

International
Dance Academy

2023-2024

STUDENT HANDBOOK

Welcome to the International Dance Academy (IDA). We are honored that you have chosen IDA for your child's dance education. It's our mission to give dancers the opportunity to find joy, skill and praise God through the dance art. We want to create a superior dance education experience, in an atmosphere that emphasizes positive reinforcement, creativity, and promotes self-esteem. We provide the best training possible for serious and recreational dancers. In this booklet, you will find important information about our organization, the academy's rules and policies, and a list of important dates for the 2023-2024 Season. Please read this information carefully and address any questions you may have with our office staff.

WE'RE GLAD YOU'RE HERE

WHEN YOU ENTRUST US WITH YOUR CHILDREN AND THEIR DANCE EDUCATION, WE TAKE THAT RESPONSIBILITY VERY SERIOUSLY. AT INTERNATIONAL DANCE ACADEMY, OUR GOAL IS TO MAKE HIGH-QUALITY DANCE TRAINING ACCESSIBLE TO STUDENTS OF ALL AGES AND LEVELS OF ABILITY IN A NURTURING ENVIRONMENT WHERE STUDENTS THRIVE. ACHIEVING THIS GOAL IS ALWAYS OUR TOP PRIORITY AND THE STANDARD BY WHICH WE MEASURE SUCCESS.

INTERNATIONAL DANCE ACADEMY WAS FOUNDED IN 2020 BASED ON A PASSION TO COMBINE INNOVATIVE STORYTELLING AND BREATHTAKING DANCE WITH OUR FAITH. EVERYONE IS WELCOME REGARDLESS OF THEIR RELIGIOUS BELIEFS. OUR JOY IN KNOWING THE LOVE OF GOD IS WHAT MOTIVATES US TO PURSUE DANCE WITH EXCELLENCE. WE CHERISH EACH INDIVIDUAL DANCER AND ARE COMMITTED TO VALUING THE HEALTH OF THE WHOLE DANCER: MIND, BODY AND SPIRIT.

NON-REFUNDABLE FEES AND TUITION PAYMENTS

IDA does not issue refunds. All fees, including but not limited to tuition payments, performance fees, summer intensive, summer kids camp, summer classes, seasonal workshops, master classes, adult class cards and ticket purchases are non-refundable.

If a student must withdraw due to prolonged illness or injury, paid tuition may be credited to a future enrollment if proper medical documentation is provided.

- **Annual Registration Fee: \$40 per student and \$60 per family.** This fee is due at the time of enrollment and each subsequent August.

PERFORMANCES & REHEARSALS

- **Academy Showcase Performance Fee: \$100 per student**

The End of Year Academy Showcase are OPTIONAL and if you want to join you need to pay on February 5, 2024.

If your child will not participate in the End of Year Academy Showcase, written notification must be provided to our office staff no later than February 4, 2024. Refunds will not be issued for withdrawal from classes or withdrawal from the production after the performance fee deadline.

- Directors and/or choreographers cast all IDA productions and routines by audition and at their discretion.
- In-house demonstrations are for all students enrolled at the studio.
- Productions are open for all ages and all students enrolled at IDA or from other studios.
- Rehearsal times are set for Friday evenings and Saturday afternoons. Class times will not be used for Production rehearsals.
- Rehearsal schedules are subject to change. IDA does its best to make sure students notify parents of changes in a timely manner.

TUITION PAYMENTS

- **Monthly installments are due on the 1st of each month.**
 - A late fee of \$20 will be assessed to accounts that have not been paid by the 5th of the month.
 - Instructors cannot accept tuition payments.

- You may choose to pay tuition and fees by:
 - Cash, Check (San Antonio location only) or Zelle (San Antonio/Dallas).
 - Tuition will be charged on the 1st of every month using the credit card on file if enrolled in AutoPay. IDA reserves the right to try multiple charge attempts throughout the month if the card is declined on the 1st.
 - Outstanding balances as of the 10th will result in a \$20 late fee unless arrangements have been made with the office.
 - Returned checks result in a \$35 fee.
 - Tuition is non-refundable and paid in full regardless of attendance during the month (e.g., absences, holidays, vacations, etc.)

