



## Welcome to Miller Street Dance Academy!

Thank you for trusting MSDA with your dancer's training. The year ahead will bring exciting growth, strong technique, and a supportive community. This handbook is your roadmap for a successful season. Have questions? We're here to help. We look forward to coaching your dancer and cheering on every milestone.

[www.msdadance.com](http://www.msdadance.com)

### PROVIDENCE LOCATION

11115 Golf Links Drive, Suite A Charlotte, NC 28277  
704-889-8637

[Info@msdadance.com](mailto:Info@msdadance.com)

### BAXTER LOCATION

967 Market Street, Suite 100 Fort Mill, SC 29708  
803-396-5299

[baxterinfo@msdadance.com](mailto:baxterinfo@msdadance.com)

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# Tuition & Payments

## Registration Fees

Registration fee: \$60 per dancer, \$120 family max (registered siblings). Non-refundable. Due at registration to reserve your spot in classes.

Tuition due date: 1st of each month. Late after the 10th. \$25 late fee applies to past-due balances, including e-payment accounts.

Pro-rating: Sept–May are full months regardless of 3–5 week length. No tuition refunds for absences or studio closures (students are encouraged to make up missed classes).

Providence Location: August and June is prorated

Baxter Location: August is prorated.

## How to Pay

Parent Portal: One-time payments by card or ACH. Accounts created online are set to automatic billing for all studio charges.

Processing fee: Card payments via the online system include a **2.59% + \$.30/transaction processing fee**. To avoid this, use an ACH/bank account in the Parent Portal or pay cash or check at the office.

Payment methods: We accept checks, credit cards (VISA, MasterCard, Discover), debit cards, ACH transfers, and cash. Make one-time payments through the parent portal or in-office. For checks or card payments at the office, note the student's name on the check memo/receipt. Make checks payable to "Miller Street Dance Academy" or "MSDA".

Declined/returned payments: \$35 fee per returned check/declined draft. After a second occurrence, we will no longer accept ACH and payments must be made via cash or card in the office.

E-payment removal: Submit the E-Payment Removal Form (available on website or in the office) to discontinue automatic billing.

Advance payment: Allowed, no discount.

Offsetting balances: Overpayments or refunds may be applied to any unpaid balance.

Chargebacks: All chargebacks incur a \$35 fee. Any dispute must be handled directly with the studio and not with your bank or credit card company. Chargebacks will result in immediate dismissal and may be sent to collections.

## Additional Fees and Due Dates

Costume fees: See Recital page for amounts and notes.

Recital fee: \$65 first student + \$30 each additional student. Includes downloadable recital video, no ticket sales.

## Monthly Tuition Table

Add up weekly class time and find your monthly rate per student..

Weekly Hours	Monthly Rate	Weekly Hours	Monthly Rate	Weekly Hours	Monthly Rate
30 min	\$77	3½ hr	\$159.50	6½ hr	\$237.50
45 min	\$87	3¾ hr	\$166	6¾ hr	\$244
1 hr	\$92	4 hr	\$172.50	7 hr	\$250.50
1¼ hr	\$97	4¼ hr	\$179	7¼ hr	\$257
1½ hr	\$107.50	4½ hr	\$185.50	7½ hr	\$263.50
1¾ hr	\$114	4¾ hr	\$192	7¾ hr	\$270
2 hr	\$120.50	5 hr	\$198.50	8 hr	\$276.50
2¼ hr	\$127	5¼ hr	\$205	8¼ hr	\$283
2½ hr	\$133.50	5½ hr	\$211.50	8½ hr	\$289.50
2¾ hr	\$140	5¾ hr	\$218	8¾ hr	\$296
3 hr	\$146.50	6 hr	\$224.50	9 hr	\$302.50
3¼ hr	\$153	6¼ hr	\$231		

## Payment Schedule

Payment Type	Due Date
Registration Fee (\$60/student; \$120 family max)	Due at registration
August Tuition (½) (first month)	Due at registration
June Tuition (½) (last month) <i>*Providence Location Only</i>	Due at registration
September Tuition	09/01/2026
October Tuition	10/01/2026
Recital Costume Payment	10/01/2026
November Tuition	11/01/2026
December Tuition	12/01/2026
January Tuition	01/01/2027
February Tuition	02/01/2027
Recital Fee	02/01/2027
March Tuition	03/01/2027
April Tuition	04/01/2027
May Tuition	05/01/2027

