

Inspire Ballet and Fine Arts

# Dancer/Parent Handbook



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# Registration:

Before tying up those pointe shoes, it's important that all students and parents – whether returning or new - fill out your registration information online so we can ensure we have the most up-to-date contact details for you. This information includes your registration for classes, media release form (so we can show off photos and videos of our amazing dancers in and around the studios) and public liability / Insurance contract.

## *How do I register for classes at Inspire?*

1. Visit us at [www.InspireBalletArts.com](http://www.InspireBalletArts.com).
2. Click on the “Register” tab at the top of the home page.
3. Create a new account or login to an existing one. Once registered, you will be able to log in with your username and password to add classes, input or change debit card information for automatic tuition payments, check account balances, order performance USBs, and pay costume fees.

## *How long does my registration cover classes for?*

When you register for Fall semester classes it is for a ten month period from **August to May of the next year**. When you register for Fall, it is assumed, unless we receive notice otherwise in writing, that your dancer will continue those same classes in the consecutive Spring semester. If you register for the Spring semester, your registration is only for one semester. The classes registered for in a Fall or Spring semester DO NOT carry automatically into the Summer. Summer camps, intensives, and classes are open for registration separately and usually during the months of April and May each year.

*Please note: Classes may be canceled or changed due to enrollment numbers or sickness. Teachers will use the first week of classes to assess level placements. Teachers and Directors have the right to move a child if they feel the level would be more suited to their abilities and strengths.*



# Vision:

To create an atmosphere where dancers can thrive as artists, grow in technique, and reach their full potential in a loving Christian environment.

# Mission:

To guide dancers to a love and appreciation for the performing arts and realize their unique capabilities as individual dancers through tailored instruction and performance opportunities.

# General Studio Policies

- The studio is open to all dancers regardless of faith, ethnicity, race, or background.
- Please be advised that the studio will use music with Christian themes during classes and performances. No music with inappropriate words or innuendo will be used.
- Studio choreography will always be respectful to the dancers bodies. Costuming will always keep modesty in mind.
- **Inspire Ballet has the right to drop a student from a class if:** There have been four consecutive absences AND tuition has not been paid on time or not paid at all. There have been four consecutive absences AND there has been no communication made to Inspire about returning to class or participating in make-up lessons.
- **Make-up Classes:** Per our Tuition Policies, we do not prorate tuition for missed classes or holidays. If your dancer misses a class due to illness or being out of town they may come to a make-up class of the same level and similar style within a month of their missed class. You can sign up for makeup classes on the parent portal.



# For Parents and Families

The preferred choice of contact to Co-Directors is email at [Info@inspireballetarts.com](mailto:Info@inspireballetarts.com) Please allow 48hrs for replies.

- Instructors are available to answer concerns via email, NOT between their classes.
- Not every dancer has a photo release on file at Inspire. Please do not film the classes on the TV and do not post online.
- Help us protect the originality of our choreography. Please DO NOT post a studio piece of choreography online in its entirety.
- To keep everyone's wait comfortable in the Lounge, please watch siblings closely. Older siblings may not run or be too loud. No siblings should enter the hallway while classes are in session. **Keep a close eye on younger children by our exterior door. We don't want any younger children wandering outside without a parent.**
- Parents - if you need to get your dancer from class, please ask the front desk to pull them out. Parents should not go into a class already in session without permission.
- Please label your dancer's bags, attire, shoes, and accessories with their name. We have a "Lost and Found" in the Dancer Lounge.
- **Please do not change your dancer of ANY age in the lounge or lobby on any occasion.** If you need to get down to "skin," the bathroom you should be in.
- If a Pre-Dance student is disruptive to the point of distracting classmates, we will send a helper to come get a parent to retrieve their dancer. If this continues over several weeks, the Directors will talk to you about a possible class change.
- Please remind Pre-Dancers to use the bathroom before class begins. 😊



# Dancer Responsibilities

- Dancers will treat all choreographers, instructors, and peers with respect and use their words to uplift and encourage each other. **We will address unkind words and any potential bullying that comes to our attention directly.**
- In every performance opportunity, dancers will conduct themselves with self-control and treat facilities and venues with respect, leaving them in the same condition, if not better than when we arrived.
- **Dancers will be in the studio on time for class.**
- **Student's hair must be tied back and secured for class.** Teachers have the right to dismiss students until they return with hair properly done (ie: A bun for ballet).
- No T-shirts, gum, or necklaces/bracelets in class. Small earrings may be worn. (Exception for t-shirts is Hip Hop.)
- Dancers will enter and exit the building covered up over their leotard and tights. Please remove street shoes before entering the studio dancing space.
- Do not talk while the teacher is talking. Listen first and then ask relevant questions.
- No eating or drinking in the dance studios. There is a water cooler, but please bring your own water bottle. Food and drink are allowed in the lobby and lounge room. Please label any food you put in the refrigerator.
- Please label dance bags, shoes, and accessories with a first and last name or initials.



