



Studio Handbook

Parent & Student Guide

Classes Start Tuesday, September 5th

Registration

Registration opens Monday, August 7th at 12:00 pm

Online Registration

Visit our website at www.gaylesdancephase.com. Click on the registration link. This is open to new and past students. You can register online 24 hours a day, 7 days a week. New students are encouraged to stop by for a studio tour.

In Person Registration and Studio Tours

Monday & Tuesday August 7 & 8, 14 & 15 and 21 & 22. Hours are 12:00-6:00.

GDP requires a copy of all students birth certificates. You can take a photo on your phone and email it to us or you can drop off a copy to the front desk the first week of classes.

51770 Grand River

Wixom, Mi 48393

Phone: (248)305-5600

Email: gaylesdancephase@yahoo.com

Web: www.gaylesdancephase.com

General Office hours: Sept – May, Monday – Thursday 4:30-8:00

Revised 7/17

Table Of Contents

Registration	Cover
Calendar	3
Tuition	4
Volunteer Fee	4
Absences, Inclement Weather & Health Requirements	4
Dress Code & Shoe Requirements	5
Studio Etiquette	6
Parent Observation	6
Attendance	6
Lost & Found	6
Donation Bin	6
Annual Recital	7
Special Events	7
Trophies & Memory Books	7

Studio Calendar

August 7 & 8, 14 & 15 and 21 & 22: In person registration and new student tours 12:00-6:00

August 17-20: Mikey Trasoras Master Hip Hop classes and Group Choreo

August 25– 27: Muse Dance Company in from LA to teach a Dance Intensive

August 30: David Mann Master Tap Event

September 5: Classes begin! Remember to email or drop off copy of birth certificate.

September 23: South Lyon Pumpkinfest Parade

October 1-7: Costume deposits due & Volunteer Checks Due

October 9-12: Recreational Classes BRING A FRIEND WEEK

October 20: Trunk or Treat @ Gayle's DancePhase

October 31: Studio Closed, Halloween

November 3-5: Competition Team Camp

November 22-23: Studio Closed, Thanksgiving

November 24: Nutcracker Dress Rehearsal

November 25-26: Nutcracker Performances

December 9: Recreational Show "Dance and Dessert With Santa"

December 18-21: Studio Spirit Week

December 25-January 7: Studio Closed, Winter Break

February 1-7: Costume balances and Prop fees begin posting (some fees may be posted later, depending on the ordering process)

April 2-9: Studio Closed, Spring Break

May 29: Studio Closed, Memorial Day

June 3: Dress Rehearsal for recreational & some comp ballet

June 4: Dress Rehearsal Ballet Production & Adult Classes

June 7, 8, & 10: Recitals

Tuition

Tuition is broken down into 9 monthly payments. GDP accepts cash, checks and credit card payments. The 1st payment is due with sign up and will be larger as it includes 5 weeks of classes (4 weeks September, 1 week June). Payments 2-9 are for 4 classes each. They are due the 1-7th of each month, October through May. No payment due in June. Classes run through June 6th, 2018. Late payments are subject to a \$15.00 late fee. Returned check fee is \$35.00. Following a returned check only cash and credit will be accepted. Credit card payments are all subject to a service fee. Registration is not complete until the 1st payment is received. Online clients can pay by credit card online. If registering online and paying with cash or check we must receive payment within 5 business days or student will be dropped from class.

- **Registration Fee for dance and tumbling:**

The \$25.00 registration fee is annual, **per family**. This one time fee covers both dance and tumbling classes. This is due with registration and is non refundable.

- **Group Dance Tuition:**

Dance Tuition for group lessons is a sliding scale based on the number of hours of participation. This is shown in the table at the side of this page. Once you hit 6 hours of dance your tuition freezes. No further increase no matter how many hours of group dance classes your dancer is enrolled in.

