



**PARENT/STUDENT  
HANDBOOK**

Turning Pointe  
Dance Academy

**2022-2023**

**\*Fees associated with performance/competition teams are not reflected here.**

## TURNING POINTE DANCE ACADEMY 2022-2023 PRICE LIST

### Tuition Model

FIRST CLASS	\$45/\$55
EACH ADDITIONAL CLASS (OR SIBLING FIRST CLASS)	\$30
FAMILY CLASS PLANS*	
-1 CHILD TAKING 5+ CLASSES*	\$160
-2 CHILDREN TAKING 7+ CLASSES*	\$225
-3+ CHILDREN TAKING 8+ CLASSES*	\$265

\*Total classes per family

### Specialty Classes and Fees

PRIVATE LESSONS (1 HOUR)	\$25
REGISTRATION FEE	\$35
ADULT CLASSES	
-DROP-IN	\$10
-UNLIMITED	\$30/MO

August 6	Placement Classes
August 7	Priority Registration
August 27	Open House and Registration
Aug 29- Sept 1	Try It Week
September 6	First Day of Classes
November 21-22	Makeup Classes for fall - No regular classes
November 23-28	Studio closed for Thanksgiving
December 9	Winter Show Dress Rehearsal (at studio)
December 10	Winter Show @ Wylie PAC (2:30 pm)
December 23-Jan 3	Studio Closed for Break
March 13-14	Makeup Classes for Spring - No regular classes
March 13-26	Studio closed for spring break
May 25	Last Day of Class
May 30 and June 1	Studio run through for recital
June 2	Dress Rehearsal @ Wylie PAC (Tentatively)
June 3	Recital @ PAC (Times TBA)

Please note that tuition is a yearly fee broken between months. Fees are not prorated for breaks or absences. Makeup classes are available two times a year. Students can also make up missed classes with a class at a lower level. Please schedule make-up classes through the parent portal. We follow AISD decisions regarding weather related closings. If the studio must close for weather or other unexpected circumstances, make-up classes will be offered for a future date.

## Payment Policy

- All studio families are required to keep a card on file in our Jackrabbit system.
- Tuition is posted on the 28th of the month. The front desk will accept cash, check, or you may use your card in the parent portal until the 14th of the month. Any one with a tuition balance on the 15th of the month will have their card automatically run.
- We know that cards expire and there are special circumstances. Please take care of any issues with the front desk or in the parent portal promptly.
- If rejected cards become an issue a \$25 return fee will be imposed. A NSF fee of \$30 will be applied to checks returned by the bank.
- We require a **2 week written notice of withdrawal**. You will continue to be charged tuition until that is received.
- Families choosing to pay an entire semester of tuition up front will receive a 10% discount.
- Agreements for performance and costume fees will be required. You will be charged once the form is received. If you do not return your form, your child will not be included in the performance.

### General Studio/Program Overview and Introduction

**Introduction:** Turning Pointe offers dance instruction to everyone ages 32 months through adult. We have recreational and elite tracks, offering beginner through advanced level instruction in acro, ballet, pointe, tap, jazz, lyrical, liturgical, and hip hop. We love sharing our love of dance with others of all ages and abilities.

**History:** Turning Pointe Dance Academy has been a staple in the Abilene dance scene having several iterations under various owners. Most recently, the studio was under the direction of Rafaela Ray. Beginning in 2021, Amy Kotara has stepped into the role of owner and director. Ms. Amy is excited to bring her vision to Turning Pointe Dance Academy and guide the studio to the next level.

**Mission and Values:** Turning Pointe exists to provide quality dance instruction while creating an environment that is positive, encouraging, and shrouded in love. We seek to develop and instill confident, healthy attitudes

and image in our students. Our qualified instructors work towards equipping and encouraging students to use their gifts to reach their goals and potential while gaining skills to help them in any walk of life.

## **Studio/Program Structure**

**Basic Schedule:** Registration and placement occur in early August. Classes will resume the first week after the Labor Day holiday. Instructors may also choose to carry a short term class or offer a camp. Classes conclude at Memorial Day weekend. Those choosing to take part in the spring recital will have rehearsals the following week.

**Studio Programs:** Our studio will begin to house new programs as we move into 2022-2023. Our children's program will serve ages 3-12 and offer recreational classes in preschool dance, ballet, tap, jazz, hip-hop and acro. Adult classes of various levels are offered for students wishing to grow their love of dance in a recreational environment. For the more serious dancer, leveled ballet classes will be offered. Students must attend a placement class to determine the appropriate placement. These students may also audition for the performance company and/or competitive team during their placement. These students are required to take 2 ballet classes per week or ballet and an additional discipline (tap, jazz, lyrical, hip hop, strength and conditioning). They are highly encouraged to attend one strength and conditioning class per week. Competitive dancers will have specific technique classes in a variety of genres throughout the year. **We are currently looking to add a mini, petite, and junior competition team. Look for more details coming soon.**

### **Curriculum:**

-Students in our children's classes are instructed using the OUB curriculum. Mrs. Rachel is a certified instructor in this curriculum. A variety of themes engage students throughout the year.

