

# Tracy's Dance & Tumbling LLC

## Handbook



119 E. Midland Rd. Auburn MI 48611

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[tracysdance@gmail.com](mailto:tracysdance@gmail.com)

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Follow us on Instagram (Tracysdance)

Tracysdance.com

Classes start 9-8-2025

### Mission Statement

Our goal is to provide quality dance instruction through caring, professional instructors in a friendly, family-oriented atmosphere. Tracy's Dance & Tumbling LLC promotes strong self-confidence, self-respect, discipline, and appreciation through the fine arts of dance. We inspire every dancer to find the creativity inside herself/himself as they strive to do their best. Our goal is that each student leaves class feeling proud, confident, and happy!

-Tracy Arthur

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Our facility has 2 studio rooms, 3 bathrooms, a waiting room for parents, and a kitchen area for staff, students, and parents with a microwave and small fridge. We also offer extra parking in the back of the building for convenience.

<https://app.gostudiopro.com/online/tracysdance>

- First months tuition must be paid at time of registration.
- All fees are non-refundable
- The 2025-24 Season begins the week of September 8, 2025.
- Tuition will post the 1st day of each month September (paid at time of registration) - May (paid April 1, 2026).
- You may still pay for the entire season and receive 10% off. We will make the adjustment. Register and pay the first month tuition, then email us and we will apply the 10%off and send you the total. The remainder can be cash, check or venmo (Tracy-Arthur-6) to receive the discount. The 10% discount is for the 2025-26 season tuition only, does not include costume and dance team extra fees. Must be paid in full by May 31st
- To withdraw from a class you must remove your student from the class via your dance studio pro account. 30 day notice prior to the 1st of the month must be given. Example: Withdraw October 12, 2025, you would still be responsible for November tuition. You would need to withdraw prior to October 1st to avoid paying for November tuition.
- Costumes for our May recital will be posted in November. Costume cost range from \$70-\$100 per class. Recital is optional.
- Recital assignment will be given out in March.

**Registration, Tuition, Recital Fees & Policies:**

1. You must create an account at <https://dancestudio-pro.com/online/tracysdance> A yearly registration fee of \$30 is required in order to reserve your child's place in a class. This includes the recital fee. Your spot is not saved until the fee is paid even though the system will allow you to create an account. All fees are non-refundable. **Must pay tuition one month in advance.**
2. Tuition - 30 minute classes are \$35.00 per month, 45 minute rec classes are \$40.00 per month, 60 minutes classes are \$45 per month. Additional classes are \$5 off per student. Dance team classes have additional fees. Tuition is due the first week of classes each month. You may pay cash, check payable to Tracy's Dance &

Tumbling, or through your online account. A \$10 late fee will be applied after 10 days. **The system will automatically charge your account.**

3. You must give a 30 day cancellation notice to withdraw from a class. You will need to withdraw from the class through your online account. The system will continue to charge your account until you withdraw from the class through your portal. Emailing the office will not unroll your student from the class.

4. Dance Recital is optional. Students under 6 and dance team classes will be in Friday's Recital. Everyone else will be in Saturdays shows at 11:00 and 4:00. Dates are TBD but most likely the weekend before or after memorial weekend. The Dance Team will be in all three recitals.

5. Costume fees are due November 15th: You will be responsible for all alterations and/or shipping cost for possible returns. Costume fees will be added to the online classes. Fees range from \$70-\$100 per costume.

### **Parking:**

We encourage parents to park in the back of the building in the spots marked "tenants only" WITHOUT UNIT LETTERS. Please do not park in the spots marked Unit A-D. The parking in the back is well-lit and there is less traffic. We also have some parking spots in front of the building. Do Not park in front of Auburn Counseling Center. Please do not park at O's Pub. The parking spots on the East side of our building is O's parking. For extra parking you may park across the street. Please see Tracy with any parking issues.

