



## **Lafayette Center for Dance/Lafayette Ballet Company**

### **Handbook** (updated, 2025)

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The mission of Lafayette Center for Dance is to provide high quality dance instruction in a fun, nurturing and professional environment. Lafayette Ballet Company's mission is to provide multi-faceted performance experiences while producing the highest quality productions possible. LCD/LBC strives to positively impact the lives of our students while culturally enriching the lives of all in our community. We seek to provide dance training that will enable students to pursue dance, or related fields should they desire in the future. We seek to provide instruction and experiences that teach life lessons and develop confidence, work ethic, time management, respect, humility, self-worth, patience and a genuine supportive spirit for one another. With dance being the longest existing art form under the Lafayette Society for Performing Arts, Lafayette Center for Dance and Lafayette Ballet Company are proud to be a part of this vital non-profit arts organization that encompasses dance, music, theater and storytelling. As a non-profit, we can keep costs lower due to the generosity of donors, sponsors and volunteers. All events require volunteers, and we appreciate all help in production preparation, during productions and with various postproduction tasks. Even an hour of time or a small donation is helpful so thank you in advance for your support! The following information and guidelines are provided so that all dancers and parents can experience the most positive and productive atmosphere. We welcome questions, comments and input as we continually strive to offer the best in education and programming for our students and community.

## **SOURCES OF INFORMATION**

### **Email**

We will email our entire student body throughout the school year. Please let us know if for any reason emails are not reaching you or if your email address changes along with other contact info. We can add to our email list as many addresses as you would like.

### **Remind**

We ask everyone sign up for Remind messages so that we can provide you time sensitive announcements and reminders.

1. Text to this number - 81010
2. Type designated code below in the body of the text, press send, and you're joined

**Preschool ages 3-4 @lcdpre**

**K/1st Grade @lcdk**

**2nd/3rd Grade @lcd2n**

**4th/5th Grade @lcd4**

**Apprentice @lcdap**

**Jr/Sr @lcdjr**

### **Text Messages**

We will text production rehearsal reminders for your convenience.

### **Printed Handouts, Schedules, Production and Recital Info**

Dancers will receive printed materials regarding performance participation. This information will also be available on **LCDdocs@godaddysites.com** for your convenience.

“The Nutcracker” and Spring Ballet - Kindergarten and older

LCD End of Year Recital - All Students age 3 - 12th Grade

## **Lafayette Center for Dance and LSPA Offices**

Please see Mrs. Sharon Jordan, LCD Administrative Specialist, in our dance office for various needs, pick up of items, purchase of tights or ballet dictionaries, tuition payment, sign-ups, to leave messages for faculty, etc. The LCD office is open Monday, Tuesday, and Thursday, 3:00-7:00pm.

The LSPA business office is open M-Th 10:00 - 4:00, and Monday/Tuesday/Thursday from 4:00-7:00. Staff in the LSPA office can take payments or registrations or answer questions should you need before studio hours.

## **Ballet Dictionaries, Hairnets and Tights available in LCD office**

For your convenience, we sell in the dance office ...

- \*Children's and Adult tights

- \*Ballet Dictionaries

- \*Hairnets.

## **Website and LDC Docs**

General information is available on the website LSPARTS.ORG however

**LCDdocs@godaddysites.com** will contain the most up-to-date **dance info** as the LSPA website is not updated as often. **LCDdocs@godaddysites.com** will contain PDF files with the most current newsletters, calendar updates, registration forms, performance info packets, rehearsal and performance schedules and useful LCD and LBC reference materials

We invite you to visit the LSPA website LSPARTS.ORG for additional information on our faculty, staff, ticketing and all programs at LSPA

## **Lafayette Center for Dance/Lafayette Ballet Company Calendar**

Our most current LCD/LBC Calendar is posted on **LCDdocs@godaddysites.com** or in our LCD lobby. We DO NOT observe all the Troup County Schools holidays as we want to ensure that once or twice a week dancers get an appropriate number of classes throughout the school year.

## **Important Numbers and Email Addresses**

Lafayette Center for Dance (LCD) office 706-882-9439

Lafayette Society for Performing Arts (LSPA) office 706-882-9909

Email us at [LCD@LSPARTS.ORG](mailto:LCD@LSPARTS.ORG)

## **Administration and Policies Tuition**

Tuition is due on the first of each month if you choose monthly installments during the school year. Tuition is late on the 10th of the month and late charge will be applied to the account. Tuition for classes during the school year may be paid in one installment or 10 monthly installments spread August through May. Discounts are available for siblings, annual tuition or students who take in two or more schools – LCD, YSWG, LTA. Performance and costuming fees will be charged early in the year to ensure early ordering and prompt delivery of costumes. Students will not be allowed to continue in classes, rehearsals or productions if tuition is 2 months overdue. If there is an unexpected hardship, please communicate immediately with Mindy Snyder who handles all accounts – [msnyder@lsparts.org](mailto:msnyder@lsparts.org) 706-882-9909. Partial scholarships are available. Scholarship application is available in the LSPA office.