# Communication

Communication is very important to us at Inspire. We strive to get important information out to parents and dancers with as much notice as possible. For convenience, our primary means of communication is via email or text.

## *When you have a question ...*

1. Look online at [www.InspireBalletArts.com](http://www.InspireBalletArts.com) - Look at your child's Level on the "Levels Tab"
2. "Like" & Follow our Facebook page: [www.Facebook.com/InspireBalletArts](http://www.Facebook.com/InspireBalletArts)
3. Read the Dancer/Parent Handbook

## *Still can't find what you're looking for?*

It is our goal to respond to all enquiries within 48 hours. We have someone available to answer calls at the studio Monday - Thursday from 2:45-6:30pm and Saturdays 9am -10am.

Our preferred method of contact for inquiries is email at [Info@InspireBalletArts.com](mailto:Info@InspireBalletArts.com)

# What do I need for Class?

**Ballet:** Pink tights that cover the feet with leotard color for level, pink ballet shoes, and hair in a bun.

**Tap:** Pink or tan tights or black leggings with leotard color for level, tan tap shoes. Tan stirrup tights used for performances.

**Jazz:** Pink or tan tights or black leggings with leotard color for level, tan jazz shoes. Tan stirrup tights used for performances.

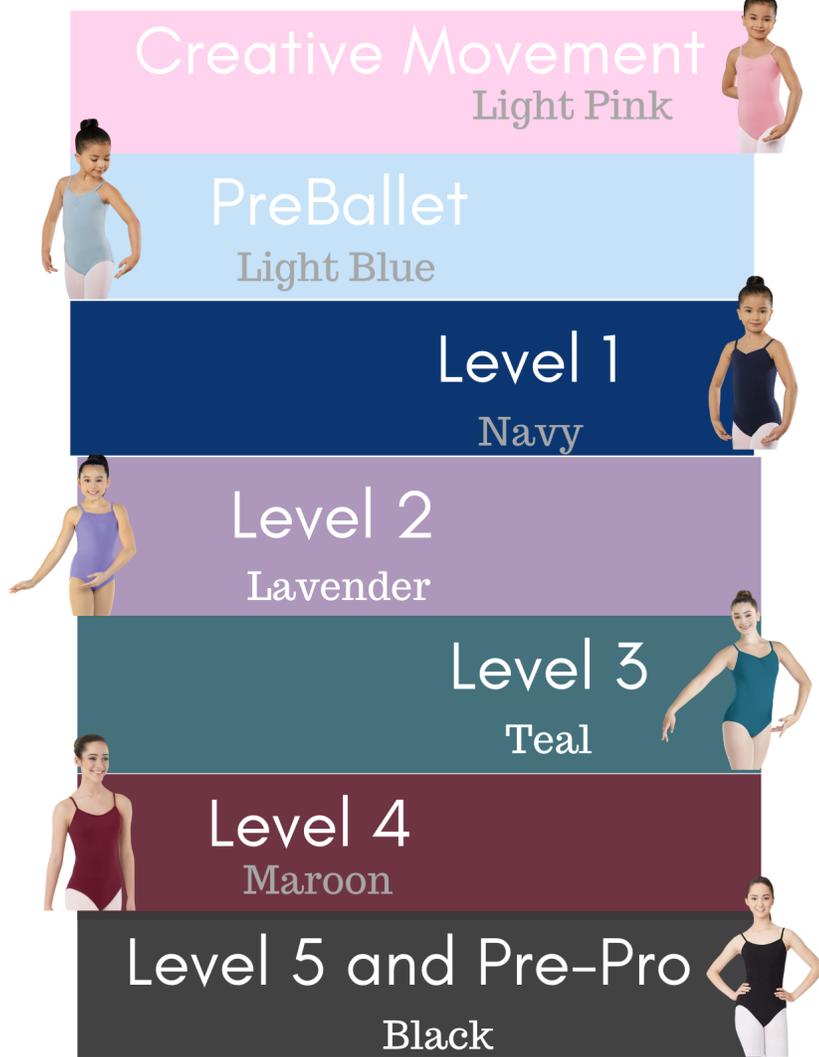
**Contemporary:** Pink or tan tights that are convertible (can roll up) or black leggings with leotard color for level. Tan stirrup tights used for performances.