### **Studio Hours:**

The Studio is open about 2:30 pm each day for walkers from our area schools. This is a convenience to our students and parents. Our staff is also available to walk to Auburn Elementary to bring students over for the 4:00 & 4:50 classes. If you need this service please make arrangements with Tracy. Please send a snack with your child. Send an email to [tracysdance@gmail.com](mailto:tracysdance@gmail.com) to request transportation.

### **Cancellation Policy:**

For cancellation due to weather please check our facebook page. We will not cancel just because school is canceled. Typically roads are cleaned by the afternoon. We will try to make the decision by 2:00 P.M. We will send out an email and text to notify parents in the event of a cancellation. Snow days will not be rescheduled. If classes are canceled due to staff the classes will be rescheduled for another day.

### **Dress Code**

**Tights and leotards of any color for all dance classes are encouraged for all girls. Fitted t-shirts and leggings or shorts are accepted. Tumblers can have bare legs or transition tights. T-shirt and shorts/pants for boys. No jeans or baggy clothing.**

**Shoes needed by recital (any color for class).**

Ballet - pink ballet shoes

Jazz - tan jazz shoe or pink ballet shoe

Tap - tan tap shoe any style for all classes except Adult tap (heel black)

Hip hop - black hip hop sneaker (tennis shoes can be worn in class)

Lyrical - tan turner or half-sole

Cheer - mostly white tennis shoe

**Boys may wear black ballet or jazz shoes and tan tap shoes.**

**Shoes must be the color indicated above by our recital. Any color shoes for class.**

#### **Our Classes:**

- Dance with ME Ballet & Tumbling: These classes offer a perfect introduction to dance. Students will learn to use their imagination while learning different dance forms such as creative movement, ballet, jazz, and tumbling. These energetic classes are offered to boys and girls ages 18 mo-3 years old. One parent/adult will participate with the student. We will transition to them dancing alone for the dance recital in the Spring. No siblings should be in the room who are not registered for the class. Siblings enrolled in the same class only need one parent/adult. They will have 1 dance in 1 show for the recital
- Combo classes are a mix of both classes. They will have one recital dance.
- Tumbling: We will work on strength, flexibility, control, and safety through tricks that are appropriate for each student's skill level.
- Ballet: Ballet is the foundation of all dance forms. Students will learn French terminology and proper body placement. This class is designed to build self confidence and discipline! I encourage all students to take this class.
- Tap: Dancers will learn rhythm, and tap combination in this energetic, upbeat form of dance. Tap is a rewarding technique that students will value throughout life!
- Jazz: Many styles of dance will be taught in this class including hip hop, modern, Broadway, and classical. Jazz is a fun, fast paced class that boys and girls alike will enjoy!
- Hip Hop: This popular form of dance has evolved from hip hop culture! This class offers high energy dance along with strength and core training.
- Lyrical: Lyrical dance is a style that combines ballet and jazz dancing techniques. It is performed to music with lyrics so that it inspires expression of strong emotions the choreographer feels from the lyrics of the song.
- Pre-Pointe: You must be in a ballet to take this class. This class is designed to get the dancer ready for pointe shoes. Your dancer will work towards this in their ballet class and will promote to pointe shoes when their teacher believes they are ready.

- Pointe: You must be in a ballet class to take this class. Students will learn french terminology, proper body placement, with a focus on footwork. Your dancer will work towards this in their ballet class and will promote to pointe shoes when their teacher believes they are ready.
- Adult Tap: This is a fun, informal class for beginners as well as seasoned dancers. Recital is optional.
- Adult Jazz: Many styles of dance will be taught in this class including hip hop, modern, Broadway, and classical. Jazz is a fun, fast paced class. Recital is optional.

### Tracy's Dance Team

Additional information and calendar will be released at a later date.

