>Shoes</u></b>
	<p><i>Girls</i></p> <ul style="list-style-type: none"> <li>→ Class leotard with skintone tights.</li> <li>→ Teen/Senior Ballet will be allowed to wear black convertible tights in class only.</li> </ul> <p><i>Boys</i></p> <ul style="list-style-type: none"> <li>→ Black or White Top</li> <li>→ Black Tights</li> <li>→ Black Ballet Shoes</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Flesh-tone/tan colored shoes</i> <ul style="list-style-type: none"> <li>○ Canvas (preferred) or Leather Ballet Shoes</li> <li>○ Slip-on Jazz Shoes</li> <li>○ Socks not allowed in classes besides Teen and Senior Jazz</li> </ul> </li> <li>• Black Lace Up Oxford Tap Shoes</li> </ul> <p><u>Ask for more information about pointé shoes</u></p>
<b><i>If you have any questions, ask your instructor or the front desk.</i></b>		

We are not just developing exceptional dancers but we are also helping to develop exceptional character. We intend for students and parents of Dancemakers of Atlanta to strive to behave in a positive and constructive manner at all times and to utilize truth, fairness, and integrity in the development of personal decisions and relationships both inside and outside of the studio.

Dancemakers of Atlanta strives to offer the highest level of dance instruction in a positive, respectful and caring environment. In order to develop and ensure this environment, we ask all of our students and our parents/caregivers/families to abide by the following rules and code of conduct.

These guidelines are intended to provide all dance parents and students guidance in daily settings from the dressing room, the dance studio to one-on-one instruction as well as dress rehearsals, recitals, and competitions.

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## DANCER CODE OF CONDUCT

**Have an amazing work ethic:** Dancers are expected to attend classes regularly. Dancers who miss classes are encouraged to meet with fellow dancers to discuss and go through any missed material. If a dancer will be missing a class, it is important to communicate this with your instructor(s).

Dancers are expected to learn, apply and maintain corrections. Do the correction given right away to demonstrate understanding without being asked to do so. Do the combination full out with the teacher when he or she is giving it. Never mark unless specifically instructed to do so. Give 100% effort in classes at all times.

**Focus & Concentrate:** Dancers are expected to pay attention to everyone's corrections and apply them to themselves. Stay on topic with comments and questions. Focus 100% on the task at hand and never let yourself be distracted by others.

Dancers observing a dance class for any reason are expected to be quiet and courteous to the dancers, Dance Teachers, and Assistants and should not disrupt a dance class for any reason.

**Be Respectful to Directors/Staff/Teachers/Volunteers:** Dancers must refrain from talking back to adults or refusing to comply with reasonable requests. Dancers are expected to be courteous and polite to EVERYONE at all times.

**Dancers are expected to be prepared for class and be on time** – On Time is Late, Early is On Time. Stretch and warm up to prepare for class. Warm-up is conducted at the start of every class and it is imperative that all dancers participate in warm-ups to ensure that their body is ready for physical activity and to decrease their risk of injury.

**Dancers must be mindful about how they enter the dance studio.** Enter in a manner that is respectful to the studio, the teacher, and the other dancers. Be certain to use the bathroom before class and make an effort not to leave class to use the restroom. If

absolutely necessary, the student should wait until the break between the warm-up and center floor to ask permission to use the bathroom.

Dancers must be aware of negative body language (like folded arms) and never sit down unless you are asked to sit. If you are sitting, or sitting out due to an injury, sit tall and take notes. Never lie down.

**Maintain a positive attitude.** During class is not the time to voice your opinion about anything, unless your teacher asks for it. When students criticize and complain during class and show a negative attitude, it not only disrupts the teacher's instruction, it creates an air of negativity which is difficult for the instructor and other students to recover from.

**There is a zero-tolerance behavior policy at Dancemakers of Atlanta.** Dancers behaving inappropriately will be removed from the dance class and parents will be involved.

**Be respectful of the space.** Dancers are expected not to have gum or food in the dance studios. Dancers are permitted and highly encouraged to bring a closed water bottle to class. Dancemakers of Atlanta strongly advises dancers against leaving the premises between classes or after classes without adult supervision.

DMA encourages all dancers to use the studio's designated waiting areas or dressing rooms at these times. Do not run in the building. Do not be loud. Clean up after yourself. Keep all of their belongings in their dance bag and keep their bag neat and orderly so they can find what they need. Dancers must treat the studio's premises and the possessions of all other dancers with respect, consideration, and care.

**Be respectful of other students.** Dancers are expected to be helpful to each other. Be supportive of one another. Do not talk about others in a negative way. Be inclusive. Dancers must not distract, bully or harass other dancers.

Dancers must refrain from physical, mental, emotional, or cyberbullying other dancers. This includes social media postings referencing directly or indirectly to a student. Be aware of your personal space. Refrain from correcting others. (Giving corrections is the teacher's job.) Keep your thoughts and words positive and uplifting towards others. Unkind behavior towards another dancer will not be tolerated and may result in a parent meeting or class suspension.

**Be respectful of yourself.** Honesty and integrity are expected. Dancers are expected to dress appropriately, following the [dress code](#) for each class, including hair and attire. Do not wear jewelry that can inhibit freedom of movement for yourself or others (i.e. dangling earrings). Do not wear tights that are ripped or shoes that have holes in them; take pride in your appearance. Put your name on all of your belongings, including your shoes and bag(s).

