



2855 Miller Dr. Ste. 101  
Plymouth, IN 46563  
574-936-2333 x8117

[www.fitnessforum.biz/lda.cfm](http://www.fitnessforum.biz/lda.cfm)

## **STUDENT/PARENT HANDBOOK**

## **Table of Contents**

1. Introduction
2. Our Mission
3. Registration
4. Payment Information
5. Communication
6. Code of Conduct
7. Safety/ Weather Cancellation
8. Minimum Class Size/ Attendance
9. Class Description
10. Dress Code
11. Recital/ End of the Year Performance

## **1. Introduction**

Welcome to Lifeplex Dance Academy (LDA)!

It is our absolute pleasure to welcome new and returning families to Lifeplex Dance Academy. We strive, as the mentors and teachers in your child's life, to set the best example and inspire a passion for the art of dance. This handbook will serve as your guide to Lifeplex Dance Academy and its philosophy of dance education. The following information is provided to give you a better understanding of our policies and procedures. LDA continues to grow with the positive support and input of our families, and please know suggestions are always welcome.

## **2. Our mission**

The mission of the Lifeplex Dance Academy is to change lives through the art and skill of dance. Providing professional instruction and teaching participants to learn to dance one step at a time. Integrating the freedom of both youth and adults to perform together side by side and bringing families together. Providing the resources that all dancers can reach their God given potential and share one common interest, the gift of dance.

## **3. Registration**

Specialty sector (Intro to dance, Tap, Hip Hop, Acro, and Tumble) students will pay a one time, non-refundable registration fee and choose one of three payment options at the time of registration. Fees must be paid before the first class and are payable by cash, check, or credit card. New and returning dance families must complete registration paperwork every year in order to keep an updated file. If a student withdraws from LDA mid year and returns within the school year without previous notice, a registration fee will be applied.

#### 4. Payment information

- The LDA specialty sector calendar will consist of 6 months: September through March. If opting to pay monthly, payments must be paid by the 5<sup>th</sup> of each month at the front desk or a \$5 late fee will be incurred. Electronic transfer payments will be removed on the 5<sup>th</sup> of each month. A \$5 statement billing fee will be applied to those not using electronic funds transfer (EFT) as a payment method.
- There are special discounts for Fitness Forum Sports & Wellness members, sibling rates, and multiple class enrollment.
- Students will not be able to take costumes home until paid in full. Costumes and payments are non-refundable.
- **Parents/students must notify an LDA representative or the Dance director 30 days prior to withdraw from a class. No refunds or credits will be given unless withdrawing for class for a medical illness or moving out of 30 miles radius of Fitness Forum. Otherwise, parents/students will still be held accountable for all payments regardless of the number of classes attended or not attended.**

#### 5. Communication

Lifeplex Dance Academy uses multiple forms of communication. One form in particular is an app called “Group Me.” This is a great way to stay in contact with the instructors of the classes for any updates dancers may need before attending class. LDA also communicates through email at [LDArep@fitnessforum.biz](mailto:LDArep@fitnessforum.biz) or by phone at (574)936-2333 ext. 8117 Monday-Thursday 4:30-7:30pm.

## 6. Code of conduct

Students are encouraged to attend all classes on time in order to successfully warm up, learn skills, and choreography. Students must wear expected class attire and dance footwear for class. Consult instructor or class attire section of the handbook. *As per Fitness Forum Sports and Wellness policy all non-members are not permitted to wander the through the building. Parents are also not permitted to congregate outside of classroom doors. Parents are not permitted to watch class until scheduled observation dates or by special invitation by the instructor.* This allows students to focus and learn the discipline of dance. Observation days will take place throughout the year, refer to the LDA calendar for dates.

Behaviors that cause harm, fear, harassment, humiliation, intimidation, hostility, aggression, unwanted repeated gestures, negative verbal or physical abuse are prohibited by any student, parent, or guardian. These behaviors are prohibited against any students, other parents, or any staff member. These types of behaviors are subject to immediate review with the dance director and potential dismissal from the Lifeplex Dance Academy.

## 7. Safety/Weather cancellation

We are very protective of our dance students therefore parents must walk in and stay with dancers 13 and under until instructors or staff walk them up to their designated studio for class. **DO NOT** drop students off at the entrance. Please be sure your dancer uses the restroom and has everything they may need before class, bathroom breaks can be very distracting during class time. Please be on time and walk in to the building to pick up your dancer. Instructors and staff will be unable to ensure of dancers safety if dancers are

dropped off and picked up at the door. Specialty sector classes do not follow the Plymouth Community School Corporation weather cancellations. If classes are cancelled due to weather, parents and dancers will be notified one hour before class time via Group Me app.

## **8. Minimum class size/ Attendance**

Dancers are expected to attend the classes they have been enrolled in. If dancers are going to be absent, it is your responsibility to inform the instructor or LDA representative via Group Me or phone call. Classes in which dancers are absent will not be reimbursed. There is a minimum class size of 6 students in order to continue to have class. Classes may be subject to cancellation if attendance is less than 6 students. The first 10 minutes of class are an important warm up time for the dancers so it is important for their safety they are not late to class.

## **9. Class Description**

*(Pre)Introduction to Dance:* These classes provide the necessary dance fundamentals as a foundation for all genres of dance. Students learn methodology, terminology, performance etiquette, discipline, timing, posture, and much, much more. Each level presents the skills necessary for the next level.

*Mommy & Me:* Moms, Dads, grandparents, or guardians take part in this class. Gross motor skills and coordination are strengthened in the toddlers, while parents increase their family bond through tumble and play.