-Leveled ballet class curriculum will also be provided to identify skills required for promotion. The basis for the instruction is a focus on both Cecchetti and Balanchine techniques. As well, these syllabi include knowledge of theater spacing, dance etiquette, vocabulary, and history that students need to know to move through the levels. Students may apply for promotion in December and again in May.

-The critically renowned tap curriculum created by Al Gilbert comprises our tap curriculum. Similar to the leveled ballet courses, students must be assessed for prerequisite skills before moving to the next level.

### **Special Programs or Services:**

- **Performance company** - Students may be invited to attend the performance company after their placement classes. These students are required to also take performance technique. The class does not incur tuition, but does include a \$50 costume rental fee. Performances will be throughout the year at a variety of local events.
- **Competitive Team**- Students may join the competitive team by audition. This group will focus on multiple disciplines. Extra rehearsals are required, as well as registration and attendance in 3+ classes a week. It is highly encouraged that ballet and conditioning make up two of those classes. Students on the competitive team may opt to compete as a solo, duet, or trio. These require private lessons for choreography and cleaning. The group will attend 2 conventions (1 fall, 1 spring) and 3 competitions through the year.
- **Kids Camps** - Throughout the school year and summer, we will offer brief camps for our younger students. These may focus on ballet, tap, jazz, hip hop, or acro. Be sure to check out our monthly publication, *The Pointe*, to find opportunities for these mini-camps.
- **Split Club** We are bringing back our famous banana split club! Students who are proficient at their splits are eligible for the picture to

be added to our “Wall of Fame”. They are also eligible for a banana split surprise from Mrs. Amy! Students achieving their right and left square split and center split in one year will also be awarded a trophy at recital.

- **Intermediate and Advanced Dance Intensive:** Each summer we bring in guest instructors from around the country over one weekend to work with our intermediate and advanced dancers. They receive classes in hip-hop, contemporary, ballet, tap, jazz, lyrical and more. Watch our calendar for more details!
- **Private or team lessons** - All students may request private or small group lessons with an instructor. They may choose an instructor and a focus. Lessons could work on a piece of choreography or work to improve a certain area of technique. Lessons for technique are \$25/30 min. Lessons for performance pieces are \$200 and include both choreography and all of the lessons required to learn the choreo. See our website for more information.

### **Who's Who?**

- Studio Owner/Artistic Director - Amy Kotara
- Associate Director/Competition Director - Julie DeLaGarza
- Children's Director - Rachel Ritchie - Moore
- Social Media/Advertising Manager - Lexi Ritchie
- Front Desk - Gale Marden
- Instructors:
  - Missouri Cypher - Acro, Tap, Competition, Piano
  - Kaylee McKee - Hip-Hop, Competition
  - Chloe Steele - Junior Instructor
  - Eva Wethington - Junior Instructor

## Studio Rules and Regulations

In this section, you will find the general studio rules and regulations that apply to students and families. When we all follow the same guidelines, the studio will flow nicely.

- Communication will be provided through both the parent portal (email) and our app. Items may also be noted on Facebook or Instagram. Please download our app to receive push notifications about any critical updates regarding weather, etc.

- Attendance

We will be handing out perfect attendance awards this year.

- Attendance will be taken at the beginning of each class. The roll will serve as the official attendance record
- If a student misses more than  $\frac{1}{2}$  of a scheduled class, they will be marked absent.
- Students may make up 3 missed classes per semester. The student will need to speak with Ms. Amy to schedule these make-ups. Make-up classes need to be scheduled in the parent portal.
- If classes are canceled due to inclement weather, we will offer general make-up classes within one month. Students may attend if they choose, but TPDA cannot issue refunds in lieu of attendance. These will not count against perfect attendance.

- Dress code policies

This year we will be implementing a dress code policy. Dressing properly for classes has many benefits for both the student and the teacher. Being able to see a student's body can prevent injury and also lead to better technique. Much like athletes, having a uniform is part of the expectation. As well, it provides a professional appearance to the studio overall.



