



Parent Manual

Welcome

Thank you for enrolling your dancer in NS Dance Academy. This manual outlines our expectations for all parents and families, and is intended to foster a healthy, professional, and supportive studio culture. By enrolling at NSDA, you agree to partner with us in creating an environment where dancers can thrive with discipline, focus, and mutual respect.

1. General Studio Policies

Parent-Free Lobby

Due to space and to maintain a focused environment, **our lobby is a student and staff-only space during class hours**. Parents are not permitted to remain in the lobby unless invited by a staff member. This helps reduce distractions, noise, and congestion in our training space.

If your dancer needs assistance with hair, costume, or communication, you are welcome to briefly come in, help them get ready for class, and then exit the studio promptly.

If you're willing to volunteer with costumes or backstage support, please let us know by texting us at **(615) 947-7679** or emailing **nsdancea@gmail.com**. We appreciate all the help and support our families bring to performance season!

Observation Week

Parents will be invited to observe classes during our **designated Observation Weeks** each semester (typically in **December** and **May**). During this week, you will have the opportunity to see your dancer's growth and progress.

Outside of Observation Week, class visits are not permitted.

Drop-Off & Pick-Up

Dancers should be dropped off no more than **45 minutes before class** and picked up promptly at the end of the day. Students will remain inside until their ride arrives.

Parents may drop off and pick up, but are not permitted to wait in the lobby.

For longer rehearsals or events, we will communicate designated drop-off/pick-up protocols.

2. Financial Policy & Commitment

- A **credit card must be kept on file** for all active accounts.
- Tuition is based on a **10-month commitment** (August–May), with monthly installments due by the 1st of each month.
- Late fees apply after the 5th of the month.
- Showcase fees, costume fees, and intensive fees will be billed separately with due dates clearly communicated.
- Withdrawal before the end of the season does not waive tuition responsibility unless approved in writing.

We invest in our dancers year-round through faculty planning, choreography, costuming, and curriculum. Your commitment helps us build excellence.

3. Parent Behavior & Studio Etiquette

We expect all parents to maintain a respectful, supportive, and professional attitude at all times. As role models to our dancers, parent behavior directly impacts the energy and tone of our studio.

- Gossip, negativity, or confrontation—whether in person or online—will not be tolerated.
- Do not approach instructors to discuss class placement, casting, or instruction without scheduling a meeting.
- Criticism of other dancers, parents, or teachers is grounds for immediate dismissal from the program.
- Any disputes must be addressed professionally and privately with the Studio Manager or Mr. Nicolas.

NSDA is a drama-free zone. Repeated disruptive behavior may result in a dancer's removal from performances or programs.

4. Respect for Artistic Direction

All **casting, choreography, curriculum, and instructional decisions** are made at the discretion of our Artistic Director, **Mr. Nicolas Scheuer**, and the NSDA faculty.

- These decisions are final.
- NSDA will not tolerate arguing, pressuring, or attempts to influence casting or placement.
- Please teach your dancer that each opportunity is valuable—regardless of role or spotlight.

This approach teaches professionalism, maturity, and gratitude—core values at NSDA.

5. Absences, Illness & Communication

- Absences must be reported by texting or emailing the studio **before class begins**.
- Dancers who are sick must be **symptom-free for 24 hours** before returning.
- Please notify us of any injuries, allergies, or relevant medical updates.
- General questions or concerns should be directed to the **Studio Manager** during office hours.
- Please allow **24–48 business hours** for thoughtful responses.

6. Who to Contact

For general questions, attendance, scheduling conflicts, or form submissions:

Fallon Torres, Studio Manager

nsdancea@gmail.com

(615) 947-7679

For artistic or technical questions, casting concerns, or dancer development:

Mr. Nicolas Scheuer, Artistic Director

Please schedule a meeting through Fallon Torres.

DO NOT contact Mr. Nicolas via his personal phone number.

If you currently have Mr. Nicolas's personal contact information—including his **cell phone number or personal social media accounts**—we ask that you **please delete it** and communicate only through official studio channels.

This ensures all communication remains professional, organized, and respectful of boundaries.

Messages sent during class hours will not receive an immediate reply. Please allow 24–48 business hours for a thoughtful response.

7. Studio Updates & Announcements

We use the following platforms for official communication:

- **Email:** For studio announcements, rehearsal schedules, billing updates
- **Stack App:** For weekly schedules, reminders, and last-minute updates. All dancers and one parent must join.
- **Parent Portal:** For tuition, forms, showcase fees, and uniform orders

If you're not receiving updates, contact the Studio Manager to verify your contact information.

8. Reporting Absences & Conflicts

- Notify the studio by **8:00 AM** via email or Stack if your dancer will be late, absent, or leaving early.
- Notify us **at least one week in advance** for foreseeable conflicts (e.g., school events).
- Unreported absences may affect casting or rehearsal roles.

9. Meetings & Concerns

We welcome your feedback and are happy to schedule meetings regarding your dancer's progress or experience. Please follow these guidelines:

- **Do not approach instructors between classes or rehearsals.** They are on a schedule and must remain focused.
- **Email to request a private meeting** for any concerns about curriculum, placement, or casting.
- NSDA reserves the right to postpone any meeting that involves other families or dancers to protect privacy.