**Hip Hop/Jazz Funk:** Comfortable clothing that's easy to move in. Shirts and leggings are acceptable. No jeans or hoodies. No bare legs or mid-drifts/crop tops. Sparkle pop dance sneakers available for purchase at Inspire.

**Boys:** (Ages 3-7) Black shorts with a white or black t-shirt. (Ages 7+) Black athletic pants with a white or black t-shirt. Black ballet, tap, or jazz shoes.

# Leotards

by level



**Modesty Leotards:** Level 3 and up are required to purchase a modesty leotard (a camisole skin-colored leotard) that can be worn underneath their costume for the purposes of modesty when changing. Level 1 and up students in with multiple costume changes will also need a modesty leotard. When wearing a modesty leotard, please treat it like skin and keep covered up.

# Shoes

*by dance style*



## Ballet

Leather or canvas pink ballet shoes. (Half sole recommended for Levels 1 and up). Black for boys.

## Contemporary

Barefoot or tan half-sole shoes.



## Hip Hop & Jazz Funk



Sparkle Pop Sneaker. Order through Inspire \$30 each. Comes in whole sizes only.

## Jazz

Tan slip on jazz shoes, split sole.



Tan buckel tap shoes. (Laced preferred for Levels 3 and up). Example: Bloch So381L Adult "Audeo" Lace Up. Black for boys.

## Tap



<p><b>Tap:</b> Tap Students will learn a variety of styles designed to train them in rhythm, sound, and coordination.</p>	<p><b>Jazz:</b> Explore different high-energy jazz techniques focusing on isolations, movement patterns, and performance quality</p>	<p><b>Contemporary:</b> Skills involved include freedom of expression, contraction and release, fall and recovery, floor work, control, and breathing.</p>
<p><b>Hip Hop:</b> Dancers will learn upbeat street dance styles performed to hip hop music.</p>	<p><b>Jazz Funk:</b> Dancers will explore jazz and hip hop dance styles in this fun upbeat class.</p>	<p><b>Pointe:</b> Dancers must be at least age 9 and have directors' approval to begin wearing pointe shoes.</p>

# Tuition Policies

- An annual, non-refundable registration fee of \$25 is due each year for both returning and new students.
- You may input a debit/credit card on your online account when registering for an auto draft payment.
- Tuition is late after the 10th of the month, at which point a 10% fee may be assessed.

Tuition that is not set up on auto draft is due on the **first day of the month your dancer has class** and is late if not paid by the 10th.

- **No credits or refunds will be issued for missed classes**, including those missed for holidays. However, your dancer is welcome to attend makeup classes for any lessons missed within a two week period of the missed class.
- Should you choose to withdraw your dancer, please notify the directors through email before the first of the month in order to avoid any automatic tuition charges to your account. ***Please read our full Withdrawal Policy on pg 9.***
- Classes with Ms. Aubrey Morgan are assessed an 'Elite Instructor' fee of \$10 additional tuition charge each month per class.
- Prorated tuition is only available if you are registering on or after the 15th of the month for your first month of instruction (excluding August). For all subsequent months regular tuition policies apply.
- For tuition paid by check, please make payable to: Inspire Ballet and Fine Arts

# Withdrawal Policies

- You can drop classes through the Dance Studio Pro Parent Portal. Please also email [info@inspireballetarts.com](mailto:info@inspireballetarts.com) to end any auto draft payments.
- Inspire Ballet MUST receive Withdrawal Notice BEFORE the 1st of the month to avoid automatic running of tuition fees.
- Withdrawal Notices received ON or AFTER the 1st of the month in which the dancer is withdrawing are considered "LATE NOTICE". Families may receive a refund of prorated tuition (based on the day notice is received, whether or not any classes were attended that month) BUT a \$25 late notice fee will be assessed. *For example: If notice of withdrawal is received during the second week of classes in a month, but that dancer did not attend the first week, tuition will be prorated by half and a \$25 late notice fee will be due.*

Please remember, that a LATE notice of withdrawal prevents Inspire from being able to fill that dancer's spot from our waitlist PRIOR to the start of the month and it is for this reason that a late notice of withdrawal fee is assessed WHETHER YOU HAVE RECEIVED SERVICES THAT MONTH OR NOT.