OTHER FEES

Auditions - We do not charge a fee for academy students auditions for productions.

TUITION DISCOUNTS

- **15-20% Semester Discount**
- **10% Family Discount.** This discount applies to full monthly tuition and does not apply to registration and performance fees.

PRIVATE LESSONS

- Private lessons are optional and offered at the discretion of the parent and student.

WITHDRAWAL

If a parent wishes to withdraw their dancer from classes prior to the end of the season, written notification must be provided before the anticipated withdrawal date. The withdrawal process will be completed after all outstanding tuition and fees have been paid in full.

CLASS CANCELATIONS

IDA follows the School District for closures due to severe weather. If a class is canceled for a reason other than weather, we will inform students as soon as possible by email and social media (e.g., Website, Facebook, and Instagram).

MAKING UP MISSED OR CANCELED CLASSES

- Tuition will not be pro-rated or discounted if a student is absent from class.
- Students are strongly encouraged to make up missed classes by attending another class offered in their level or a level below.
- Students or parents must contact the studio office staff to schedule a make-up class.
- Please inform the office of anticipated or unforeseen absences as soon as possible.

STUDENT DROP PROCEDURE

IDA requires a 30-day notice to drop for any reason from any class. If the office is not notified 30 days prior to dropping a student, IDA has permission to charge the student's account for a full month of classes even if the student does not attend classes. This is because by failing to properly drop a student, it holds a spot in the class not allowing other waitlisted students to be enrolled.

ARRIVAL AND DEPARTURE

For your child's safety:

- Please escort students ages 7 and under in and out of the building.
- Upon arrival, students should quietly prepare for class and assemble quietly outside their assigned studio until invited by their instructor.
- Please arrange for prompt pick up. Our staff cannot be responsible for watching your child after class is over.
- Please do not drop off your dancer more than 30 minutes prior to their class start time. Our staff cannot be responsible for watching your child before class begins.

- Students being picked up after class should wait quietly in the lobby until their parent or caregiver arrives.
- Students are not allowed to wait outside or leave the premises until they are collected by their parent or caregiver.

END-OF-YEAR CONFERENCES

A one-on-one conference for each student may be scheduled with the Academy Director or instructor near the end of the academic year to discuss your student's progress and opportunities for improvement.

FAMILY AND FRIENDS OF STUDENTS

To promote a positive experience for all students, please:

- Do not interrupt class.
- Adults and children waiting in the lobby are asked to conduct themselves quietly and respectfully. Loud games, running or horseplay in the lobby or hallways will NOT be tolerated.
- Please, no loud phone conversations in our lobby and hallways. If you need to make or receive a call, we ask that you step outside to limit distractions to our students and staff.

LOST & FOUND

- IDA cannot be held responsible for lost, misplaced or stolen items.
- Please label your student's belongings to ensure items left behind can be identified and promptly returned.
- Items in the Lost & Found that remain unclaimed will be donated to a charitable organization at the end of each month or to other students.

CLASS PREPARATION

To ensure body and mind are ready for class and to minimize disruption:

- Students should arrive at least 15 minutes before class to dress, secure their hair properly, store their belongings neatly, and prepare for class.
- Students should gather quietly outside their assigned dance studio to wait for their instructor.
- It is not the instructor's responsibility to seek out students in the bathrooms, dressing rooms, etc.
- Students must be properly hydrated prior to class. Students in the Intermediate and Upper Divisions are allowed to bring spillproof water containers into their dance studios. Instructors will give periodic water breaks.

DRESSING ROOMS

To keep our facilities clean, safe and organized:

- Dressing rooms are to be used for changing clothes and use of restroom facilities. Dressing rooms and restrooms are not to be used for socializing. Upper Division dancers are permitted to use the dressing rooms for breaks and warm-ups.