If you would like to schedule a tryout for the Dance Team please send your request [Tracysdance@gmail.com](mailto:Tracysdance@gmail.com)

Our Performance/competition team program is designed for dancers who want to make dancing and performing a priority. The students will learn challenging and varied choreography, performance skills, stage etiquette, expression, and performance procedures, all while developing relationships and forming a community with their peers. We strive to conduct this program like a professional company, with required technique classes and rehearsals, diverse and artistic choreography, and performing throughout the Tri-city area at festivals, nursing homes, parades and other events. The program and process instills commitment, a sense of responsibility, and teamwork that prepares students for life!

### Dance 2025-26 Team Format:

If you are currently on our team, you do not have to audition for the team. You can choose to audition for extra parts. Space is limited so a special part is not guaranteed. We have limited studio time and Choreographers.

- Everyone on the dance team is required to take a tech class and either Dance Team Jazz or Dance Team Lyrical or all 3. In addition we encourage you to take tumbling/Acro, tap, ballet/pointe, and/or Hip Hop offered for your age group.
- Cost:  
mini/petite tech- \$45  
junior/select tech- \$45  
mini/petite jazz/lyrical- \$45/class  
junior/select jazz/lyrical- \$45/class

Comp fees due November 15th One time fee in addition to tuition based on the Competition cost. Average cost listed below. Mini's may only be in 1 comp so their fees would be ½. There may also be a 3rd optional comp for extra dances.

mini/petite tech- \$120  
junior/select tech- \$120

min/petite jazz/lyrical- \$100/class  
junior/select jazz/lyrical- \$100/class

- The registration fee for the group dances is built into the price of the class. This was previously covered by the pop can fundraiser. We will still promote the can fundraiser Oct-Dec but you will keep the funds toward dance team expenses.

- Costume payments for dance team are due by October 1st:

Minis - tech class (opening number) \$75, Lyrical \$80, Jazz \$80

Petites - tech class (opening number) \$75, Lyrical \$85, Jazz \$85

Juniors - tech class (opening number) \$75, Lyrical \$90, Jazz \$90

Select - tech class (opening number) \$75, Lyrical \$90, Jazz \$90

Additional optional solos, duets, trios, small group costumes will be in the \$75-\$100 range.

- We will do 2 competitions this year. April 11-13 & April 25-27

### **Solos, duets, trios, and small groups:**

#### **Extra dances will be invited only. We will ask parents first.**

- The cost for the entry fees and the choreography of learning the dance will be as follows: These additional rehearsals will happen on Friday starting in September 26, 2025

Small groups & Trios \$300/dancer

Duets \$350/dancer

Solo \$450

These practice times will be on Friday and start in September.

This cost includes choreography and class time on Fridays September-November, January-May will be every other week \$10/student.

#### **Other cost:**

- Team jacket cost is \$50-\$100 and can be ordered in the Fall. We are looking into different companies. Tan Jazz shoes are required. Other shoes may be required. All fees are non-refundable.
- Once a month the dance team will meet for a dance clinic on Sunday afternoons. The cost will be determined based on what the clinic is and who the quest choreographer is. Most months the cost should be about \$10-\$15 per student. We will have the schedule out by August. P

#### **Dress Code:**

- All dance team members must be in dance attire such as leotard and tights, or sports bras/tanks with dance shorts/leggings. No jeans or baggy clothes. Proper attire helps prevent injury, Hair must be pulled back and jazz shoes worn unless told otherwise. You must have jazz shoes with you.

#### Fundraisers:

- We are having a team fundraiser at Great Lakes loons Dow Diamond TBD
- One other group fundraiser raffle TBD purchased with 50/50 from recital
- The funds raised will go toward the dance team account for props, staff travel to comps, and extras such as parties.
- Other fundraisers will be organized by the team parents. We promote them.

#### Attendance policy:

- Attendance is extremely important for Dance Team students. If a student has more than three absences, they need to schedule a private lesson with an instructor for \$25 for a 30 minute session to go over material they have missed. **This will be enforced!**