# Important Dates

August 18, 2026	Classes Begin
September 7, 2026	Studio Closed - Labor Day
September 28-October 3, 2026	Spirit Week - Pink Week
October 1, 2026	Recital Costume fees are due
October 26-31, 2026	Spirit Week - Costume Week
November 1, 2026	Registration opens for Winter Camp
November 25-28, 2026	Studio Closed - Thanksgiving Break
December 14-19, 2026	Parent Observation
December 21, 2025-January 3, 2027	Studio Closed - Winter Break
December 28-30, 2026	Winter Wonderland Camp
Monday, January 4, 2027	Classes Resume
January 9, 2027	Last day for new students to register
February 1, 2027	Recital fees are due
February 1, 2027	Registration Open for Summer Programs
March 8-13, 2027	<b>Providence Studio</b> - Parent Observation
March 15-20, 2027	<b>Baxter Studio</b> - Parent Observation
March 15-20, 2027	<b>Providence Studio</b> - Picture Week
March 29-April 3, 2027	Studio Closed - Spring Break
April 5-10, 2027	<b>Baxter Studio</b> - Picture Week
April 12-17, 2027	Withdrawn dancers pick up costumes
May 7, 2027	Registration opens at 12:00 noon
May 10-15, 2027	Bring a Friend Week
May 29 & 31, 2027	Studio Closed - Memorial Day
May 24-28, 2027	<b>Baxter Studio</b> - Last Week of Classes
June 1-4, 2027 Recitals	<b>Baxter Studio</b> - Recitals
June 5-6, 2027 Recitals	<b>Providence Studio</b> - Recitals
June 7-12, 2027	<b>Providence Studio</b> - Last Week of Classes

# Classes

## Class Schedule

For the most current class schedule, visit [msdadance.com](http://msdadance.com), click the "Register" or "Schedule" button.

## Class Placement

All classes (except Ballet I–V) are **based on the student's age** as of September 30—no exceptions. Students may join a class for a younger age group but not an older one. Instructors make final placement decisions.

### Ballet Class Placement

- Pre-Ballet I is for dancers ages 6–8. It prepares dancers transitioning from 5.5–6.5 Combo to our Ballet program. If you're unsure whether your dancer should take Pre-Ballet I or Ballet I, call or email the office or your dancer's current instructor.
- Ballet I–V is for dancers 7 and up. Ballet levels are based on skill, not age. Returning students will find recommended Ballet placements posted on the skills tab in the parent portal. Students typically stay in the same ballet level for several years. New students will be evaluated for placement (call our office for evaluation times). See page 8 for more on our Ballet program.
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## Class Offerings

ACRO – A 45-minute class for students **ages 5–18**. This acrobatic class teaches floor gymnastics, progressing from forward rolls and cartwheels to advanced tumbling and aerial work. Teachers work with each student at their individual level, focusing on flexibility, agility, and teamwork. All students must participate in the recital due to the partner work and tricks involved.

BALLET – A class for **ages 6 and up**, divided into 6 levels (Pre-Ballet to Ballet V) with placement by skill level. Younger students are encouraged to take a Combo Tap/Ballet class. New students should contact the office for an evaluation appointment for levels II–V.

BROADWAY HEELS – A 30-minute class for students **ages 9–18**. This class builds on jazz technique, teaching dancers to move smoothly in character shoes ("heels") used in musicals and Broadway shows. Perfect for dancers interested in musical theater.

HIP HOP/FUNK – A 30-minute or 45-minute class for students **ages 7–18**. Hip Hop is an upbeat style performed to popular music. Though rooted in urban street dancing, it has become widely popular in entertainment. Funk dancing fuses jazz roots with Hip Hop, break dancing, popping & locking, and other fashionable dance genres.

JAZZ – A 30-minute or 45-minute class for students **ages 6–18**. Jazz dance combines structured technique with versatile forms and can be performed to various music styles from Broadway to pop.

JAZZ & TUMBLE – A 45-minute class for students **ages 3–6**. The class begins with tumbling and basic acrobatic skills, followed by upbeat jazz/hip hop. Students will perform a jazz dance in the recital (no tumbling performance).

JAZZ & HIP HOP – A 30-minute class for students **ages 5–6**. This class combines the upbeat style of hip-hop with jazz technique. All music and dance moves are age-appropriate.

LEAPS & TURNS *Baxter Only* – A class designed for students wanting to improve their leaping and turning techniques. Turns include en dehors (outside) and en dedans (inside) pirouettes, various turn progressions across the floor, and fouette turns. Leaps include grande jete, sauté chat, center leaps, switch leaps, and reverse leaps. See our schedule for age group offerings.