## 2022-2023 Tuition Rates and Policies

Minutes/Wk	Monthly Rate	Hrs/Wk	Monthly Rate
30 min	\$50	4.5-4.75 Hrs	\$205
40-45 min	\$65	4.80-5.25 Hrs	\$215
55min -1 Hr	\$80	5.30-6.0 Hrs	\$225
1.25 Hrs	\$95	6.10-6.5 Hrs	\$240
1.5 Hrs	\$105	6.60-7.0 Hrs	\$255
1.75-2.0 Hrs	\$125	7.10-7.5 Hrs	\$265
2.10-2.75 Hrs	\$155	7.60-8.0 Hrs	\$275
2.80-3.5 Hrs	\$175	8.25 and Up	\$285
3.60-4.25 Hrs	\$190	<b>Boys receive unlimited classes for \$50/month.</b>	

# Credit/Debit Card Policies

**By entering your credit or debit card information into our website for registration, you understand and agree to the following:**

- You agree to allow Inspire Ballet and Fine Arts, LLC to charge your card automatically on the first of each month in the amount of your tuition owed. For this reason, it is important to know what your tuition charge will be based on the tuition chart.
- Inspire Ballet and Fine Arts, LLC will charge whatever card is indicated as the “Primary” card on your account. If there is a card on your account you do not want fees deducted from, then it is your responsibility to either remove the “Primary” label or delete that card from your account altogether. Please do not ask a Director to change back and forth between cards.
- If you do not pay the costume fees due each semester prior to the due date, Inspire Ballet and Fine Arts, LLC will automatically deduct any remaining costume fees due with the “Primary” card we have on file.
- Your credit/debit card information will be stored securely, safe from third parties.
- Please notify Inspire Ballet and Fine Arts immediately should the card expire or be replaced and provide us with the updated information to avoid a lapse in your tuition and avoid any late fees.



# Performing:

The opportunity to perform in a recital is an exciting, empowering and confidence -building part of the training process. This is where we love to watch our students learn about the theater, rehearsals and teamwork while they enjoy the opportunity to showcase their skills in a professionally run production. Recitals are a wonderful way for students to showcase the results of their hard work and for family and friends to join in the pride of their achievement. We love giving all students the chance to perform for their family and friends in this supportive and fun environment and encourage even our youngest and newest performers to be involved. *If there is any reason why your child will not be able to perform at the concert on the dates and times provided in this handbook, please let us know so we can make amendments to the class routines involving them.*

Here at Inspire Ballet and Fine Arts, dress and technical rehearsals are an important part of preparing for our performance. This is where we get to see the costumes working on stage in a group to really compliment the dances your children have been working so hard on throughout the year. It gives us a chance to make any adjustments and ensure that everyone has time to get ready between their dances. We can see if any costumes are missing hairpieces or need to be taken in. Even more important, it gives the stars of our show a chance to get up and rehearse on the big stage – a very different environment than they are used to within the studio walls. They can overcome some of the jitters that may hit when the bright lights come on and really prepare themselves for the show ahead. It is a fun and rewarding experience and a great chance to play with their friends and watch some inspiring dancers as they wait for their turn in the spotlight.



# Casting Policy:

Casting is determined by each choreographer with great thought and prayer and discussed within the leadership. It is the dancer's responsibility to come to class to learn the material, review choreography on their own time in addition to rehearsal, and inform the choreographer if an absence will be taking place. It is the choreographer's right to **withdraw a dancer** from a piece or role if he or she does not attend classes/ rehearsals on a continuing basis or displays an attitude or behavior that is unbecoming of a young artist.

Casting for a role may be determined by technique requirements & ability and artistry..

**Casting is NOT determined by age or seniority alone.**

**Please Consider and Remember: We create brand new, original productions at Inspire - don't judge the part if you haven't seen what's in the director's head yet. 😊**

## Costume Fees

Costume fees are due by September 15, 2022 and February 1, 2023 and are as follows:

All Pre-Dance, Level 1 and Level 2 Classes:

Fall Semester: \$50 for Purchase

Spring Semester: \$50 for Purchase

Level 3 and Up:

Costumes are **rented** and the fees are:

\$45 for one class, \$75 for two classes,

\$100 for three classes,

and \$125 for four or more classes.