## **Withdrawal and Class Changes**

Most classes at LCD are structured for the entire school year and enrollment August through May is required for optimum benefit and progress. If a student must withdraw, a class withdrawal form must be completed and turned into the LCD office by the 15th of the month, or you will be charged for the next month. This is necessary as we base faculty needs and class scheduling on enrollment. Students who withdraw during the school year may need to repeat the previous year if they re-enroll. They may also be cast in productions at their previous year's level/grade. Full registration fees are required of students who withdraw then re-enroll. Scheduling changes including adding classes or changing days/times also require permission from directors and a class change form turned into the LCD office. We want to make sure that class sizes allow quality instruction and we want to make sure that all dancers are enrolled at levels appropriate to their ability, age and needs. Refunds There are no refunds on registration, performance, recital, costume fees. There are no refunds allowed on monthly tuition. If the withdrawal form is submitted by the 15th of the month, you will not be charged for the next month. For quarterly or annual tuition, refunds will be given for the month following the

request for withdrawal form being submitted. Tuition refunds in the case of illness or injury may be requested through the LCD office or LSPA business office.

### **Class Punctuality and Attendance**

Although we know transportation and unforeseen issues arise, we ask that students are punctual to classes and rehearsals. Dancers should be in the classroom before class begins if classroom is open or outside classroom door ready to enter as teacher opens door. As dancers move into twice a week class with added technical curriculum, a dancer more than 10 minutes late to class may be asked to watch class. This is for safety as exercises in the beginning of class are particularly structured for warm up and injury prevention as intensity progressively builds during each class period.

### **Make Up Class Procedure**

During Nutcracker and Spring Ballet weeks, the studio will be closed. We will offer a makeup class for each day. If a student wishes to make up another class she/he has missed, please contact our office so that we may let you know of possible make-up days/times.

### **Cancellation of Classes**

If a class is cancelled for any reason, we will contact you by REMIND, email or text message. We generally follow Troup County Schools inclement weather closures but not always so please look for email, REMIND or a phone message.

### **Dance Studio Etiquette**

- Proper Dance Attire as outlined in our Dress Code will be worn and hair will be put up appropriately
- Dancers should respect teachers, staff and fellow dancers
- No gum or candy in studios. Food will only be allowed in studio as allowed by faculty during very long company rehearsals. Water, in closed bottles may be brought in the studios.
- Everyone should clean up any items used in studios, lobby, restroom or locker room
- Mirrors should not be touched, and no one should hang on barres
- Dancers should keep talking to a minimum in classes and rehearsals

- For safety, dancers should ask teachers for permission if they need to go to the restroom, office or locker room. Young dancers will be escorted for safety.
- Cell phones and other devices should be silenced and stored in dance bags.
- Dancers will be taught and should learn proper and universal dance studio etiquette
- Teachers may place and guide dancers' limbs, torso, head in proper alignment or positions for safety and skill instruction. It is important that dancers wear proper dance attire so that teachers can assess proper body alignment and execution of movements for safety and progression.

## **Dress Code**

The Dress Code appears below and is also posted on studio bulletin boards.

### **Lafayette Center for Dance Dress Code**

**Ages 3, 4** - Pink Leotard, pink footed tights, optional skirts (Other color leotards are acceptable at this young age) Pink leather ballet shoes, black patent tap shoes. Hair in ponytail, bun or other style off face and neck

**Ballet Ages 5 – 18** - black leotard, pink footed tights, pink ballet shoes, skirts optional, skirts are not permitted for 4th grade, and older Kindergarten may continue to wear pink leotards but will transition to black leotard. Hair in ponytail, bun or other style off the face and neck for Kindergarten - 3<sup>rd</sup> grades.

4<sup>th</sup> Grade and older should have hair secured in bun as turning skills cannot be properly taught with loose hair.

