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2020/2021
Studio Handbook
Parent & Student Guide

Competition Classes Start Monday, September 14th
Recreational Classes Start Monday, September 21st

Registration

Registration opens Wednesday, August 26th at 12:00 pm

Online Registration

Visit our website at www.gaylesdancephase.com. Registration is available online 24 hours a day, 7 days a week through the Account/Registration Portal.

Phone Registration and Office Hours

Monday-Wednesday 12:00-5:00pm

General Office Hours: September through May, Monday - Thursday 4:00-9:00pm

Revised August 2020

2020-2021 Studio Calendar

Semester One Dates: Competition Classes begin September 14, 2020
Recreational Classes begin September 21, 2020
Semester One ends December 20, 20

Semester One Tuition: Competition Classes will be charged a prorated rate of 3 weeks in September, 4 weeks for October & November, 3 weeks in December.
Recreational Classes will be charged a prorated rate of 2 weeks in September, 4 weeks in October & November, 3 weeks in December.

Semester Two Dates: January 4, 2021 - Recital

August 26: Semester One online registration begins at noon, classes fill on first come first serve basis

September 14: Competition Classes Begin!

September 21: Recreational Classes Begin!

October 1-7: Competition Class costume deposits due

November 2-7: Spirit Week, details to follow

November 26-29: Studio Closed, Thanksgiving Break

December 7: Semester Two registration begins, recreational recital class costume deposits due upon registration

December 18-21: Tentative Muse Workshop and Video Shoot

December 19: Refundable Recital Participation Checks Due

December 20-January 3: Studio Closed, Holiday Break

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

GDP will not be closing for Spring Break

May 29-31: Studio Closed, Memorial Weekend

Dress Rehearsals: Exact Dates / Schedule TBD

June 18-20: Recitals

Safety Procedures

- Everyone must wear a mask.
 - Front door is enter only and back door is exit only.
- All persons entering the building must stop at the check in table located by the front door.
- All dancers must have their temperature taken as they arrive and we will be checking to make sure that they have a current Covid-19 Screening Questionnaire on file. This questionnaire must be completed monthly. We have a link to an online version on the home page of our website. **Parents are responsible to notify us of any status changes before completion of the next monthly questionnaire.**
- Once the arrival check in is complete, the dancer must head to their class room. Arrive no more than 5 minutes before class start.
- We have installed multiple hand sanitizer stations throughout the building. Dancers need to use the hand sanitizer each time they enter or exit a dance room.
- Rooms are marked with six foot sections to accommodate social distancing. Each dancer will have a designated space in the room.
- Between each class, the floors, barres and any materials the dancers have used will be sanitized.
- Dancers age 6 and under may have one parent escort them into the building. Once dancers are in class, parent must leave the building.
 - Parents will not be allowed to wait inside the building during classes.
- We are asking dancers to limit what they bring into the studio to a water bottle, mask & appropriate dance shoes.
 - The water dispenser and vending machines are currently not available for use.

Tuition

Semester One Tuition:

Competition Classes will be charged a prorated rate of 3 weeks in September, 4 weeks for October & November, 3 weeks in December.

Recreational Classes will be charged a prorated rate of 2 weeks in September, 4 weeks in October & November, 3 weeks in December.

Tuition is broken down into monthly payments. GDP accepts cash, checks and credit card payments. The first payment is due at the time of registration, this includes tuition for classes in September and the family registration fee. For October through June, tuition is due by the 7th of each month. Late payments are subject to a \$15.00 late fee. Returned check fee is \$35.00. Following a returned check, only cash and card payments will be accepted. Credit and Debit card payments are all subject to a 4% service charge. Registration is not complete until your first payment is received. Online clients can pay by credit card online. If registering online and paying with cash or check we must be NOTIFIED IMMEDIATELY to prevent students being dropped from their classes overnight. Cash or check payments must be received within 3 days of registration or students will be dropped from classes.

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

The \$45.00 registration fee is annual, **per family**. This one time fee covers both dance and tumbling classes. This also include a digital copy of each of our annual June 2021 recitals. 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 right. Once you hit 6 hours of dance, your tuition freezes for group classes. Tuition will not further increase no matter how many hours of group dance classes your dancer is enrolled in.

