



HANDBOOK 2023-24

About Inspire Academy of Dance

The mission at Inspire Academy of Dance is to inspire character and confidence through the art of dance. We strive to create a positive atmosphere that fosters creativity and self-expression, and that focuses on proper dance technique, learning and FUN!

We believe in providing love, respect and support for our dancers. Every student is a valued member of our dance family. The quality instruction and experiences provided at Inspire will ultimately help our students become exceptional dancers, artists, and people.

We at Inspire believe the ultimate goal of your dance training should be to become a better version of yourself. We are excited for you and your family to be part of the Inspire family!

Procedure for Registration:

You can register for classes online via our direct link (register.inspireacademy.dance). At the time of registration, you will be prompted to pay your \$25 annual registration fee -- that fee will hold your spot in class. For your convenience, there is the option of entering a credit card and choosing automatic payments so you will not have to remember tuition each month. Remember, if choosing not to pay automatically, that we DO NOT send monthly statements -- tuition is always due the 1st of the month.

Having trouble registering? Feel free to call or stop by the office during office hours -- we're happy to walk you through the process!

Payment Procedure:

- **Registration Fee:**

A **\$25** non-refundable registration fee is charged to each **family** annually when they initially register for classes. This fee is **NON-REFUNDABLE** and holds your child's place in class.

- **Tuition: (We do not send out monthly statements)**

Monthly tuition is based on a ten-month dance semester (September-June) with approximately four classes per month. For your convenience, tuition is payable monthly. **There is no extra charge for months with five lessons nor is there a reduction or refund for any classes missed or holidays.**

We continue enrollment even after the start of the dance year, so some of our classes may reach our maximum class size and we will have to close enrollment for the class. For this reason, you **may not** sit out a month and then pick back up the next month. If you want to hold your student's spot in a class because you are starting late, you will need to pay tuition for all months you will not be in class. There is no discount for injury, because we encourage the student to come and observe class.

Tuition is due the first of every month. If the studio is closed or your dancer misses class, tuition is still due on the first of the month. Tuition is non-refundable. On the 11th of the month, accounts will be assessed a \$10 late fee.

- **Dropping/Changing Classes:**

You are responsible for monthly tuition until you notify the studio office of your intent to withdraw from a class. Charges will continue until we receive notification of a dropped class from a parent via a **class drop form** (can be filled out in the studio office or online via our website).

Should you choose to change to a different class, you need to fill out an official **class change form** (can be filled out in the studio office or online via our website). Emailing the office is not sufficient notice of dropping or changing a class. You will be billed monthly until an official form is received. If you choose to pre-pay your tuition there is NO REFUND for any classes dropped.

- **Returned Checks:**

All checks returned are subject to a \$40.00 bank fee. After the second returned check, you will be required to pay in cash or with a cashier's check or money order. If your account is not cleared by showcase, your student will not be allowed to perform.

Studio Communication:

By now, you have probably noticed that we are BIG on communication here at Inspire Academy of Dance. It is our promise to respond to all inquiries within 24 hours, and we will never leave a query unanswered. Our friendly office staff can be contacted at studio@inspireacademy.dance

At Inspire Academy of Dance, your opinion is important to us -- please do not hesitate to contact us with any questions, comments, concerns, or suggestions.

For convenience, our primary means of communication is via email. You will receive regular newsletters and important information via email, so please be sure you have provided the studio with an up-to-date email address that is regularly checked. We are happy to include multiple email addresses per family if you would like your correspondence sent to numerous recipients.

Inspire Academy of Dance will also communicate reminders via our Facebook page, Twitter, and Instagram ([@inspireacademy.dance](https://www.instagram.com/inspireacademy.dance)). Make sure to Like/Follow us!

Dress Code:

A dress code is an important part of the discipline instilled in a young dancer. It also allows the instructors to see body lines and fix placement. Dance tights need to be worn in all ballet classes. Hair should be pulled up out of the face. We have included Amazon links for your convenience.

The shoe colors listed below are required by the showcase dress rehearsals in May:

Preschool Classes

2 Year Old Mini Movers

- [Leotard and tights](#) (any style and color)
- Tutus and skirts are allowed
- [Pink ballet shoes for girls, black for boys](#)
- [Black tap shoes, boys tap shoes](#)
- For Boys: T-shirt and shorts or comfortable pants

2-3 Year Old Mini Groovers

- Form fitting dance apparel (shorts, leggings, tank tops, leotards, etc)
- [Clean tennis shoes for hip hop](#), bare feet for tumbling
- NO sweatpants or jeans

3-4 Year Old Ballet/Tap Classes

- [Leotard and tights](#) (any style and color)
- Tutus and skirts are allowed
- [Pink ballet shoes for girls, black for boys](#)
- [Black tap shoes, boys tap shoes](#)
- For Boys: T-shirt and shorts or comfortable pants

4-6 Year Old Broadway Babies

- [Leotards, Sports Bras, Dance shorts](#) and [jazz/yoga pants](#) are allowed.
- [Caramel colored jazz shoes](#)

4-6 Year Old Hip Hop/Flip Flop

- Form fitting dance apparel (shorts, leggings, tank tops, leotards, etc)
- [Clean tennis shoes for hip hop](#), bare feet for tumbling
- NO sweatpants or jeans

Grade School Classes

K-4th Grade Combo Class (Ballet/Tap/Jazz)

- Leotard and tights (any style and color)
- [Pink ballet shoes for girls, black for boys](#)
- [Black tap shoes](#)
- [Caramel colored jazz shoes](#) (recommended, but not required)
- Skirts, [dance shorts](#), and form fitting jazz/yoga pants are allowed
- For Boys: T-shirt and shorts or comfortable pants

Classes Ages 6+

Ballet

- [Pink Ballet Shoes](#) (Dancers may not wear socks or tights without shoes).
- Leotard (Gemstone classes must wear black leotard)
- Pink or black [dance tights](#) (Gemstone classes must wear pink tights)

Tap

- [Black Tap Shoes](#) (Lace up style)
- Comfortable clothing
- No jeans

Jazz

- [Caramel Jazz Shoes](#) (Dancers may not wear socks or tights without shoes).
- [Leotards](#), [Sports Bras](#), [Dance shorts](#) and [jazz/yoga pants](#) are allowed.