*Ballroom 101:* Our 15 to adult beginner ballroom class is designed for dancers of any skill level, even those without former dance experience. It's a great form of exercise, a confidence builder and lots of fun. Ballroom skills come in handy on cruises, prom, live

band events, and weddings. LDA also has monthly dance parties for practice and to learn new steps. No partner is necessary for this class.

**Hip Hop:** This is a popular, energetic dance style with urban roots. Dancers learn the fundamental techniques and basic moves, along with choreography and performance training. Hip Hop helps dancers gain self confidence and body awareness. There is also an Elite Hip Hop competitive team. Membership on this team is based on skill, dedication level, and the dancer must be enrolled in a foundational class. Enrollment on the Elite Hip Hop team is based on audition.

**Tap Dance:** Our Tap classes begin with the youngest dancers in *Introduction to Tap* and continue to our *Tapped Out* class for teen to adults. The Tap classes are open to dancers of all skill levels.

**AcroDance:** A combination of classical dance techniques, elements of gymnastic floor routines and acrobatics gives you AcroDance. This training increases student's poise, strength, flexibility, and balance. Class placement is based on skill level.

**Tumbling:** Suitable for beginner and experienced students, Tumbling class teaches skills including forward rolls, hand stands, cart wheels, walkovers, and hand springs. Students progress to more difficult skills when they demonstrate mastery of a lower level.

**Creative Rhythm:** Creative Rhythm is a lyrical type of dance that allows students the freedom to express the elements they learn in their foundation classes such as Ballet, Jazz, Ballroom, Acrodance, ect. Dancers must be enrolled in a foundation class to be in this class. These dancers may perform and compete with prior approval from the dance director. This is an opportunity to improvise and create. The class is supervised by an LDA instructor who aids in creative choreography.

## 10. Dress Code

Students are expected to adhere to the class expectations and dress code. Students must wear appropriate clothing and footwear for dance class. All long hair must be pulled back in a bun for introduction to dance or a ponytail for all other classes.

### *Introduction to Dance Classes:*

**Pre-Introduction to Dance:** Girls-Pink, short sleeve leotard, pink tights, & pink ballet or slip on jazz shoes

Boys-White t-shirt, black gym shorts, black ballet shoes or slip on jazz shoes.

**Introduction to Dance I & II:** Girls-Black, short sleeve leotard, pink tights, & pink ballet or slip on jazz shoes

Boys-White t-shirt, black gym shorts, black ballet shoes or slip on jazz shoes.

**Adult Ballet:** Black leotard (preferred), dance shorts, leggings, pink ballet shoes.

\*If a sweater is needed in class, it must fit *snuggly* to the body. No Hoodies!\*

**Creative Rhythm:** Black leotard, dance shorts, slip-on Jazz shoes & sole shield

**Intro to Tap:** Youth -black leotard, black leggings, tap shoes.

Adults- T-shirt, black slacks or leggings, tap shoes.

**Mommy& Me/Toddler Hop:** Comfortable clothes and a clean/dry diaper if needed, socks

**Acro I, II, & Pre-School:** Girls-Black short sleeve leotard, black leggings, hair in a ponytail



Boys- White t-shirt and black gym shorts.

\*no sweatpants\*

***Tumbling:*** Girls-Black short sleeve leotard, black leggings, hair in a pony tail

Boys- White t-shirt and black gym shorts.

\*no sweatpants\*

***Hip Hop:*** Hip Hop shoes, T-shirt, black hip hop pants, knee pads

## **11. Recital/End of the Year Performance**

The opportunity to perform in a recital/ performance is an exciting, empowering, and confidence building part of the dance process. This is where we love to watch our students learn about teamwork, rehearsals, and theatre while they enjoy the opportunity to showcase their skills in a professionally run production. Recitals are a wonderful way for students to showcase the results of their hard work and for family and friends to join in the pride of their achievement. We love giving all the students the chance to perform for their family and friends in this supportive and fun environment and encourage even our youngest and newest performers to be involved. If there is any reason your child will not be able to perform at the recital on the dates and times provided on the schedule, please let us know so we can make amendments to the class routines involving them. Recital packet will be available after winter break, explaining hair, makeup, tights, and shoes. Packets will also have important reminders about pictures, tickets, rehearsal, and recital dates and times.

***First year parents:*** There will be a meeting for all first time recital parents on the first day of the first week of class during a recital year.

***Rehearsals:*** At LDA, dress and technical rehearsals are a very important part of preparing for our recital. This is where we see the costumes working on stage in a group to compliment the dances your children have been working on throughout the year. It gives us a chance to make any adjustments and ensures that everyone has time to get ready between their dances.

***!!Recital!!*** As always, the safety of our dance family is our #1 priority. When students arrive at the rehearsal and the recital they are to be signed in by a parent or guardian, and must be signed out by a parent or guardian when it is time to leave. Students are not permitted to leave the venue while the rehearsal is running. No student is to leave the holding area, no exceptions. Only LDA staff and registered parent volunteers are permitted backstage. We are unable to run messages and food to students, so please make sure they are fed, well rested, and have they need everything before rehearsal and recital. Please try not to bring anything valuable, especially electronic devices. Mobile phones are not to be taken backstage or in the changing areas during recital. LDA and our venue will take no responsibility if an item is damaged, misplaced, lost, or stolen.

Lifeplex Dance Academy is committed to offering you the most professional experience in dance. Our staff is professional and caring with your children, and we ask the same respect from you. We only have your child(ren)'s best interests at heart, and want to make sure you get the most out of your experience with us. Thank you for giving us the opportunity to work with you and your child(ren).