



**PARENT/STUDENT  
HANDBOOK**

Turning Pointe  
Dance Academy

**2023-2024**

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## **Important Dates\***

**August 13 - Returning Student Priority Registration**

**August 21-25 - Try It Week**

**August 26 - Open House**

**August 28 - First Day of Classes**

**September 4 - Closed for Labor Day**

**October 2 - Winter Showcase Fees Due**

**October 25 - Closed for Nutcracker Auditions**

**October 31 - Closed for Halloween**

**November 15 - Recital deposits due**

**November 20-24 - Closed for Thanksgiving**

**November 28 - Closed for Christmas Parade**

**December 11 - Closed for Nutcracker**

**December 15 - Winter Showcase Dress Rehearsal (MANDATORY)**

**December 16 - Winter Showcase @Wylie PAC 2:30 PM**

**December 21-Jan 7 Studio Closed for Winter Break**

**January 2-4 - Try It Week**

**March 11-18 - Closed for Spring Break**

**May 27 - Closed for Memorial Day**

**May 28-29 - Rehearsals at studio**

**May 30 - Dress rehearsal for BCYB Alice in Wonderland and Recital Show 1**

**May 31 - Alice in Wonderland, 6:30 PM**

**June 1 - Dress rehearsal for Recital Show 2 8:30 AM**

**Recital Show 1 2:30 PM**

**Recital Show 2 6:30 PM**

### **Make-Up Classes:**

-November 20-21

-March 11-12

-June 3-4 (If needed due to weather closures)

**\*Dates and Times may change as we progress through the year. Check the website for the most up to date information.**

# Tuition and Fees

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 events and we exceed the number of scheduled make-up days, days in May will be added..

**Tuition fees listed below are charged monthly.**

1 classes per week: \$45 (Under 1 hour) or \$55 (Over 1 hour)

Additional Classes per week or Sibling classes: \$30

**Family Class Plans:**

-1 Child taking 4+ classes\* - \$125/month

-2 Children taking 7+ classes\* - \$225/month

-3 Children taking 8+ classes\* - \$265/month

\*Total classes per family

**Elite Class pass** - Unlimited elite and recreational classes \$125 per student (additional students \$100)

Yearly Registration Fee - \$35 (May be waived with select costume trade-ins)

Private lessons: \$30/ Half-Hour

Drop-In Classes: First one free, \$15/class after or purchase a punch card

**Performance Fees: See performance guide book**

# 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. Anyone 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.
- Rejected cards will incur a \$25 return fee. A NSF fee of \$30 will be applied to checks returned by the bank. Tuition and fees more than 10 days past due will incur a \$2/day late charge.
- 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.

# Who's Who?

- Studio Owner/Artistic Director - Amy Kotara
- Assistant Director and Competition - Julie DeLaGarza
- Children's Director - Rachel Ritchie - Moore
- Reception - Gale Marden
- Instructors:
  - Emily Cordell- Acro, Ballet, Competition
  - Kaylee McKee - Hip-Hop, Contemporary Competition
  - Lexi Ritchie - Tap, ballet, and lyrical
  - Faith Fry and Eva Wethington - Junior Instructors

# Other Important Studio Info

- Communication will be provided through both the parent portal (email) and our app. Items may also be noted on Facebook or Instagram. You **MUST** download our app to receive push notifications about any critical updates regarding weather, etc.
- It is recommended that all dancers bring water to class. We have a water refill station, but we do not provide cups for it. Water may be purchased at the front desk for \$1.
- **Arrivals and Departures**
  - 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 McConaghuey enters the building. Follow the etiquette of a dance class no matter where you are.
- **Encourage one another** - We are all here to grow! 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. 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. We reserve the right to ask students who consistently violate these guidelines to have a required 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 of an illness, 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.



## Performance Guide



At TPDA, we always believe it is a great day to shine on stage! We have multiple performance opportunities for all of our dancers at varying levels.

### **Winter Showcase:**

Every year we host a Winter showcase to set us in the holiday spirit. This year's theme is "Christmas Traditions".

The show will be performed on December 16, 2:30 PM at the Wylie Performing Arts Center. **A MANDATORY DRESS REHEARSAL** will be held December 15. Failure to attend the dress rehearsal or excessive absences in the weeks leading up to the performance may prevent a student from performing in the show. No refunds will be given for students who miss the performance due to illness, injury, attendance, or schedule conflict.

Performance Fee: \$40 for the first performing class. This includes 2 tickets and the rental of one costume. Additional costumes may be rented for \$25 and additional tickets may be purchased for \$10 presale or \$12 at the door. All performance fees are due on October 2. These will be automatically drafted if not paid before October 2. [Form](#)

We rent costumes for this show. All costumes will be checked out and returned to TPDA immediately following the show. Costumes not returned by **December 22** are subject to a late fee of \$25/day.