DRESS/HAIR ETIQUETTE (ALL AGES)

- Clothing that covers up a dancer's top and bottom must be worn over leotards when entering and exiting the premises. Shorts, sweatpants, t-shirts, jackets, etc., may be used as cover-ups.
- No bare feet, please.
- Do not wear ballet shoes outside of the building. Sidewalks and roads will reduce the life of your ballet slippers, and dancers can track in hazardous and damaging materials onto the studio floors.
- Students are required to follow the assigned uniform for their class level.
- Small stud earrings are the only jewelry permitted in class. Students will be asked to remove bracelets, watches, necklaces, etc.

- **Tights:**

- Please refer to our uniform/dress code for style and color.
- Tights must be free of runs and tears.

- **Shoes:**

- Soft ballet shoes must have elastics securely sewn on.
- Adjustable elastics must be tied and tucked into shoes.
- Pointe shoes must have elastics, laces and ribbons securely sewn on and loose ends tucked in.

- **Hair:**

- Neat, classical ballet bun secured with plenty of hairpins.
- A hairnet the same color as the dancer's hair is recommended for class and required for performances.
- Spray down any loose wisps of hair.
- Students ages 6 and under are permitted to wear bangs that do not hang over their eyes.
- Hair that is too short for a bun should be pulled back from the face and secured with a headband or hair tie.

CLASS ETIQUETTE

To promote safety and focus:

- Students are expected to arrive early and be prepared for class.
- Parents/Caregivers of beginner level students, please ensure that your dancer has a bathroom break prior to the start of class to minimize class disruptions and prevent accidents.
- Students who arrive after class has begun must wait for their instructor to permit them to enter the dance studio. If a student has not properly stretched and warmed-up, they may be asked to observe class as a means to prevent injury.
- Please notify the school staff if your student will be absent from or late to class.
- Students are not allowed to hang from or lean on ballet barres.

- No talking or horseplay during class.
- Chewing gum and food are not allowed in the dance studios.
- Water bottles are permitted inside the dance studios.
- Street shoes are prohibited inside the dance studios.
- Students are expected to maintain focus during class. Eye contact and attention should be given to the instructor.
- Students should listen and apply corrections appropriately.
- Students should not stop in the middle of an exercise unless an injury has been sustained.
- Students should do their best and maintain a positive attitude.
- Respect your classmates, instructors and staff.
- Gossiping, name-calling, and destruction or theft of property will not be tolerated.
- IDA is committed to each student's success by providing a caring and safe learning environment that is free from discrimination, violence and bullying.
- Students should express appreciation by verbally thanking and applauding their instructors and accompanists at the end of class.

BIRTHDAY CELEBRATIONS

We understand that birthdays are very special. Please do not bring any treats (i.e. cupcakes, cookies, party favors, etc.) into the studio. We are happy to recognize students by singing "Happy Birthday" to them after class.

2023-2024 CALENDAR

2023

AUGUST 28: FIRST DAY 2023-2024 SEASON

AUGUST 30: IDA COMPANY AUDITIONS (first time)

SEPTEMBER 4: LABOR DAY STUDIO CLOSED

SEPTEMBER 25: IDA COMPANY AUDITIONS (second time)

NOVEMBER 21-25: FALL BREAK STUDIO CLOSED

DECEMBER 18-22: PARENT OBSERVATION DAYS

DECEMBER 23- JANUARY 2: WINTER BREAK STUDIO CLOSED

2024

JANUARY 3: CLASSES RESUME

FEBRUARY 5: ACADEMY SHOWCASE PERFORMANCE FEES DUE

MARCH 11-16: SPRING BREAK STUDIO CLOSED

MAY 6-11: PARENT OBSERVATION DAYS

MAY 27: MEMORIAL DAY STUDIO CLOSED

MAY 25: LAST DAY OF SPRING SEMESTER