Students should review material and practice at home on a consistent basis.

Dancers are expected to stay up to date on studio happenings, performances, and competitions. Notices are always available on the website, via email, and in paper form at the studio. Practice good posture at all times. Feed your body properly with lots of fruits, veggies, lean meats, nuts, low-fat dairy, and whole grains. Drink lots of water. Eat breakfast. Get at least 8-10 hours of sleep a night.

## PARENT CODE OF CONDUCT

- Honesty and integrity are expected.
- Parents are encouraged to support their child's/children's involvement and help them enjoy the art of dance.
- Parents must demonstrate respect for Directors, Staff, Teachers, and volunteers at all times.
- Parents must not raise issues of disagreement publicly.
- Parents will not engage in inappropriate conduct towards instructors, staff, other dancers, and families.
- Parents must discourage challenging and inappropriate conduct towards instructors, staff, other dancers, and families.
- Parents will refrain from physical, mental, emotional, or cyber-bullying other dancers, staff, instructors, or families. This includes social media posts referencing directly or indirectly to a student, staff, families, studio brand, and/or any affiliations to the Studio.
- Parents must remember that children participate in dance for their own enjoyment.
- Parents will teach their children to respect other students, teachers, and adults and lead by example.
- Parents will encourage and guide their children to accept responsibility for their own performance and behavior.
- Parents are encouraged to write their child's/children's names on their shoes and bags.
- When your dancer begins class in the Fall, your child is expected to dance through the spring recital performance. If a student withdraws during the year, it is mandatory that you give written notice to the studio. Otherwise, you will be responsible for the charges incurred.
- Parents are strongly encouraged to not give their child/children permission to leave Dancemakers of Atlanta without adult supervision. If parents allow their child/children to leave the premises without adult supervision a written note must be signed and dated stating as such and on file prior to the child/children leaving the premises. Parents who allow their child/children to leave the premises without adult supervision knowingly hold Dancemakers of Atlanta and its Directors/Staff/Teachers/Volunteers as not liable in the event their child/children are harmed/injured while away from the studio.
- Parents are expected to stay up to date on studio happenings/performances and competitions. Notices are always available on the website, via email, in digital and paper form at the studio.

In the occasion that repeated failure to comply with the Code of Conduct occurs, Dancemakers of Atlanta reserves the right, at its discretion, to dismiss or take disciplinary action against any students or parent/guardian/family member who breaches Dancemakers of Atlanta's Code of Conduct.

Please remember – it is a privilege to participate in dance classes and performances. One's behavior must emulate that privilege.

As always, we are open to feedback, so if any of the requirements are unclear or concerning, send an email to [info@dancemakersofatlanta.com](mailto:info@dancemakersofatlanta.com) with the subject "Code of Conduct".

Note: These statements are also found in our registration form and must be agreed to before a dancer may enroll for classes and/or enter their first dance class.

## SOCIAL MEDIA POLICY FOR PARENTS & STUDENTS

The use of social media is commonplace and can be a positive way to promote Dancemakers of Atlanta and your own dancer. The Policies listed below are intended to serve as guidelines regarding how to use social media in a positive and encouraging manner:

- Any photographs and/or videos that are taken by or in conjunction with Dancemakers of Atlanta and corresponding activities may be used for any and all promotional purposes.
- Never post anything that could compromise the self-esteem of students who attend Dancemakers of Atlanta.
- Never post any negative comments about Dancemakers of Atlanta, its instructors/staff/volunteers, performances, or events. Likewise, never post any negative comments about a fellow student or peer.
- If you post videos of class or rehearsal, do not post choreography in its entirety.
- When posting images or videos from class, rehearsal, or performances, please tag Dancemakers of Atlanta as follows: @dancemakersatlanta #dancemakersatlanta #dancemakersofatlanta #DMA
- Please note that improper use of social media in any capacity may be grounds for the dismissal of a parent or student.

PLEASE KEEP A COPY OF THE CODE OF CONDUCT, THE PARENT CODE OF CONDUCT, AND THE SOCIAL MEDIA POLICY FOR YOUR RECORDS AND TURN IN THIS SIGNATURE PAGE.

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Dancer's Name

I, the parent/guardian of the above-named child, have read the Dancemakers of Atlanta's Code of Conduct and understand all of the requirements in order for my dancer to continue participation at Dancemakers of Atlanta as well as the ramifications if this agreement is broken. I fully comply with all rules and regulations within this Studio's Code of Conduct. I understand this is a team effort and I will be called upon to help in some way throughout the year with things that are within my capacity to help. I will make every effort to do my share of assisting on behalf of my child. I understand I am required to be present for parent meetings or have someone present on my behalf.

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Parent Signature

Date

As a member of Dancemakers of Atlanta, I have fully read the Code of Conduct and understand what is expected of me to remain a dancer in good standing at the Studio. I will keep myself informed of all rules and understand that the consequences of inappropriate actions or poor behavior may be severe. I will do all I can to uphold the honor and tradition of Dancemakers of Atlanta and respect other dancers, the studio, Directors, Staff, Teachers, and volunteers. I understand that my Character matters.

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Dancer Signature

Date