

DANCE HANDBOOK



WELCOME

It's our pleasure to welcome you into our family at The Landing Dance Academy. We have created this one-stop handbook to hopefully shed some light on how things will run throughout the year.

Our friendly office staff are always here to help and will happily answer any questions you may have. Nothing is too big or too small, we promise!

Office Hours:

- MON-THUR 4-8pm
- WED & SAT 10am-1pm

Phone: 231-468-2999
landingdance@gmail.com
www.landingdance.com

114 S. Mitchell St.
Cadillac, MI
49601

Our desk is staffed during the above hours. We are often at the studio, holding rehearsals, prepping, cleaning, organizing, but the dedicated desk hours are when we are available to help. We strive to respond to all enquiries within 48-hours and we will never leave a question unanswered. **Email is often the fastest way to get a hold of us.**

MISSION STATEMENT

The Landing Dance Academy is a place where students of all ages, shapes, and sizes learn to dance and perform. This is a studio where creativity, individuality, and self-expression are encouraged. We have a community of teachers, students and families who are passionate about performing arts. Our goal is to create a positive and happy experience for all of our students. We strive to nurture and develop talent, celebrate the achievements of all students and inspire a love and appreciation of all styles of dance and the arts. We are committed to providing a safe and positive environment in which all students can feel empowered, comfortable and free to express themselves.

COMMUNICATION

You will receive regular newsletters and important information via email so please ensure you have provided the studio with an up-to-date email address that is regularly checked. We can add multiple email addresses per family if you would like your correspondence sent to numerous recipients.

Sign up for text messages through Remind by texting @ldadance2 to 81010

We do post information to Facebook & Instagram. If you prefer your dancer not be pictured, indicate that in your Policies & Procedures during the Registration Process. We use first names only when recognizing students on social media.

To best serve you and to respect our staff, **please direct studio related questions to our desk, rather than individual teachers' phones/emails/social media.**

TUITION & FEES



MONTHLY TUITION

30 MINUTE CLASS	\$38
45 MINUTE CLASS	\$44
60 MINUTE CLASS	\$50
75 MINUTE CLASS	\$62

REGISTRATION FEE

- \$20 Per Family
- Due at Registration (annually)
- Registration Fee is non-refundable

MONTHLY TUITION

- Tuition is divided into 8 installments (Sept-May)
- Each installment covers 4 weeks of class
- Tuition is due on the 1st of each month
- Accounts on AutoPay will automatically be processed on the 1st of each month
- No refunds are given after the month has started
- *LATE FEES: A \$15 late fee will be applied to accounts that are over 30 days past due*

Registration Fee & September tuition are due at registration to hold your place in class.

COSTUME FEES

Costume Deposit

- **Due November 1st**
- **\$35**
- **Processed with November Tuition**
- **Non-refundable after December 30th**

Costume Balance

- **Due February 1st**
- **\$30 for Ages 3-9**
- **\$35 for Ages 10+**
- **Processed with February Tuition**
- **Non-refundable**
- Costume Fee includes all accessories (tights, hair piece, hats, gloves, etc.) and alterations
- Dancers need their class required shoes for the performance
- *Accounts must be paid in full before participation in the Spring Recital.*

DISCOUNTS

- **Multi-Class Discount:** 5% off total bill per class (*example: 3 classes is 15% off all classes*)
- **Multi-Student Discount:** \$10 off per month, per each additional dancer

OTHER RATES

Drop-In Rates

- 30 Minute Class--\$10
- 45 Minute Class--\$12
- 60 Minute Class--\$14
- 75 Minute Class--\$18
- 90 Minute Class--\$20
- Private Lessons are available for \$50/hour. Private Lessons can be combined for up to 3 participants at that rate.

Snacks & waters may be purchased for \$1. Older dancers may ask to post the fee to their account if they did not bring cash. If you prefer your dancer NOT post to your account please let us (and them) know.

IMPORTANT DATES & CANCELLATIONS



MARK YOUR CALENDARS!

We understand wholeheartedly how busy the lives and schedules of our dance families can get as the year rolls on, so we have tried to get all of our important dates organized and ready for you so you can plan other commitments.