### Preballet, and Combo classes

- Pink ballet shoes (No glitter, decorations, or strings are allowed. Shoes strings will be knotted and clipped)
- Black tap shoes (no ties or strings) - Combo classes only
- Tan Jazz Shoes (Combo classes only)
- Tan or natural tights
- Leotard, bikeard, or dance dress
- Hair up and out of face

### Leveled Ballets

- Leotard corresponding to level color (Females) OR Dance shirt corresponding to level color (Males)
- Pink/Tan tights to match shoes (Ladies) OR Black dance pants (Males)
- May wear a skirt (any color)
- Warm ups may be worn, but must be removed no later than 15 minutes into barre' (extreme circumstances see Ms. Amy)
- Skin tone canvas ballet shoes (Females) OR Black canvas ballet shoes (Males)
- Hair must be up in a bun. If hair is too short for a proper bun, please do your best to pull hair away from the face.
- No T-shirts, jeans, bare midriffs, improper shoes, etc.

### Other Disciplines

- Proper dance attire should always be worn. Leotards, sport tops, etc are permitted. **NO T-shirts may be worn.**
- Tights, leggings, or jazz pants are permissible. **NO JEANS may be worn.**
- Dance shorts may be worn, but not athletic shorts
- Hair must be up and away from the face.
- Acro may wear a biketard or gymnastics leotard.

## Shoes

- **Leveled Tap** needs TAN tap shoes without ties
- **Leveled Jazz** requires tan leather jazz slip-ons.
- **Acro** - Tan jazz shoes
- **Lyrical** - Nude half soles. Apollo shocks socks or Bloch dance socks may be worn for class
- **Hip-Hop** - Clean street shoes may be worn for class. Please do not wear shoes outside. Black Pastry sneakers are required for recital.
- **Pointe** - Students are required to purchase demi-pointe shoes prior to beginning the course. Pointe shoes may not be purchased without instructor approval.

Dancewear and shoes are available for order and in our store. Please purchase quality dance shoes through our store, our online boutique, SWAY in Sweetwater, or Discount Dance Supply. Shoes from other retailers often fall apart quickly or do not follow our policy.

### **Dress code issues:**

- We know it will happen. If a student is not dressed for class, we will have a box of “extras” they may change into. Please wash and return.
  - If it happens frequently - The student will call the parent to bring the proper attire. They may not participate until they receive the proper gear.
  - If it becomes a consistent issue, the account will be charged for appropriate supplies through our store.
  - If a student does not have their hair properly secured, they may purchase a hair kit from the store.
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- Tuition and payment policies and procedures
    - Tuition is added to the portal on the 28th of the month.
    - All families are required to keep a card on file. If tuition is not paid before the 15th of the month the card will be ran. Payments by cash or check are accepted before the 15th.

- Students withdrawing from classes must give written notice. Accounts will continue to be charged until notice is received. Refunds are not available for missed classes or dropped classes.
  
- Costume and performance fees
  - Christmas Showcase
    - Students choosing to participate in the Christmas showcase will be charged a \$40 fee upon registration. This fee is non-refundable. It covers 2 parent tickets and costume rental. Additional costumes are rented for \$25 each.
    - All costumes must be returned immediately following the performance. If a costume is not returned or is returned with damage, an additional \$100 fee will be posted on the account.
  - Recital
    - Students choosing to participate in the spring recital will be required to purchase a costume.
      - Tiered pricing is available (see next page). This option must be chosen at registration and is non-refundable. Additional costumes may be purchased a la' carte with a \$25 deposit in December.
      - If tiered pricing is not chosen at registration, a \$25 deposit will be required in December to secure costumes. The remaining price will be charged in January and February. (Divided between months)
      - If tiered pricing is not chosen an additional \$35 recital fee will be charged in March and secures 2 adult tickets.
      - All students may purchase a studio tee, showcase tee, or recital tee. These may be required for covering costumes or community events.
    - All performance fees and deposits are Non-refundable

# SPRING PERFORMANCE PRICE LIST

## ALL INCLUSIVE

\$150

1 Costume and tights  
1 Recital tee  
4 tickets  
1 Video download

## PREMIUM

\$125

1 costume and tights  
4 tickets  
1 Video download

## GOLD

\$100

1 costume and tights  
2 tickets

**All items (including additional costumes) can be purchased a la' carte in the spring at market pricing at that time. These costs are per child and can be paid out over 8 months**

- Inclement weather policies and procedures
  - For predicted bad weather, we will follow Abilene ISD. If they are closed for weather related incidents, we will close as well.
  - If bad weather is expected to begin prior to classes starting, Ms. Amy will monitor the weather closely. She will send out a message using the studio app noting her decision.
  - In the incident of a tornado warning, classes will move to studio B. Instructors will seat students along the back wall (away from the mirrors) and have them cover their heads with their hands. A parent may take their child during this situation, but must sign them out through the teacher.
  - Any canceled class due to weather will be rescheduled for a make-up class within one month.