**PER SEMESTER**

**\*\*Costume fees are payable on the Inspire website via the parent portal or by check.\*\***



# *FAQ's*

## *Why are Dress Rehearsals mandatory in order to perform?*

The purpose of a dress rehearsal is to see the choreography in the performance space for the first and final time before performing. To maintain the professionalism of our performances, we must have every dancer present in order to ensure that all elements are working together for a beautiful final product. Dancing is very much a team sport and each dancer deserves to have their fellow dancers present to get a successful final practice before the show.

Your dancer may have quick changes, partner choreography, last minute placement changes on stage due to space, lifts, costume issues that need to be worked out, or any other number of technical components that must be practiced before they are allowed to perform. For that reason, if a dancer does not attend dress rehearsal, they may be removed or their part changed in a piece.

## *My dancers cannot perform in the semester performance due to a conflict. What should we do?*

If you know in advance that your dancer will not be able to perform in a semester performance it does not mean your dancer has to quit classes. Please tell us immediately if you know your dancer will not be performing by emailing [Info@inspireballetarts.com](mailto:Info@inspireballetarts.com). We will let their instructors know and we can set choreography in such a way where they can still learn the choreography allowing them to continue to grow as a dancer and participate in class.

## *Why does Inspire try on costumes and measure dancers in Aug (Jan) for shows in Dec. (May)?*

We completely understand that your dancer may grow in the months between their measurements and the performances. Unfortunately, all of the dance studios across the country are also ordering their costumes too in these peak months of Aug (in Fall) and Jan/Feb (in Spring) from the same 2 or 3 top dance costume businesses. **It comes down to shipping dates.** Depending on demand, costumes ordered in late Jan/early Feb. can have shipping dates as late as the end of April. Costumes ordered in March may not ship until June (after the show is over). When we measure and try on costumes early we are also looking at how close a child is to the cut off between sizes and whether or not we have back up costumes of the next size up should they grow before showtime.

## ***Will my child move up a level each year?***

Not necessarily. While age helps us in guiding our students to the right level, we also consider maturity and the student's grasp of vocabulary and execution in technical requirements. **Please remember, there are only five levels before considering a dancer for placement into our Pre-Professional Level. If a dancer started Level 1 at age 5 it would be unrealistic to put them in Pre-Pro at age 10.** There will, at some point, be a time when your dancer stays at their level for another year. And you know what ... they'll continue to grow and blossom into amazing young artists as they refine their skills. Another year in the same level DOES NOT mean they won't learn anything new.

## ***What is The Calling Dance Company?***

Inspire is home to The Calling Dance Company, Inspire's Dance Company that desires to use the art of dance to spread the Gospel both locally and abroad. The Calling began in January 2013 and promotes dance as a valid and relevant form of worship by ministering to the dancers with an intentional and personal relationship with Jesus Christ. The Calling engages in local missions and supports missionaries around the world. The Calling has a Junior Company for ages 5th grade-8th grade and a Senior Company for ages 8th grade and up by audition only. The Calling rehearses on Thursdays from 6:15-7:15pm and enjoys performing in the community at events, nursing homes, churches, and holiday celebrations. Members of The Calling are required to attend one ballet technique class and one elective technique class at Inspire during the week.



# Scholarship Application

Scholarships are awarded to students based on financial need, artistic ability and promise, and availability.

Dancer Name: \_\_\_\_\_ Date Application Turned in: \_\_\_\_\_

To qualify for a scholarship:

- Students must have a good attendance record, show talent, promise and dedication.
- Student's family must have a financial need.
- Students who have outstanding balances may be ineligible for scholarships.
- Students may be called on to assist with duties at the studio in exchange for a scholarship.

Dancer's Age: \_\_\_\_\_ Birthday: \_\_\_\_\_ Dancer's Level: \_\_\_\_\_

Parent(s) Names: \_\_\_\_\_

Best Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Total Household Income Monthly: \_\_\_\_\_

How many people are living in your household? \_\_\_\_\_

Place of Parents' Employment: \_\_\_\_\_

Briefly describe your reason for needing a scholarship for your dancer:

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Has your child received a scholarship in the past? \_\_\_\_\_ If so, how much and from where?

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## OFFICE USE ONLY

Scholarship Awarded Dollar Value \$ \_\_\_\_\_ or Percentage \_\_\_\_\_%

Fall [ ] Spring [ ] Annual [ ]