- **Group Tumbling Tuition:**

30 minute classes are \$38 per month

45 minute classes are \$42 per month

- **Specialty Classes– Dance and Tumbling:**

Solo lessons \$30 per lesson

Duet & Trio lessons \$25 per lesson, per person

Small Groups \$38.00 per month

- **Costume Deposit, Costume Balance and Prop Fees:**

Costume deposits are \$50.00 per costume and due with October tuition. The costume balances vary depending on style. Costume balances are due in February. If your team or class has a prop the fee will appear in February or later.

Refundable Volunteer Fee

Each family participating in the recital must provide a \$50.00 post dated check for June 1st. This must be turned in to the studio with your costume deposit in October. GDP requires each family to volunteer once per year. The vast amount of help is needed for recital. Your volunteer check is returned to you at the time of service. Those who are unable to volunteer will not receive their checks back.

Absences, Inclement Weather Policies & Health Requirements

Absences: There are no refunds for missed classes. Dancers may attend a make up class. Email us for make up options.

Inclement Weather Policy: When South Lyon District closes, GDP will be closed for all classes starting before 3:00. All other cancellations will be at our discretion. When GDP closes there are no refunds given. Students are allowed to make up the missed classes.

Health Requirements: If your dancer is ill, please do not have them attend class. We do not want the dancer to end up more sick and we want to minimize the transmission of disease. You may attend a make up class.

Hours of Dance per person Hours/Minutes	Regular Monthly Tuition Payments 2-9
30 minutes	\$38
45 minutes	\$42
1 hour	\$50
1/15	\$59
1/30	\$69
1/45	\$79
2	\$89
2/15	\$99
2/30	\$109
2/45	\$119
3	\$129
3/15	\$138
3/30	\$146
3/45	\$156
4	\$163
4/15	\$171
4/30	\$179
4/45	\$187
5	\$195
5/15	\$203
5/30	\$211
5/45	\$218
6	\$228

Dress Code and Shoe Requirements

Recreational Dancers Class Attire:

Leotard and tights, leotard and form fitting dance shorts or sports bra and form fitting dance shorts are acceptable. All colors acceptable. No t-shirts, cover ups or baggy clothing allowed.

Hair must be off shoulders, secured into a ponytail or a bun.

Boys wear shorts and form fitting tank top.

No jewelry.

Recreational Dancers Shoe Requirements:

Dancers need shoes that form to the foot. Purchasing shoes with too much growing room makes it hard for the student to learn to dance.

Ballet: Pink leather shoe. Knot the ties in front, cut excess off and tuck ties in before class.

Lyrical: Tan "Bloch" brand slip on jazz shoe called "Pulse"

Jazz: Black "Bloch" brand slip on jazz shoe called "Pulse"

Hip Hop: Clean Tennis shoes, combat style boots or passed Recital shoes. Matching shoes will be purchased for the class with recital costumes.

Tap: Black shoes with a buckle-NO TIES on kids under 12. Tap dancers need to stand on the balls of their feet and bend their knees without the shoes falling off.

Pointe: All shoes must be fitted at the Dancers Boutique. Please call the store @ (734) 973-1178 for an appointment. Then the shoes must be approved by their GDP Pointe teacher. Do not sew ribbons or elastic on the shoes until GDP Staff has approved the fit.

Competition Dancers Class Attire:

Black dance clothes. Leotard and form fitting dance shorts or sports bra and form fitting dance shorts are acceptable. No t-shirts, cover ups or baggy clothing allowed. Hair must be off shoulders, secured into a ponytail or a bun.

No jewelry.

Boys wear shorts and form fitting tank top. (boys do not have to be dressed in black)

Competition Dancers Shoe Requirements:

We suggest DanceWear Gallery in Milford for all shoes except Pointe.

Lyrical, Contemporary, Musical Theatre & Hip Hop will be announced as costumes are chosen.

Ballet and Pointe shoes are the same as the Rec dancers above.

Tap: Do not buy shoes with growing room! Dancers need to stand on the balls of their feet and bend their knees without the shoes falling off.