**Boys/Men** - Black tights, joggers or black shorts, white T shirt, white socks, black or white ballet shoes, dance belt for older male students

**Tap Age 3 – 1st grade** - leotard, pink footed tights, black patent tap shoes

**Tap 2nd grade and up** - black oxford tap shoes with ballet attire 2nd graders may continue to wear black patent tap shoes if they fit but will transition to oxfords

**Tap 3rd grade and up** - Older tap students may wear their ballet attire or leggings and a T-shirt with tap shoes. Oxfords are recommended. Hair in ponytail, bun or other style off face and neck

**Jazz, Contemporary and Modern** - black or colored leotard, convertible or footless tights or leggings, optional jazz shorts, tan jazz shoes for jazz and barefoot for Contemporary and Modern. Teacher may suggest foot undies in Contemporary or Modern. Hair in ponytail, bun or other style off face and neck

**Ballet for Apprentice, Junior, and Senior levels** - you may wear black or colored leotards, pink footed tights, ballet shoes and pointe shoes. Black leotards or company leotards may be specifically required on certain days. Hair should be secured in a bun. Turning skills cannot be properly taught with loose hair.

**Adults** - Comfortable, movable clothing, dancewear or exercise wear and dance shoes Hair should be secured off face and neck

### **All Dancers**

\*Midribs are not allowed in any classes or rehearsals.

\*No large jewelry, loop earrings, bracelets, anklets or watches.

\*For safety of all LSPA students, cover ups are required when outside the building. Dance shoes should not be worn outside. Thank you!

### **Arrival, Departure and Parking**

Dancers' 4th grade and older may utilize our carpool line. A security guard is present on regular class days in the building and parking lot after 5:00pm, for the security of LCD, Young Singers of West Georgia and Lafayette Theatre Academy students, families and faculty. For safety, we request that parents do not ask their students to run across the carpool line and parking lot to come to a parked car. We also request that students are not dropped off in the middle of Bull Street. We request that younger dancers be brought into our lobby or to the lobby door and be picked up by an adult for safety. Parking lots are available on both sides of the LSPA building and keypads are located at both entrances. Keypad codes will be changed at various times of year, and we will email LSPA families accordingly. We remind everyone to be alert when entering and exiting the building and let us know if you encounter any concerns in parking lots that need to be reported to our officer on duty.

## **Parental Consent Form for Unaccompanied Minor Release**

For the safety of our students, for any minor student leaving the premises without an adult/guardian, there must be a complete parental consent form for each student. This is available in the LCD and LSPA offices. Late Pick Up All LSPA students should be picked up promptly following class and rehearsals. Late pick-ups will result in a \$5 fee for every 10 minutes after the initial pickup period. This policy does NOT apply to emergencies and other transportation situations that arise occasionally. Please let us know in advance if you need help at pick up time or give us a call if a late pickup arises suddenly. With communication, we can keep your child safe in our office or with a teacher and assure her that you are on your way.

## **Cover Ups**

Please help us keep your children safe! For the safety of all students at LSPA, dancers of all ages should wear a cover up when coming to and from the building. We are in a downtown area with various people on the streets and sidewalks. Leotards and tights without a coverup are NOT ACCEPTABLE clothing outside the studio. Please have your dancer wear something over her leotards/tights to and from the studio: shorts, pants, leggings, sweats, with a shirt, jacket or a dress, etc. Dance shoes should be worn inside the building only. The outside surfaces will shorten the life of your dancer's shoes and sand and pavement particles that may stick to your dancer's dance shoes could be injurious if these drop off on the studio floors where your dancers may be sitting, stretching, rolling or sliding.

## **Lost and Found**

Lost and Found baskets are in our lobby. When the baskets are full, we will donate unclaimed items to charity so please check promptly if your dancer has lost an item. Also, please put your dancer's name in all belongings. In the first week of classes, our teachers strive to put names in young dancers' shoes. Occasionally dancers accidentally grab identical dance shoes when leaving. With names in shoes, we can easily trade back at the next class/rehearsal.

## **Observation of Classes**

All studios can be observed on TV monitors in the LCD Lobby or LSPA hallway/entrance lobby. This allows especially younger dancers to be observed without the distraction of guests in their studio. As young dancers become more confident and focused during the year, we will have announced observation days. Parents may request to observe older dancers most anytime in class. Please inquire in the LCD office if you are interested.



## **Class Placement**

Younger dancers will be placed in classes by age. All enrolled dancers must be toilet trained. It is important that young dancers are challenged but not overwhelmed therefore our curriculum is structured to encourage growth, love of dance and understanding of productive repetition. We try to provide an environment that combines a variety of learning techniques and activities to keep dancer burn out to a low. As dancers age, placement in classes, performance roles and company designation will be determined by faculty and qualified guest judges. Age will become less of a factor and dancers will be placed according to their individual needs and safety for each student. Dancers may repeat levels or roles as needed and as available. Dancers will be continually evaluated and will be placed with care and consideration at all levels of training. Readiness for pointe training will be assessed on an individual basis and is not solely based on age, grade or class level. The faculty will offer parent observation and information sessions regarding pre-pointe and beginning pointe placement. With smaller class sizes, we are better able to ensure quality dance instruction for each individual dancer. Therefore, LCD directors and faculty may divide classes that have large enrollment. Curriculum and monthly lesson plans are the same for each level regardless of classroom, day, time or teacher so we appreciate parent support and understanding should we need to divide larger classes. We respectfully ask that no friend requests be made as we want to be fair to all students and parents. We strongly believe and promote that “we are all friends” at LCD.