- **September 7th:** Season Starts
- **October 25th-31st (Tuesday-Monday):** Dress Up Week
- **November 1st:** \$35 Costume Deposit due per performance class
- **November 18-19th:** *When in Wonderland* the Ballet by LDC
- **November 23rd-27th:** Thanksgiving Break
- **December 19th-January 1st:** Winter Break
- **February 1st:** Costume Balance Due (\$30 for dancers 9 & under, \$35 for dancers 10 & up)
- **February 13-18th:** I LOVE Dance Week
- **March 18th:** *Movie Madness* Dance Showcase by LDC
- **March 27th-April 2nd:** Spring Break
- **April 1st:** Summer Registration Begins
- **May 8-13th:** Spring Recitals

CANCELLATION POLICY

If students miss due to weather, illness, or scheduling conflicts, they may take a make-up class in a same level in which they are currently enrolled, or an instructor-approved equivalent. We do not pro-rate or discount for absences. There will be no refund given for missed classes on the student's behalf for schedule conflicts, illness, closures, etc. We reserve a spot for your dancer whether or not you are able to attend.

We rarely close for weather, but if we do, dancers are welcome to take a make-up class at your convenience at some point during the session. In the rare event we close because of weather, we will email you and post to Facebook.

All withdrawals must be made by the parent or legal guardian either in person, in writing or via email.

CLASS OPTIONS



DANCE WITH ME & CREATIVE MOVEMENT (AGES 2-3)

Dance with Me is for the tiniest of dancers ages 2 & up. This class is structured like a Creative Movement class, but a parent or caregiver attends the class with the child.

Creative Movement is for dancers ages 3 & up who are ready to do a class without mom or dad! This 30 minute class is a great way to explore movement in the classroom setting. Lots of props, lots of music, and lots of fun!!

KINDERDANCE (AGES 4-5)

Kinderdance is for dancers ages 4 & up. This 30 minute class is a great transition from Creative Movement to Combo. The class combines ballet, jazz and tumbling and prepares dancers for learning sequenced steps.

COMBO (AGES 5-7)

The Combo class is a 45 minute class that combines tap, ballet, and jazz in an exciting overview of dance with age-appropriate progression of skills. Each age has their own specific Combo Level so that dancers are grouped with other dancers of their same age/grade.

POP-HOP & TUMBLE TIKES (AGES 5-7)

Pop-Hop is a 30 minute hip-hop for our youngest dancers. Music & costuming is age appropriate.

Tumble Tikes is a 30 minute Acro class for our youngest dancers. This class covers balance skills including cartwheels, handstands, front rolls, and more!

AGES 7 & UP CAN CHOOSE FROM:

Acro: Short for Acrobatics-- dancers increase flexibility and strength as they learn tumbling skills such as handstands, elbow stands, backbends, kick-overs, back walkovers, and eventually aerials!

Ballet: The basis for all other dance styles. Ballet is recommended if your dancer wants to continue in the intensive track.

Jazz: Classic and rhythmic this style helps dancers with quick study.

Tap: Let's make some noise and create our own music! Great for patterns & memorization.

Hip-Hop: Age appropriate music and costuming make this a fun choice to expand your training.

Musical Theater: Learn classic & contemporary works. Lots of improv & character building.

Contemporary (at Level 3): More improv and expressive dancing pulling from both jazz & ballet techniques.

Pointe (at Level 4 & with instructor recommendation): Pointe shoes are the quintessential high point of a ballet dancer's training, but not required for progression through the leveled program.

ATTENDANCE & TRAINING TRACKS



ATTENDANCE

We will hold a spot for your dancer in class (and continue to bill) until we hear differently from you. We typically call to check in after a dancer has missed 3 or more classes in a row. In order to participate in Spring Recital, students must attend at least 65% of classes from January 1 through Spring Recital. This ensures they are well prepared for the performance, and is considerate of their fellow dancers who depend on them for placement and groupings.

TRAINING TRACKS (AGES 7+)

We understand that different dancers have different goals. We've designed 2 tracks of training to match your goals and commitment levels. Younger dancers (under 7) are placed into classes based on age. Once a dancer reaches 2nd grade, usually around 7 years old, they can choose between 2 training tracks:

RECREATIONAL TRACK: This track is designed for students with a variety of interests outside of dance. Dancers may still progress through multiple levels of training, but in the Recreational Track, age is considered, along with experience. Our goal is to continue to challenge these dancers as they grow, but also give them the flexibility to explore other activities without slowing their class down, or putting them at risk for injury. Attendance requirements are more flexible, however consistent attendance will be required during recital season (Jan-May).