Lyrical

- [Caramel Jazz Shoes](#), [Turners](#), or [Foot Undeez](#). Teacher will specify a specific shoe type for the recital by February. Dancers may NOT wear socks or tights without shoes.
- Leotards, Sports Bras, Dance shorts and jazz/yoga pants are allowed.

Hip Hop

- Comfortable clothes (t-shirt, shorts or sweats)
- [Clean tennis shoes that are not worn outside](#)
- No boots or jeans

Musical Theater

- [Leotards](#), [Sports Bras](#), [Dance shorts](#) and [jazz/yoga pants](#) are allowed.
- [Caramel colored jazz shoes](#) (Dancers may not wear socks or tights without shoes)

Elevate Dance Company/Gemstone Level Classes*

Gemstone/Elevate company classes are for dancers who are very passionate about dance and interested in more rigorous, intense training. Company classes are available for ages 4+ (Pearls ages 4-6, Sapphires ages 7-9, Emeralds ages 9-11, Amethysts ages 10-12, Rubies ages 11-13, Diamonds ages 13+). Company dancers will be expected to perform at local competitions and

community events. If you are interested in more information regarding our Elevate Dance Company, please contact Alex at alex@inspireacademy.dance.

Registration for Company/Gemstone classes must be approved by the instructor. Dancers who are new to Inspire will need to audition before being accepted into Gemstone level classes.

Class Etiquette:

Every student is to be appropriately dressed for dance (see Dance Dress Code) and is expected to behave throughout the facility in a disciplined, responsible, and courteous manner. Excessive talking or unfriendly behavior is not conducive to a healthy learning environment. Inspire Academy of Dance reserves the right to suspend or dismiss any student whose attitude, attendance, or conduct is found unsatisfactory.

DANCE ETIQUETTE RULES TO REMEMBER:

- All dance shoes should be labeled.
- No gum allowed in the dance studio.
- All students should visit the restroom prior to class.
- Be courteous to other students.
- All ballet shoes must have elastic straps and leather soles.
- All hair should be pulled into a bun, ponytail or half up/half down, if short.
- No hanging on ballet barres.
- Disrespectful behavior toward teachers, fellow students, or adults in the dance studio may lead to removal from class.
- No Food/Drink in dance rooms: Only water bottles are allowed.
- Be respectful of the studio property and other people's property.

General Procedures:

Students should be dropped off and picked up at the studio at their proper class-time. Please be very careful in the parking lots when entering and backing out. If a parent has not arrived at the closing of class and the student is 1st grade and under, they will be asked to wait in the dance studio lobby until a parent arrives. The parent will need to come into the studio to retrieve the student.

The studio closes each evening at 8:30 p.m. **Students are not to wait outside for their ride; they need to remain in the lobby.** Please make sure that you pick up your student on time. Their safety is important to us.

Observation:

Parents of 2-year-old Mini Movers & Mini Groovers are always invited into the studio for class. For all other classes, Studios 1 and 2 have observation windows so parents will have the opportunity to observe from the hallway lobby*. Studio 3 is equipped with TV monitors in the lobby for you to be able to observe at all times without outside distractions to the students.

Class Placement:

At Inspire Academy of Dance, it is very important to us that all dancers be placed in an appropriate class level that is both challenging and fun. Class placements are based first on age (especially for young/new dancers), then on level/ability. Class placement is at the discretion of the instructors. In the first few weeks of classes, dancers may be asked to attend more than one class in order to determine proper placement. Please contact the office at studio@inspireacademy.dance with any questions regarding placement.

Attendance:

Students need to attend all classes unless there is an illness or family emergency, as absences affect the class as a whole. Weekly reinforcement of dance technique is imperative to keep the student advancing with the remainder of the class. Poor attendance hampers the student's dance education. Parents and students are responsible for contacting the studio office to find out any information they may have missed during an absence. Please let us know if you are unable to attend class by email or by calling the studio.

Make-Up Classes

If a student does miss class, a make-up class can be taken within the paid calendar month in a comparable age/level class. All make-up classes should be communicated with the office staff, and you will fill out a form to be given to the instructor. **No make-up lessons are given from March-June, as performance preparations are in process and choreography will differ from class to class.**

Personal Property:

Be sure to label your dancewear and bags so we can return them to you if left at the studio. We are not responsible for lost, stolen, or damaged articles of clothing, jewelry, or other personal property. Please check the studio lost and found, as it will be cleaned out every day.

Studio Closings:

Inspire Academy of Dance follows the Issaquah School District schedule. We are closed for Labor Day, Halloween evening, Thanksgiving, winter break, mid-winter break, spring break, and Memorial Day.

In the event of bad weather, we ask that you check your email -- a message will be sent to all accounts on file if the studio is closed. A message will also be displayed on the front page of the website for your convenience, as well as on our Facebook, Twitter, and Instagram accounts. We **DO NOT** always follow Issaquah School District closings.

Each class is allowed one snow/inclement weather day without a make-up class. If more than one weather cancellation occurs, a make-up class or alternate class time will be given for a make-up. Classes will not be pro-rated.