



# Dance Student Handbook 2025-2026

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## Tuition:

- Tuition is calculated based on the number of class hours taken each week, with a built in multi-class discount. Class enrollment is annual, September-June. Classes are not considered month-to-month. Tuition is billed for a 10 month school year and is not considered as payment per lesson. Holidays and Seasonal breaks have been considered and are reflected in the tuition amount. There is a one-month minimum enrollment for all classes. Our summer session is typically 6-weeks, running from July to August with a flat tuition fee.
- A **Registration fee of \$25** per student along with the first tuition payment must be made when submitting a Registration Form in order for a student to be considered enrolled for class. A signed registration form, completed either in person or online, must be filled out in its entirety at the beginning of each school year and each summer session to ensure our databases are up-to-date and each account holder is aware of his/her financial obligation.
- Payment for the 10-month dance school year is processed automatically via Credit Card, Visa or Master, on the 1<sup>st</sup> of each month.

## Additional Discounts:

- **Family Discount:** Additional family members receive 10% off standard tuition rate along with \$10 off each additional member's registration fee. If a family has 3 or more children enrolling in class at one time, their family will receive a flat registration fee of \$50. Family members are defined as parents and their children, or more than one child from the same household. Discounts will not be given to one person providing tuition for members outside the family. Discounts cannot be combined.
- **Complementary Trial lessons:** New and returning students are able to try a single trial lesson for any group dance class for free. Students are allowed one Complementary lesson per genre, per year.
- **Financial Aid Scholarships:** Available on a first come first serve basis, applications are reviewed by the Board of Directors' Scholarship Committee and are awarded based on individual need.

## Tuition penalties for failure to pay for 10-month school year:

- Momentum Dance Academy does not provide monthly invoices. It is the account holder's responsibility to pay tuition on time. Tuition payments are due on the 1st of each month and are considered delinquent by the 2nd of each month. A **\$10 LATE FEE** will be incurred if payment has not been received by the 10th of the month.
- Accounts more than 60 days delinquent may result in suspension of lessons. Accounts more than 90 days delinquent will be submitted to a collections agency.
- Returned checks are subject to a **\$40 RETURNED CHECK FEE**.
- Accounts must be current and all fees paid in full before students may receive costumes or participate in performances.

## Withdrawals & Refunds:

- A written notice must be given to withdraw from a class. This notification should be given on or before the **21st of the month** and will take effect on the 1st of the following month. Withdrawals must be done at the front desk. A withdrawal form is available at the front desk and online at [www.MomentumDanceAcademy.org](http://www.MomentumDanceAcademy.org). Form must be completed and signed in order to prevent being billed and stop auto-payments from being processed. **No refunds will be issued if a late notification is received.**
- Absolutely no refunds will be given for absences or class cancellations. Students may do make-up lessons instead. (Refer to the *Absences* section below for policies on make-up lessons.)
- Momentum Dance Academy reserves the right to terminate lessons to any student without notice; in such a case, a refund for unused lessons will be given.

### Attendance & Make-ups

- Regular attendance is necessary to maximize the full benefit of dance instruction for every student in the class. We encourage parents/guardians to stress the importance of attending class and rehearsals.
- If a student will knowingly miss class due to illness, a conflicting activity, or appointment, they should notify the front desk prior to class by calling 206.242.1239 or emailing, [dance@MomentumDanceAcademy.com](mailto:dance@MomentumDanceAcademy.com). Students may make-up a missed class by attending any class of the same level or a level below, with instructor approval. Class must be made up within 30 days of absence.

### Class Cancellations & Instructor Substitutes:

- Momentum Dance Academy reserves the right to cancel classes due to events beyond its control (e.g., extreme weather, power outage). Please call us at 206.242.1239 or refer to our website ([www.MomentumDanceAcademy.org](http://www.MomentumDanceAcademy.org)) for confirmation of all closures.
- Holiday closures are determined by Momentum Dance Academy and will be posted on our website, in the lobby, and in our newsletters.
- Momentum Dance Academy reserves the right to provide a substitute instructor in cases where the regularly scheduled teacher is unable to attend a lesson. If a substitute instructor cannot be arranged, any missed classes will be made up before the end of the school year.
- Momentum Dance Academy requires five students in enrollment and three students in attendance in order to run a class. If two students or less show up for a class on any given day, class will either be shortened or canceled for that day. The class will not be made up; however, students are welcome to do a make-up lesson in another class that is the same level or the level below.