INTENSIVE TRACK: This track is designed for students that are fully committed to their dance training. Content and demands become more rigorous as students progress. For example, Ballet at least once per week becomes a requirement at Level 3, and twice per week at Levels 4 & up. This track typically introduces pointe work (optional) at Level 4.

Attendance expectations are higher--students may not miss more than 3 consecutive classes, and at Level 3, not more than 1 consecutive choreography class without affecting their level placement and participation in the recital dance. Students who miss multiple classes for sports or other commitments may be asked to dance down a level for their safety. Pointe students are expected to train year around to continue en pointe. Intensive Track classes follow a designated curriculum with mastery requirements, imperative for physical safety and advancement to the next level.

Don't stress--your dancer doesn't need to decide right away! Our Levels 1 & 2 of the Intensive and Recreational Tracks are very similar. Dancers can typically switch back and forth during these introductory levels. Once a dancer reaches Level 3, they should decide what their realistic commitment level can look like and register accordingly.

*Advancement to the next level happens when a student has mastered the material in his/her existing level, which the teachers determine at the end of the season. Oftentimes a student may need to repeat a level to achieve this mastery, but rest assured it is in the best interest of the student. Dance is an "individual sport" and different students progress at different rates for different reasons. **If you have any questions about the two tracks or about your placement, please reach out to us. We want you to feel comfortable with your child's placement!***

DANCE ATTIRE



Our Bunhead Boutique carries a full selection of ballet, tap, and jazz shoes, as well as leotards, tights, skirts and pants available for purchase. We typically recommend students purchase shoes through us so that when recital time rolls around you have the required shoe style for your class.

INTENSIVE TRACK

- Hair pulled back in a neat bun
- Tights - skirt or shorts optional over tights
- Proper dance shoes (ballet, jazz, or tap)
- The correct color leotard for your level



Level 1

Lt. Pink



Level 2

Lt. Purple



Level 3

Plum



Level 4

Navy



Level 5

Black

Intensive Track students are required to be in uniform for all classes. Teachers may ask students to leave and come back with correct uniform.

RECREATIONAL TRACK

- **Ballet/Jazz:** Ballet or jazz shoes, form fitting shorts or pants, leotard or form fitting tank top/tee.
- **Hip-Hop:** Black jazz shoes, form fitting shorts or pants, leotard or form fitting tank top/tee
- **Acro:** Bare feet, no tights (convertible or footless tights are OK), form fitting shorts or pants, leotard or form fitting tank top. Midriff is allowed for Acro, but cover up required for lobby & other classes
- **Musical Theater:** Character shoes recommended (13 & up) or jazz shoes (kids), form fitting shorts or pants, leotard or form fitting tank top

6 & UNDER

- **Dance with Me, Creative Movement & Kinderdance:** Leather ballet shoes, tights, leotard (skirt optional)
- **Combo Classes:** Matte black mary jane tap shoes, pink leather ballet shoes, tights, leotard (skirt optional)
- **Pop-Hop:** Black jazz shoes, form fitting shorts or pants, leotard or form fitting tank top/tee
- **Tumble Tikes:** Bare feet, no tights (convertible or footless tights are OK), form fitting shorts or pants, leotard or form fitting tank top.

Remember to label all dance shoes & attire. Everyone's looks the same!

ETIQUETTE



DANCER ETIQUETTE

- Please make sure to use the restroom before entering the studio for class.
- No running, acrobatics or loud behavior is permitted in the lobby areas.
- Please wait for your class quietly.
- Gum, food, or drink is not allowed in the studio area.
- If students choose, water in a contained water bottle is allowed inside the studio. Students may get a drink between exercises with teacher approval.
- If student behavior becomes a distraction, student will be given 2 verbal warnings. If behavior continues, student will be asked to take a 5-minute time-out within the studio or in the lobby with parent or guardian (based on teacher discretion). We will request a conference with parent or guardian.

OBSERVER ETIQUETTE

We strive to keep the lobby a calm environment for our dancers to reduce stress and respect the training taking place inside the studios. We encourage drop off and pick up for all school aged dancers. Explore the wonderful downtown parks, paths, library, restaurants, shops and cafes during your dancer's class. We can call your cell phone if we need you for any reason.

