



305 N. Riverside Dr. Suite. 600
Clarksville, Tenn. 37040
(931) 249-1515

Parent/Student Handbook

Mission Statement

Infinity Dance Fitness Academy's (IDFA) mission is to promote health and fitness through a variety of dance disciplines to children and adults. At IDFA, we believe that everyone should be afforded the opportunity to experience the art of dance regardless of race, gender, sexual orientation or socioeconomic status. IDFA's vision is to provide a healthy alternative to undesirable behaviors and provide a safe environment for youths to creatively express themselves through the arts.

Letter from the Founder

Hello and Welcome to IDFA:

I am so excited that IDFA has finally becoming a reality. I have seen so much talent in Clarksville when it comes to dance. Dance is a part of our culture here in Clarksville. Dance is a language that can be spoken between all people regardless of race, gender, socio-economic status, disability, or sexual orientation. It is my belief that dancing should be available to anyone walking through our doors that has a desire to dance. I believe that everyone has the ability and deserves to discover the natural dancer within!!

I will NEVER turn anyone away that has a true desire to dance.

Wanda A. Hampton
Founder
Infinity Dance Fitness Academy

About this Dance Year

We request that you keep all communications for the school year as you receive them from our office. We welcome your comments and suggestions regarding any of our policies or procedures at any time.

Please note that the waiting rooms are made available for the convenience of our students and their families. The waiting rooms are for waiting, reading, snacking, conversation, video viewing, homework, and children playing with toys or games brought from home. We ask that you please respect the activities of others and the classes in session. **Please only water or tightly covered drinks and dry Non-Peanut snacks!** If you use our books and magazines, we would appreciate it if you would return them to the shelves. Your courtesy will be greatly appreciated.

We request that you arrive at the studio with adequate time to prepare for class, parking, changing, restroom, etc. Parents, for your children's safety, please be available in the waiting room to receive students when dismissed from class. Please call whenever delayed for class start time or pickup.

We welcome your comments and suggestions. If any parent/student wishes a private conference concerning your individual dance goals or financial concerns, please do not hesitate to ask. We are happy to work with you to ensure that your dance year will be one of pleasure and growth. The entire faculty and staff wish you a fantastic year of dance!

Studio Policies

Please note the following guidelines regarding all classes:

1. We request that students and parents carefully observe our dress code outlined in this booklet.
2. Any student arriving more than 15 minutes late will not be admitted to class. For your safety and to receive full benefit from your class, please arrange for a make-up class if you expect to be very late.
3. Students are expected to arrive 10 minutes prior to class and be ready to go when class begins.
4. Students are expected to show respect to IDFA staff and students, as well as their parents at all times.
5. Profanity, vulgarity or violence of any kind is not tolerated at IDFA and may result in dismissal from the studio with no refunds given.
6. Chewing gum is not tolerated in class.
7. Students should bring a water bottle to each class. Water bottles will also be available for purchase at the studio.
8. All students are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use prior to class. Very young children will be treated sensitively as the need arises. Preschool children may need a parent's attention from time to time for various reasons including bathroom or behavior issues. Please do not leave the waiting room when very young children are in class without informing the office or having another parent responsible during your absence. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment.
9. School age children and teens: *will practice respect*. Students are not to be socializing in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends in the waiting area. Please honor your teacher and fellow students by giving full attention and co-operation. You will be advised if we feel any student is not well adjusted to the classroom environment for any reason.

10. During class if a student complains of being ill, or sustains an injury and cannot participate, the instructor will send them to the office where the parents will be notified if not on the premises.
11. Only students with a pre-existing sickness/injury are allowed to observe class. The parents must notify the office if a student is to observe class.
12. Out of town guests may request to visit at any time throughout the year. Please notify instructor prior to class. No one else is allowed to sit and watch during regular class time.

Dance class is educational and fun, however, an important part of class work is developing an attitude of discipline and respect for teachers and fellow students. We trust that following our classroom etiquette will provide an environment whereby classes at IDFA will be a pleasure for all concerned.

Tuition

Tuition is a prepaid fee for 32-week sessions. Students are expected to commit to their class(es) for 32 weeks at a time. See options below.

Tuition Costs

Tuition is \$400 for the entire 32-week session. This fee can be paid all at once or in installments. Please contact the front desk about installment plan.

Costumes:

The costume fee is built into the \$400 tuition fee for students taking one discipline. For students taking more than one discipline, you will be required to pay \$75 for each additional costume.

****Costume Fees must be paid in full before your costume is ordered**

Shoes:

Please see IDFA dress code.

Other Fees

Drop-in rate \$8/per class for the first 2 weeks only

Demonstration Uniform: IDFA tee-shirt: 12.00-17.00

Black legging: 5.00 or parent retail purchase.

Spring Recital Costume fee is built into tuition fees. It is \$75 for each additional costume.

Shoes: Ballet: 25.00 or Parent retail purchase
Tap: 25.00 or Parent retail purchase
Jazz: 25.00 or Parent retail purchase

Recital Tickets: Tickets are \$10.00 in advance and \$15 at the door.

There no cost associated with demonstration participation.

Annual registration fee: is built into Tuition fee

Payment Policy

Students must pay all tuition fees upfront prior to classes beginning:

1. Payment by cash or check (made out to Infinity Dance Fitness Academy)
2. Payment by debit or credit card

Returned Check Policy

There will be a \$25.00 charge for any check returned due to insufficient funds.

Refunds

IDFA has a strict No Refund Policy.

Spring Performance Policy

1. All tuition and fees due to IDFA must be paid in full in order for the student to participate in the Spring Recital.
2. The IDFA Recital will take place in May of each year.
3. Each student will receive 1 complimentary ticket for admission into the recital.
4. There will be a charge for all other recital guests.