**Classes performing at the Winter Showcase are:** Acro 1, Acro 2, Apprentice Company, Combo Level 1, Combo Level 2, Contemporary, Elementary Ballet 1, Elementary Ballet 2, Elementary Lyrical, Elementary Jazz, Elite Hip-Hop, Elite Jazz 1, Elite Jazz  $\frac{2}{3}$ , Elite Tap, Elite Tap  $\frac{2}{3}$ , High School/Adult Ballet, Hip-Hop 1 (Both Sections), Hip-Hop 2, Jazz/Tap Foundations, Middle school ballet, Pointe  $\frac{2}{3}$ , Preschool Ballet/Tap Combo (both sections), Teen/Adult Lyrical, Teen/Adult Jazz, Tiny Tots Preballet (Both sections), Tiny Tots Tumble and Hop (Both sections)

Update 7/16/2023

## **Nutcracker! A Magical Experience**

This year we will serve as the host studio for a national touring company that performs the Nutcracker. The company will be in house on October 25 to audition for student roles. Those selected will be required to attend a MANDATORY rehearsal the following day, October 26. All fees, costuming, etc are taken care of through the touring company. The show will require a full day of dress rehearsal and practice on **MONDAY, DECEMBER 11**. The performance will be that evening. This is a once in a lifetime opportunity, but please note that it is completely voluntary. Ticket sales will not be conducted at the studio and we are unable to waive any fees associated with this performance. Subsequent rehearsals will be completed OUTSIDE of regular class times and require disciplined attendance. Please see Mrs. Amy for more information.

Register for auditions here: <https://nutcracker.com/sign-up-for-auditions/>

## **Spring Shows:**

This year we will be dividing our classes into 3 different shows. Because these are our capstone performance opportunities for students, they can often be costly for both the studio and the family. In order to help spread that cost across the year, you may choose to participate in a monthly recital package. These must be completed at the time of enrollment and will NOT be accepted after September 15. You may still enroll in a package prior to the first deposit due **November 15**. No costumes will be ordered if you have not either selected a monthly package and/or provided a non-refundable \$25 deposit in November (per costume). Remaining fees will be automatically deducted in January, February, and March. Recital and Costume fees are NON-REFUNDABLE.

### **Big Country Youth Ballet's Alice in Wonderland: May 31, 6:30 PM at Wylie PAC**

- **Classes participating: Tiny Tots Preballet, Elementary Ballet 1, Elementary Ballet 2, Beginning Elite Ballet, Intermediate Elite Ballet, Advanced Elite Ballet, Pointe 1, Pointe 2, Ballet company and apprentices.**

### **Recital Show 1: June 1 at 2:30 PM**

- **Classes to be determined once registration has finalized**

### **Recital Show 2: June 1 at 6:30 PM**

- **Classes to be determined once registration has finalized**

**Mandatory dress rehearsals will be sent out in the spring. Students with excessive absences, unpaid accounts, or that fail to attend mandatory dress rehearsals may not be permitted to perform. No fees will be refunded for illness, injury, removal, or schedule conflict.**



## **Dress Code**

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. All items may be purchased in house, through SWAY dancewear, Nimply, or Discount Dance Supply. Please do not purchase shoes through Amazon, Target, Wal-Mart, or Academy as they are often inadequate for the needs of your dancer.

**In all classes hair must be up and out of the face in a bun. If hair is too short for a bun, it must be adequately pulled back and out of the eyes. Absolutely no t-shirts (except gentlemen), athletic shorts, or jeans may be worn.**

#### Tiny Tots Preballet

- Pink ballet shoes (girls) or Black ballet shoes (boys) (No glitter, decorations, or strings are allowed. Shoes strings will be knotted and clipped)
- Leotard, dance dress, or black pants/white tee (boys)

#### Tiny Tots Tumble and Hop

- Tan jazz shoes
- Biketard, leotard, or sport top and shorts

#### Combo Classes (All ages/levels)

- Any color leotard or dance dress
- Dance shorts or leggings may be worn with leotard
- Pink ballet shoes (girls) or Black ballet shoes (boys)
- Tan jazz shoes
- Black tap shoes (No strings please)

#### Hip-Hop Classes

- Clean athletic shoes that have not been worn outside. Specific shoes for performances will be required closer to that date.
- Any athletic wear top and bottoms
- No jeans or clothing that makes movement dangerous

#### Acro Classes

- Leotard or Biketard
- No tights
- Barefeet
- Hair in a bun
- No loose clothing

### Middle School/High School/ Adult Classes

- Any color or style of leotard or athletic top
- Tights or leggings may be worn
- Skin tone ballet shoes
- Tan tap shoes
- Tan jazz shoes

### Lyrical and Contemporary

- Any color or style of leotard or athletic top
- Tights or leggings may be worn
- Skin tone half soles

### Leveled Ballets

- Leotard corresponding to level color (Females) OR Dance shirt corresponding to level color (Males)
  - Elementary Ballet 1 - Light Pink
  - Elementary Ballet 2 - Light Blue
  - Beginning Elite Ballet - Lilac
  - Intermediate Elite Ballet 1 - Ruby Red
  - Intermediate Elite Ballet 2 - Royal Blue
  - Intermediate Elite Ballet 3 - Amethyst Purple
  - Advanced Elite Ballet 1 - Burgundy
  - Advanced Elite Ballet 2 - Navy Blue
  - Advanced Elite Ballet 3 - Black
- 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.

### Elite Jazz/Tap/Acro/Hip-Hop

- Proper attire must be worn at all times. Leotard or athletic top and DANCE shorts, tights, or leggings. Street wear is not allowed at any time.
- Jazz - Tan jazz shoes
- Tap - Tan jazz taps (Capezio or Bloch preferred)
- Acro - Bare feet

- Hip-Hop - Black Pastry Glam Pie High Tops
- Hair must be up at all times.

**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.



# Acknowledgment of Receipt of the Parent/Student Handbook

-Please mark acknowledgement in the studio portal.