



# Studio Handbook

Parent & Student Guide

**Classes Start Tuesday, September 4th**

## Registration

Registration opens Monday, August 6th at 12:00 pm

### Online Registration

Visit our website at [www.gaylesdancephase.com](http://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

Mondays & Tuesdays starting August 6. Hours are 12:00-6:00.

*GDP requires a copy of all competition students birth certificates. You can email us a copy 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](mailto:gaylesdancephase@yahoo.com)

Web: [www.gaylesdancephase.com](http://www.gaylesdancephase.com)

General Office hours: September through May, Monday - Thursday 4:00-8:00

Revised 8/18

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## 2018-2019 Studio Calendar

August 6: Online registration begins at noon, classes fill on first come first serve basis

August 6 & 7, 13 & 14 and 20 & 21: In person registration and new student tours 12:00-6:00

August 17-21: Muse Dance Company in from LA to teach a Dance Intensive

**September 4: Classes begin!**

September 29: South Lyon Pumpkinfest Parade

October 1-7: Costume deposits due & Refundable Recital Participation Checks Due

October 26: Trunk or Treat @ Gayle's DancePhase

October 29-November 1: Spirit Week

October 31: Studio Closed, Halloween

November 2-4: Competition Team Camp

November 21-22: Studio Closed, Thanksgiving

November 23: Nutcracker Dress Rehearsal

November 24-25: Nutcracker Performances

December 15: TENTATIVE DATE Recreational Show "Dance and Dessert With Santa"

December 21-January 6: 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 1-7: Studio Closed, Spring Break

May 27: Studio Closed, Memorial Day

June 2: Dress Rehearsal for recreational & recital classes. Possible Ballet Production Dress Rehearsal

June 3: Possible Ballet Production Dress Rehearsal

Annual Recitals: Exact Dates & Location TBD Depending on Contract. Possible Dates of June 5-9.

## 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 5th, 2019. 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 \$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 2019 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 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.

<b>Hours of Dance per person Hours/Minutes</b>	<b>Regular Monthly Tuition Payments 2-9</b>
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

### **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 with your costume deposit in October. GDP has a Refundable Recital Participation Fee. Families that are able to get involved and help will receive their participation fee check back at the 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 18th your check will be cashed. Helpers will receive their check back at the helper 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. 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.

## 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 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: 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, 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. (boys do not have to be dressed in black)

### Competition Dancers Shoe Requirements:

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

Jazz, 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.

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. 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 may require a copy of a 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. Observation is limited as viewing 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 through 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

***Exact Dates & Location TBD Depending on Contract. Possible Dates of June 5-9.***

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

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

### **South Lyon Pumpkinfest Parade- Saturday, September 29th:**

GDP has a long history of participating in this fun event. We have a float to ride on. Older competition 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 26th:**

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 15th(tentative):**

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 announcements.