Minimum Enrollment Policy

A minimum of three (3) students is required to keep a class open. Classes may be cancelled, combined or changed due to insufficient enrollment. In this event, students will be placed in another class at the discretion of the director.

Attendance Policy/Commitment/Performance

Attendance in class is crucial to each student's development, as well as the team's development and growth. Therefore, students are expected to attend class regularly. If a student must miss a class, please call (931-249-1515) or email wanda@infinitydancefitnessacademy.org. Refunds will not be given for a missed class. Attendance is very important to ensure proper dance education. Students missing more than 3 classes/ semester, must arrange a private with their instructor. That fee is \$15 per 30-minute session. Failure to make-up missed classes or missing classes after April may result in not being able to participate in the Spring recital. That decision will be left

at the discretion of the instructor. Privates must be arranged within 2 weeks of the missed class.

Closures and emergencies

We follow Clarksville-Montgomery county schools calendar with the exception of dance camps during the summer. We take all of the same breaks and observe all the same holidays. Typically, if school is closed due to inclement weather, we will close as well. If the roads are clear and the parking lot is safe during our class time, we may decide to run are regular dance schedule. IDFA will send out a email and/or text to notify you of any closures during the session.

Miscellaneous

1. Please write your name on all belongings. IDFA is not responsible for lost articles.
2. Students should not be left unattended before or after class (unless they have a break in between classes) unless approved by the director.
3. You must come inside to pick up your child(ren). If your child is going home with someone other than a parent or guardian, written permission must be given to the receptionist upon arrival.
4. In the event of a studio closing due to inclement weather or any other emergencies , you will be contacted via email and/or text. It will also be posted on our IDFA Facebook page and www.infinitydfa.org.

Parent Expectations

1. Parents are expected to ensure their students arrive on time and attend regularly.
2. Parents are expected to pay fees on time.
3. Parents are expected to arrange safe transportation to and from the studio for their children.
4. Students must be supervised by a parent or guardian when they are not participating in class. Visiting siblings must be supervised at all times.
5. Parents should not enter the dance room unless invited by the teacher.
6. IDFA is not responsible for lost or stolen items. Parents should ensure that all valuables are left at home for safe keeping.
7. IDFA communicates with our families through phone, email, website, student handouts and in-studio posters. Parents are responsible for staying informed about schedule changes, school closures, payment due dates, recital deadlines, etc.

8. Parents must provide cancellations/withdrawals in writing (email is fine) or in person before the end of the current billing cycle.

9. Participation in the end of year recital is optional but it requires commitment and dedication to all recital-related activities, such as attending photo week and dress rehearsals, meeting deadlines and following protocol. Parents are expected to make this commitment and dedication.

10. IDFA is a family-friendly environment. Our staff strives to be respectful and courteous to everyone in the studio and we expect this behavior in return from all students and parents. If you have an issue with any staff at IDFA, please fill out a resolution form or speak to the IDFA Director.

Infinity Dance Fitness Academy Dress Code for Dancers

The following guidelines apply to all dancers:

- HAIR must be securely tied back out of face and off neck unless otherwise instructed.
- DO NOT WEAR YOUR DANCE SHOES OUTSIDE. You will not only ruin your shoes, but our dance floors could be damaged as well. Tap Instructor may have you scuff up bottoms of taps if they are slippery.
- NO jewelry is to be worn in class. Not only is it a distraction, it dangerous and items can be lost. Post/Stud earrings are acceptable.
- Please label all shoes and other related dance items with your dancer's name so lost items may be returned. IDFA is not responsible for lost items.
- PLEASE COME TO CLASS READY TO DANCE, with proper cover-ups on when entering and exiting.

- No MIDRIFFS.

- Absolutely NO JEANS or FLIP FLOPS are to be worn during class.

Ballet/Pointe

- A solid color leotard, pink tights, and pink ballet/pointe shoes must be worn.
- Hair must be secured out of the face. Short hair must be pulled away from the face and neck.
- A ballet sweater and/or skirt may be worn.
- All Ballet shoe laces should be knotted and tucked.
- Advanced level dancers only may wear Black or Pink tights.
- Black fitted dance shorts, capris or leggings may be worn over leotard and tights
- Solid Leg or thigh warmers may be used when appropriate

Tap

- Leotard or unitard, or dance shorts, capris or legging, and fitted top.
- Legs must be covered. Tights are strongly encouraged.
- Black or Camel tap shoes (TBD by instructor).
- All Tap shoes must have elastics, straps or laces (no ribbon ties).

Jazz/Hip Hop

- Leotard or unitard, or dance shorts, capris or legging, and fitted top.
- Legs must be covered. Tights are strongly encouraged.
- Black jazz shoes, boots, or sneaker. (TBD by instructor)

Lyrical/Modern

- Leotard or unitard, or dance shorts, capris or legging, and fitted top.
- Legs must be covered. Tights are strongly encouraged.
- Bare feet or a modern/lyrical shoe. (Comfort dictates for modern)

Combo Classes

- Leotard or unitard and tights. Ballet sweaters and skirts are also permitted.
- Ballet shoes and tap shoes are required. A small bag to keep shoes in class is also required.

Boys Ballet/Lyrical/Modern

- Solid shirt or tank top, black dance pants, white or black socks.
- Black shoes.

Boys Jazz/Hip Hop/Tap

- Solid shirt or tank top, dark dance pants.
- Black shoes.

All Adult Classes

- There are no uniform requirements for adults. However, please remember that this is a family-friendly environment. Please dress appropriately and use cover-ups when not in class.

IDFA Branded Attire is ALWAYS appropriate!!!