## **Production Roles and Company Placement**

Roles in productions will be cast, and Jr/Sr Company placement will be decided by the Artistic Director, Assistant Director and Guest Audition Judges. These decisions are final, and we appreciate your respect and trust in this process. We seek to provide all dancers an opportunity to grow through numerous performance experiences as we also strive to provide our community with the highest quality dance productions. As in class placement we do not entertain requests for various casts or friend requests. With productions, dancer height for staging and costume size requirements plays a part in our complex casting procedure. As a small town, non-profit dance company, our costumes and costume budget are limited.

## **Student Progress**

If you have questions about your dancer’s training and progress, please email Miss Amy at [LCD@LSPARTS.ORG](mailto:LCD@LSPARTS.ORG). Should a conference be needed, we will schedule it accordingly. Conferences will not be scheduled regarding auditions or production casting. Parents are urged

to dialog with their dancers about their experience, observe classes on our studio monitors anytime and visit on parent observation days. (younger dancers) Parents of dancers in the 4th grade and older may observe class most of the time by contacting us through our office or email. 706-882-9439 LCD@LSPARTS.ORG

Parents, please encourage along with faculty, for middle and high school dancers to keep a dance notebook with corrections, combinations, vocabulary, rehearsal notes, general dance journaling, etc.

### **Performance Opportunities**

Performance opportunities for dancers include the Spring Recital open to all LCD dancers and The Nutcracker and Spring Ballet for all dancers Kindergarten and Up who are enrolled in our ballet program. Community performance opportunities may also be offered at senior and community centers, festivals, holiday events, downtown events, nursing homes and senior living communities. Depending on overall theater and performance scheduling with TCSS venues, a repertory showcase may be offered.

### **LCD Student and Assistant Teacher Program**

The Lafayette Center for Dance Student Teacher and Assistant Teacher program, which began over 25 years ago, provides a structured opportunity for older dancers to learn and serve in younger dancers' classes. Older dancers who are interested in teaching and assisting, train and apprentice under directors and senior faculty. Student teachers, once approved to teach, use specified LCD curriculum and monthly lesson plans, music, props and methodology. Student teachers participate in faculty meetings, continuing education and regular observations and assessment by directors and senior faculty. The program has birthed many wonderful teachers, some of whom have gone on to education degrees and teaching careers. The program has proven to be an opportunity for positive role modeling and mentoring for many company dancers and younger students.

### **Lafayette Dance Guild**

The Lafayette Dance Guild is comprised of parents and family members who wish to support dance productions and dance programming at LCD/LBC. Parents are offered various opportunities to be involved: pre-production and theater week tasks, scenery/prop building, T-Shirt, flower and boutique sales, ushering, picking up food for dancers and guest dancers, costume help, laundering and organization of costuming/props/sets, etc. The guild provides dancer scholarships and special opportunities for dancers including guest teachers and

workshops. By serving just a few hours each semester, guild members may receive early ticketing benefits and parents with middle and high school dancers may be eligible for summer program scholarship funds for the Lafayette Dance Intensive or other professional summer programs. Membership information will be included on Nutcracker information packets. Parents of App/Jr/Sr Company dancers will be enrolled as guild members unless parent informs Mindy Snyder, LSPA Financial Specialist otherwise at 706-882-9909. All Nutcracker groups will have brief parent meetings which will include information on guild volunteer opportunities.

## **Recital**

The LCD Recital is held in the spring each year for all LCD dancers. Classes will continue to be primarily technique focused but in late winter, some class time will be set aside for choreography and rehearsal of a recital piece. Recital costume billing (purchase and rental) will occur at the beginning of the school year. This allows us to take advantage of early ordering discounts as we strive to keep costume costs low. To further save money, some classes will be able to rent existing LCD/LBC costume or accessories for recital instead of purchase.

## **Summer Offerings**

LCD offers summer classes, camps and workshops to dancers of all ages. Although we know time off in the summer is important, we encourage dancers to take advantage of summer offerings when they are not on vacation. Without the pressures of school year academics and busy schedules, dancers can relax, focus and enjoy their dancing in a very special way during the summer. Older dancers may not only maintain their skills but improve and grow during the summer with maintenance classes, Lafayette Dance Intensive and other summer programs offered through professional schools and companies.