### Health & Wellness Policies:

- **Illness Policy:** If your child is ill, please do not bring them to Momentum. Make-up classes are available in cases of illness, injury or emergency. If your child has had a fever, vomiting or diarrhea in the past 24 hours, please do not attend class.
- **Injury Policy:** In the event of a minor injury (fall, scrape, strain, or sprain) the faculty will apply ice, elevate, and if necessary contact the parent or the emergency contact person(s). In the event of a medical emergency, Momentum will call 911, and will attempt to reach the parent or the emergency contact person(s). To reduce injuries, our dance studios are equipped with state-of-the-art sprung floors.
- **Allergy Policy:** In order to keep our severely allergic children safe, we request that students and families refrain from bringing food containing nut products, and non service pets into Momentum's facility.
- All faculty, staff, dancers and families have the option to wear a mask in all Momentum studios, lobbies and break rooms.
- **Hand Sanitizer/Hand Washing:** Momentum supplies hand sanitizer for staff, students and visitors. Teaching your child to use it before and after class can help cut down the spread of germs. Restrooms are located in front and rear of the facility for hand washing.
- **Air Purification:** All dance studios run a Medical Grade Hepa Air Purifier during classes for increased ventilation.

### **Communication:**

- Momentum Dance Academy strives to keep parents and students well informed with emails, lobby flyers, phone calls, personalized hand-outs, social media, and website postings/documents. It is the parent/guardian's responsibility to inform Momentum of any changes in financial information, address, phone, and email.

### **Lounge Area:**

- Food and drink are prohibited in all studios (Water is permitted.) Be sure to properly dispose of your trash and recycling, including water bottles. Covered outside space is available for dancers to eat during long rehearsal days and meal breaks. Students may eat in the student breakroom if seated.
- Please be considerate of classes in session and keep noise at a minimum. No talking, running or horseplay in any of the facility's hallways and lobbies.
- Personal items should be stored in the cubbies outside of the studios. Momentum Dance Academy is not responsible for lost, damaged, or stolen items. Items that have been left behind in studios or rehearsal halls will be put into "lost & found". Periodically, throughout the school year, all unclaimed items will be laid out for retrieval; after one week, all unclaimed items will be donated to charity. Signs will be posted in the cubby area at that time.
- A television monitor is available in the lobby for parents/guardians to watch their student's dance class.

### **Performances:**

- Momentum Dance Academy offers performance opportunities throughout the school year; including 2 full length ballets (Winter & Spring), a winter showcase, local community event performances, and the season finale performances. Participation in these performances is optional.
- If a student chooses to participate in a performance, it is the parent/guardian's responsibility to be aware of all costs, dates, and deadlines involved. Performance information will be emailed to students as well as posted on our website and in the lobby.
- Attending classes and rehearsals is crucial for performance participation. If a student has an excess of absences, participation in the performance will be at the discretion of the Artistic Director.

### **Observation Days:**

- Parents/guardians and visitors are invited into the studio to watch their student's class during scheduled Observation Days only. Observation dates will be posted on our website, in the lobby, and via email.

### **Arrival and Departure:**

- Students should arrive 5 - 10 minutes prior to class and wait quietly in the lobby area for their class to begin. If a student arrives more than 15 minutes late, they will be asked to sit, take notes, and observe class. This is a safety precaution to avoid student injury.
- **Students should use the restroom before, not during class.** (Adults, please help with this process/task)

- All dancers must wear clothing over their dance attire as they come and go into the studio. If t-shirts are worn as a cover-up, they should be worn with pants, shorts, or a skirt.
- Please arrive 5 minutes prior to the end of class for student pick up. Students should wait inside the building to be picked up by their parents/guardians. A parent/guardian should accompany any student under 6 years of age into the building for drop-off and pick-up. A late pickup fee of \$1.00 per child is payable for each minute your child remains in Momentum after closing. Momentum closes approx. 15 min after the end of the last class.
- No running or horseplay in the building. Students are expected to treat each other, faculty, staff, and shared building tenants with the utmost respect, using appropriate language and good manners at all times.

#### **Class Etiquette:**

- Wait for instructor's permission to enter and exit the studio.
- No hanging on ballet barres.
- No food, drink, chewing gum, or electronics allowed in class.
- Follow Hair Policy and Dress Code at all times.
- Students are encouraged to ask questions of their instructor as long as they raise their hand and the question is relevant to the class work.
- No talking, running or horseplay during class. Students are expected to treat each other, faculty, and staff with the utmost respect, using appropriate language and good manners at all times. Students who do not adhere to this request may be asked to sit out of class.
- Keep a positive attitude **and have fun!**

#### **Dress Code & Hair Policy:**

- A dancer's attire greatly determines the attitude toward their class work. Instructors may not allow class participation by a student who regularly neglects this requirement.
- Leotard styles must reflect modesty and be solid in color without minimal prints or designs. Tights should be in good condition with no holes or large runs. Elastic should be properly sewn on all shoes.
- Jewelry: watches, bracelets, necklaces, rings, and dangly earrings may **not** be worn during class.
- A limited number of shoes have been donated to the studio. Students are welcome to borrow these shoes as needed. Please return all borrowed shoes when done.
- All ballet students must wear their hair secured neatly in a ballet bun. All jazz, contemporary dance students must wear their hair secured away from their face and neck in a ponytail, braid or bun. All hip hop, tap and Irish dance students must wear their hair secured away from their face. Please inquire at the front desk or visit our website for detailed instructions on how to style your hair.