If you do choose to stay for all or part of your dancer's class, you can help us by:

- Keeping your food & drinks outside of the building
- If non-dancer children are with you, please bring something to occupy them quietly.
- Try to be mindful of the space and number in your party. We often have 40+ students training at once and our lobby space is limited. We need to keep lobbies, stairways and bathrooms open for dancers between classes.

TREATING OTHERS WITH RESPECT

- Dancers & families are expected to treat our staff and fellow students with respect both inside and outside of the studio. Words matter, whether spoken, texted or posted. We have the responsibility to monitor the words spoken within our dance community.
- In the rare case of a parent or student showing disrespect or defamation to any parent, staff member, or student, a meeting will be called immediately and dismissal may be considered at the discretion of the studio director. Physical, mental, emotional or cyber bullying by parents, staff or students will not be tolerated and may result in dismissal from the studio.

SAFETY & OTHER TIDBITS



SAFETY

- **Illness:** Please keep students home when they are ill. Students can return after being fever free for 24 hours or symptoms are resolved
- **Pick-up:** Please come inside the building to pick up students ages 8 & under.
- **In Case of Fire:** We will evacuate the building immediately (2 front exits, 1 rear exit) and meet by the fireplace in the Cadillac Commons.

CONVENTIONS & COMPETITIONS

As a studio, we do not compete repertoire at dance conventions and competitions. Our preference is to provide our dancers a well rounded dance education and build a team environment through LDA Collective performances and guest teachers. Our Collective does annually attend Conventions to take classes from the most positive and inspirational professionals in the industry and we encourage attendance for all dancers in Level 1 and up. If your dancer is interested in competing, we can get you in touch with a teacher that can help choreograph a dance and help facilitate.

SENIOR SOLOS

We often offer senior solos in our Spring Concert. This is fully at our discretion based on concert lengths, amount of seniors, choreographer availability, etc. For example, some years we may choose not to include senior solos, and rather include a senior dance in our Spring Concerts. If we choose to include Senior Solos, requirements include (but may not be limited to):

- Senior dancer is currently enrolled in the highest level ballet class
- Senior dancer dances a minimum of 4 hours a week (3 technique classes), year-around (performing a solo requires stamina and strength that comes with continuous conditioning)
- Senior dancer has danced a minimum of two full years at The Landing Dance Academy

SCHOLARSHIPS

We're thrilled to offer 2 scholarship awards for returning students:

- **Merit Based:** Teachers decide on one leveled student per discipline to be awarded that class FREE the following school year (8 months). Available disciplines: Ballet, Jazz, Tap, Acro, Contemporary. *Scholarship winners are announced at Spring Recital (Finale Show). Merit based discipline scholarships can only be awarded once per dancer.*
- **Need Based:** Returning students can apply annual from Aug. 1-Sept 1. **Need based scholarships are funded through Consignment Sales** and cover up to 50% of tuition costs. Funds are awarded first come first serve. Priority is based off previous years' attendance and Teacher Recommendation.

COLLECTIVE



The Landing Dance Collective was formed in 2015 by Tiffany Rice to give dedicated students more opportunities for performances, workshops, classes, and scholarships. Chosen by audition, LDC dancers become accomplished performers and compassionate members of our community. They gain self-confidence, discipline, poise, and grace through personal achievement and group responsibility. The Collective is under the leadership of Director Mackenzie Gabara.

ELIGIBILITY

- Ages 9 - 18
- Dancers audition during the summer
- Must have completed 2 years of ballet training at the academy
- Can audition after completing Level 1B



CORE VALUES

- As a Team, We Build Each Other Up
- We Bring Our Best Self
- We Are ALL Teachable



COST

\$200 per performance

This price does not include tickets, merchandise, or optional travel opportunities. Dancers should have both black/tan jazz shoes.



SCHEDULE & COMMITMENT

Full-Length Ballets: Rehearsals run August through November on Fridays and Saturdays. Rehearsal times and commitments depend on the dancers' role.

Dance Showcase: Rehearsals run January through March on Fridays and Saturdays. The dances they learn will be repurposed for outside performances throughout the community.

CONTACT

Contact the **Collective Director Mackenzie Gabara** at landingdancecollective@gmail.com with any questions!