- **Group Tumbling Tuition:**

30 minute classes are \$40 per month

45 minute classes are \$44 per month

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

Solo lessons \$30 per lesson

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

Small Group tuition varies depending upon class length

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

Costume deposits are \$50.00 per costume. 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 Recital Participation Fee

GDP has a Refundable Recital Participation Fee. Each family participating in the recital must provide a \$50.00 post dated check for April 1st. This separate check must be turned in to the studio before we close for Holiday Break in December. Families that are able to get involved and help at recital will receive their participation fee check back at recital. GDP really needs your help, however, if this year it is not doable, your recital participation fee will be applied. If you are unable to help or have not signed up by April 16th, your check will be cashed. Helpers will receive their check back at the check in table at the recital. Competition parents are required to work at a least one recital and can not opt out.

Absences, Inclement Weather Policy & Health Requirements

Absences: There are no refunds for missed classes. Email us for make up options.

Inclement Weather Policy: When South Lyon District closes, GDP will be closed for all classes starting before 3:00pm. All other cancellations will be at our discretion. If GDP closes due to inclement weather. Dancers can makeup class at their convenience.

Health Requirements: If your dancer is ill, 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.

Hours of Dance per person Hours/Minutes	Regular Monthly Tuition Payments
30 minutes	\$40
45 minutes	\$44
1 hour	\$52
1/15	\$62
1/30	\$72
1/45	\$82
2	\$92
2/15	\$102
2/30	\$112
2/45	\$122
3	\$132
3/15	\$141
3/30	\$150
3/45	\$159
4	\$168
4/15	\$177
4/30	\$186
4/45	\$195
5	\$204
5/15	\$213
5/30	\$222
5/45	\$231
6	\$240

Dress Code and Shoe Requirements

Recreational Dancers Class Attire:

A leotard and tights, a leotard and form fitting dance shorts, or sports bra and form fitting dance shorts are acceptable. All colors are 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 Capezio "Hanami" canvas split sole ballet shoe

Lyrical: Tan Bloch "Pulse" slip on jazz shoe

Jazz: Tan Bloch "Pulse" slip on jazz shoe

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

Tap: Tan Bloch "Tap On" tap shoes. 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. Shoes must then 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, gray, white or red 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.

Competition Dancers Shoe Requirements:

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

All other shoes will be listed on the team shoe requirement sheet.

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.

Hip Hop: Shoes will be announced as costumes are chosen.

We will send out an exact shoe list with all the required shoes for each team prior to the start of the season.

Studio Etiquette

- Students must be on time and prepared for class with the correct attire, shoes and hair. Parents should plan to have the students arrive to the building 10 minutes before class. This allows time for our screening procedure and for them to change shoes and use the restroom before class time.
- In the unlikely event you are late, please have your dancer put on their shoes prior to entering the class. 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 may require a copy of a student's birth certificate.
- Dancers enrolled in more than one 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.
- 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.
- At this time, our lobby remains closed for waiting. Parents/guardians must wait outside while their dancers are in class.

Attendance

We request that you email the studio in advance of your absence. Students 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 during Semester Two. Competition student must have excellent attendance. There are no refunds for missed lessons. Four make up classes are offered per season for recreational classes. No classes may be made up in May or June.

Lost and Found

Please clearly label all shoes (inside of the 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.

Semester Information

This season, recreational classes will be split into two semesters. Semester One dancers will be working on skills and technique. Semester One classes will be available as in person and over Zoom. Dancers will learn a fun routine this semester and in person dancers will perform virtually at the end of the semester for parents to see. Any dancer registered for semester one will have priority for Semester Two registration. Semester Two will continue working on technique and will learn their recital routine.

Annual Recital

June 18-20, 2021

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
 - Parent recital sign up forms
 - Recital day procedures
 - T-Shirt order forms

Special Events

Tentatively all social events are cancelled for this season.

This includes Pumpkinfest Parade, Trunk or Treat and Dance & Desserts with Santa.

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 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 announcements.