- **Covid -19 Policy**

- As the current wave seems to be growing in Abilene, there is always a risk of exposure. If you are not vaccinated, you may choose to wear a mask or go maskless at your own risk. We will always follow state laws regarding masking.
- If you find you have been exposed or tested positive, please refrain from attending class and schedule a makeup class instead.
- Surfaces will be disinfected frequently and hand sanitizer is available.

- **Student Safety**

- Students will need to wait in the hallway or waiting room until their teacher or assistant calls for them.
- Students under 10 may only be released to a parent or guardian inside the studio. **No student under the age of 10 may wander into the parking lot looking for their car. If you have an extreme circumstance, please contact our front desk and someone will walk your child out to you.**

**Student Behavior Expectations** - These apply to class times, on studio property, at studio events, and when representing the studio at conventions or competitions

- **To be early is on time. To be on time is late.** We ask that students always be prepared and at least 5 minutes early to events and classes.
- **Express yourself through dance -not technology.** Phones are not permitted in dance class or during events. Students are asked to leave their devices outside the classroom in their dance bags. If a student has their phone in class, they may be asked to remove it. If there is a special situation, the student may speak directly to the instructor. Instructors may use their best judgment.
- **Look the part.** Unless we appear at Fashion Week, be dressed to dance. We ask that you always dress appropriately for classes - whether we are at the studio or away. The dress code is for student safety.
- **R-E-S-P-E-C-T** - Respect your instructors and other classmates by keeping talking to a minimum. Never interrupt or argue with an instructor - only interrupt if the room is on fire, someone is sick or injured, or Matthew McConaghuay enters the room. Follow the etiquette of a dance class no matter where you are.
- **Encourage one another** - We are all here to grow and glorify God! As well, we are learning many life lessons that will benefit you for years to come. Being judgemental or snide about other dancers, takes away from our purpose. If you would not say it in front of God, then don't say it at all. Be kind and lift each other up!
- **In general** - If you don't want God, your grandma, or Ms. Amy to hear about it - then make a better decision.

**Please encourage your student to follow these guidelines at all times. Students who consistently violate these guidelines may be required to have a parent meeting, be asked to leave classes, or be removed from the studio for a time.**

- **Expectations for family behavior on studio property and when representing the studio at off-site events**

- If you have been exposed or are demonstrating symptoms, please do not utilize the waiting room space.
- When waiting during classes, please do not speak about other dancers, studio issues, or general gossip. Little ears are Everywhere. We do host an open air studio and one with open ventilation. Please keep your voices low.
- Please clean up after yourself and your children.
- During parent watch week or recitals, please refrain from talking during the class. As well, be mindful before posting any photos with other children in them on social media.
- If attending a convention, competition, or other event, please be mindful that your behavior reflects **Turning Pointe at all times.** Anyone not behaving in accordance with our guidelines or expectations, may be asked to leave the event.
- Concerns and issues regarding the studio may be discussed with Ms. Amy at a scheduled time. Please contact her at 8064404073 to set up an appointment. **We will not be able to engage in these discussions before, during, or after classes. Please do not directly contact the class instructor.**
- Be mindful that we have families and careers outside of the studio. Please do not contact Ms. Amy or other instructors outside of the hours of 9 am-9 pm. Often we cannot answer during the day, due to work. Please leave a message and we will get back to you.

- **Auditions, rehearsals, and performances**

- **Placement Classes and auditions**
  - Placement classes/auditions will be held in August prior to registration. If you are unable to attend, you may schedule a make-up time with Ms. Amy. No one may register for level Lilac or above without being placed.
  - TPDA instructors (and any outside scorers) have final say in student placement. If class times do not work for the individuals, they may choose to take a lower level class or a recreational class.

- Students will be reevaluated in December. Those students who qualify will move to a different level class in January. Guardians will be provided a progress report of student skill at the beginning of January and prior to recital.
- For competition and performance teams, additional auditions may be required through the year. Students will learn a brief combo in a genre and be asked to dance it for the choreographer. Choreographers have final say in who will perform their piece.
- Competition solos, duets, and trios may be requested by a parent and completed through private lessons. This is at the expense of the parent and may not be paid for via Fundraising.

- **Expectations for performance company or competition team members**

- Attendance, behavior, and monetary expectations are outlined in team contracts and will be discussed at the MANDATORY parent meeting.

## Acknowledgment of Receipt of the Parent/Student Handbook

-Please mark acknowledgement in the studio portal.