## DRESS CODE by Genre

<b>Creative Ballet &amp; Tap</b>	<p>Pink leotards / pink <i>or</i> skin tone tights / pink <i>or</i> skin tone ballet shoes / black tap shoes / Hair in ballet bun (Shoes and Tights must match - all pink or all Skin tone)</p> <p style="text-align: center;"><i>or</i></p> <p>White t-shirts / black dance pants, black leggings or black boys-style tights/ black socks / black ballet shoes / black tap shoes</p>
<b>Pre Ballet &amp; Tap/ Pre Ballet &amp; Jazz</b>	<p>Light blue leotards / pink <i>or</i> skin tone tights (Tumbling has convertible or footless tights)/ pink <i>or</i> skin tone ballet shoes / black tap shoes or jazz shoes depending on class / Hair in ballet bun (Shoes and Tights must match - all pink or all Skin tone)</p> <p style="text-align: center;"><i>or</i></p> <p>White t-shirts / black dance pants, black leggings or black boys-style tights/ black socks / black ballet shoes / black tap shoes</p>
<b>Ballet I-III</b>	<p>Black leotard / pink <i>or</i> skin tone tights / pink <i>or</i> skin tone ballet shoes / Hair in ballet bun (Shoes and Tights must match - all pink or all Skin tone)</p> <p style="text-align: center;"><i>or</i></p> <p>White fitted t-shirts / black dance pants, black leggings or black boys-style tights/ black socks / black ballet shoes</p>
<b>Ballet IV-VI &amp; Pointe</b>	<p>Black leotard / pink <i>or</i> skin tone tights / pink <i>or</i> skin tone ballet shoes or pointe shoes with elastic and ribbon sewn / Hair in ballet bun (solid color leotards may be worn on Saturday's and during rehearsals) (Shoes and Tights must match - all pink or all Skin tone)</p> <p style="text-align: center;"><i>or</i></p> <p>White fitted t-shirts / black dance pants, black leggings or black boys-style tights/ black socks / black ballet shoes (Solid color fitted shirts may be worn on Saturday's and during rehearsals)</p>
<b>Character</b>	<p>Black leotard / pink <i>or</i> skin tone tights / Black character shoes / Black Character Skirt/ Hair in Ballet Bun</p> <p style="text-align: center;"><i>or</i></p> <p>White fitted t-shirts / black dance pants or black boys-style tights/ black socks / black ballet shoes</p>
<b>Jazz</b>	<p>Solid colored leotards or fitted shirts (<b>No belly showing</b>) / black tights, leggings or jazz pants /black jazz shoes/ Hair in ponytail, braid or bun</p> <p style="text-align: center;"><i>or</i></p> <p>Solid colored t-shirts /black pants or gym shorts / black socks / black jazz shoes</p>
<b>Tap</b>	<p>Solid colored leotards or fitted shirts (<b>No belly showing</b>) / black tights, leggings or jazz pants / black tap shoes/ Hair pulled back from face</p> <p style="text-align: center;"><i>or</i></p> <p>Solid colored t-shirts /black pants or gym shorts / black socks / black tap shoes</p>
<b>Hip Hop</b>	<p>Solid colored t-shirts / black pants / clean black dance sneakers (not to be worn outside of class)/ Hair pulled back from face. (<b>No jeans, extremely baggy pants, or short shorts</b>)</p>
<b>Irish</b>	<p>Black leotards / black tights, leggings, or jazz pants/ black ballet shoes or Irish ghillies</p> <p style="text-align: center;"><i>or</i></p> <p>White t-shirts /black pants / black socks / black ballet shoes or Irish ghillies</p>
<b>Contemporary</b>	<p>Solid colored leotards or fitted shirts (<b>No belly showing</b>)/ black footless tights, leggings, or jazz pants (<b>No socks or shoes</b>)(Contemporary V/VI - Nude Shock Socks)</p> <p style="text-align: center;"><i>or</i></p> <p>Solid colored t-shirts / black footless tights, leggings, or jazz pants (<b>No socks or shoes</b>)(Contemporary V/VI - Nude Shock Socks)</p>

\*Please Note: Open Teen/Adult classes do not have a specific dress code. Students should wear comfortable form fitting clothing in which they can move freely and appropriate footwear for the class. (**No crop tops or short shorts**)