Tiny Dancers, Showstoppers, Shinning Stars & Sweet Petite: "Bloch" brand "Mary Jane" in Tan. Remove the bow before sending them to class.

Stars N Motion, Diamonds, Mini Elite, Petite Elite, Junior 2 Elite & Junior 1 Elite: "Leos" brand "Ultra Tap" in Black. They must fit as described above.

Senior Elite 1 & 2: "Bloch" brand "Jason Samuel Smith" in black.

Studio Etiquette

- Students must be on time and prepared for class. Correct attire, shoes and hair. Parents should plan to have the students in the building 10 minutes before class. This allows time to change shoes and use the restroom before class time.
- In the unlikely event you are late, please put shoes on in the hall. Enter the room without disrupting the class and quietly join in. Do not further disrupt to give an explanation to the teacher unless asked.
- Dancers must enroll in age appropriate classes. GDP requires a copy of all student's birth certificate.
- Dancers enrolled in more than 1 subject need a dedicated dance bag to take into the dance room. No toys or food allowed in the dance bag. Dancers with the help of the teachers change their own shoes between connecting classes. Be sure you have socks for tap shoes if you are not wearing tights.
- If young dancers have breaks between classes a parent needs to be in the lobby with them. No unattended children in the lobby.
- Please keep the lobby and halls neat and clean. Older students must clean up after themselves. Parents please clean up after your little ones.
- No street shoes, food, or pop in the dance rooms. Water bottles only.
- The back lobby is not a waiting area for parents. Please wait in the front lobby only.

Parent Observation Dates

Parents are allowed to view classes the 1-7th of October-April. This is done through the viewing windows. Observation is limited as being watched can be a distraction to the students can affect their focus and training.

Attendance

We request that you email the studio in advance of your absence. The student presence at all classes is imperative. The spirit of teamwork and the lesson of dedication are a big part of the dance education process. This is extra important as we prepare for the recital in the months of February– June. Competition student must have excellent attendance. There are no refunds for missed lessons. Make up classes are offered.

Lost and Found

Please clearly label all shoes and belongings with your FULL NAME. GDP is not responsible for lost or stolen items. The lost and found bin is in the lobby. Contents of this bin are donated monthly.

Donation Bin

GDP provides a donation bin. Students leave shoes they want to donate. Items are free to the next student. Please return usable items to the bin as you outgrow them.

Annual Recital

Thursday, June 7th. Friday, June 8th. Two shows on Sunday, June 10th

GDP sends out a detailed recital guide book in March or April. This booklet includes all the schedules and details of this exciting event. Included in this guide you will find:

- Ticket sale information
- Class rehearsal dates, times & procedures
 - Class recital dates and times
 - Recital make up & hair details
 - Volunteer sign up forms
 - Recital day procedures
 - T-Shirt order forms
 - After Glow party sign up

Special Events

All students receive details about special events via email. Below are some of our traditional events, more to come!

South Lyon Pumpkinfest Parade- Saturday, September 23rd:

GDP has a long history of participating in this fun event. We have a float to ride on. Older dancers perform along the entire route and of course we pass out a ton of candy. We hope you join us for this event.

Trunk or Treat-Friday, October 20th:

There are 2 ways to join the fun! You can sponsor a trunk, come to treat, or do both! Come enjoy cider, donuts, music and prizes!

Dance & Desserts With Santa December 9th:

This performance is a highlight for our recreational dancers. Last year, Santa said it was the best show he had ever seen!

Kids Night Out and other special social events:

Through out the year special social events are announced.

Student Trophies and Memory Book

Each year we reward our students' hard work and dedication by giving them a trophy and memory book. Gayle's DancePhase creates a memory book to commemorate the dance year. This is provided free to all students at Gayle's DancePhase. Many students like to bring their memory book to class the last week to collect autographs. We also give special trophies for students who have been with us for 3, 5, 10 and 15 consecutive years. All trophies will be handed out to students at dress rehearsal. The 10 and 15 year students will be recognized on stage during the shows at intermission.