LYRICAL/CONTEMPORARY – A 30-minute or 45-minute class for students **ages 6–18**. Lyrical dance fuses ballet and jazz techniques, using expressive movement to interpret music and convey emotion. Contemporary dance combines elements of Modern, Jazz, Lyrical, and Ballet to create a versatile, expressive style.

MODERN *Baxter Only* – A 30 to 45 min class for **ages 13 and up**. This class incorporates movements from Ballet, Cunningham, Graham, Horton, and Limon techniques to engage and strengthen core muscles. Modern dance increases flexibility and creates a connection between mind and body.\*

MOMMY & ME *Providence Only* – A class for dancers **ages 1.5–3**, designed to develop coordination, listening skills, balance, music interpretation, creative movement, and motor skills. Moms wear comfortable clothing while young dancers wear leotards, tights, and pink ballet shoes.

MUSICAL THEATER – A 30-minute class for students **ages 6–12** that combines Jazz and acting. Dancers work on Jazz technique while portraying characters. Using Broadway songs, the class helps children develop their inner actor/actress!

POINTE/PRE-POINTE – A class where ballet dancers support their body weight on fully extended feet, creating a weightless, sylph-like appearance using special box-toed pointe shoes. Students are recommended for pointe based on age and ability. A minimum of two

regular ballet classes must be attended to dance en pointe, including the ballet class directly before pre-pointe or pointe. There is no recital for Pre-Pointe classes. To learn more, see info on our Ballet Program below.

POMS – A 30-minute movement class for students **ages 4–18** that focuses on sharp arm movements, choreographic visuals, and dance team/cheer skills.

TAP – A 30-minute or 45-minute class for students **ages 6–18**. This percussive style of dancing creates rhythmic sounds when the metal plates on dancers' shoes strike hard surfaces. Younger students are encouraged to take a combination class (see Tap & Ballet Combo).

TAP & BALLET COMBO – A 45-minute class for students **ages 2½–6½** teaching tap and ballet fundamentals. Students begin with tap and finish with ballet, arriving with tap shoes on. Teachers assist young dancers with shoe changes. Children who aren't potty trained should wear pull-ups.

TUMBLING – A 30-minute class for students **ages 3–6**. This class teaches basic floor tumbling including forward rolls, back bends, cartwheels, and fundamental acrobatic strengthening and coordination skills. There is no recital for Tumbling classes.

AERIALS & BACK HANDSPRINGS *Summer Only* – For students who are close to completing an aerial and/or back handspring, or who want to master these tricks. Prerequisites: cartwheel from the knee on dominant side, and right and left front and back walkovers with no spotter.

BALANCES & CONTORTION *Summer Only* – Focuses on skills including chin stands, chest stands, elbow stands, head stands, shoulder stands, handstands, partner balances, standing splits, arrows, and perches. Prerequisites: standing back bend with no spotter and ability to stand up from back bends unassisted.

CONDITIONING *Summer Only* – Features core strengthening and cardiovascular exercises to build strength and stamina throughout the body. This class complements extreme stretch and stretch/strengthen classes. All levels are welcome in age-appropriate classes.

CONTEMPORARY COMPOSITION & IMPROVISATION *Summer Only* – Combines structured improvisation with contemporary combinations to create routines. Dancers explore their own movements, choreography, levels, space, partnering, and relationships to each other.

EXTREME STRETCH/LEGS & FEET/CONTORTION *Summer Only* – Designed for dancers seeking greater flexibility. Instructors provide exercises students can practice at home, with different classes focusing on specific body areas. All ages and levels are welcome.

IMPROVISATION *Summer Only* – Explores freedom of movement, spatial awareness, and structured creativity with choreography. Encompasses various dance styles and includes experimentation with props. All levels are welcome in age-appropriate classes.

*All classes (except Ballet I-V) are based on the student's age as of September 30th.*

# Ballet Program

Mission: Hands-on instruction in a supportive environment, blending Vaganova, Royal Academy, and Balanchine methods to emphasize technique, alignment, and musicality.

Levels: Our Ballet program features progressive levels (Pre-Ballet, Ballet 1-5, and Pointe) teaching age-appropriate fundamentals.

- Six-year-olds who completed Tap & Ballet Combo classes or young 7/8-year-olds needing a gentle transition should start with Pre-Ballet I
- Students typically stay in each ballet level for multiple years
- Returning students: Check recommended placements in the Parent Portal's Skills tab
- New students: receive placement evaluations—contact our office with questions

Pre-Pointe/Pointe students: Must take two Ballet classes, with one immediately before their Pointe class.

## Schedule Changes & Waitlists

Class changes: Students may drop and add classes based on availability. Class changes may require purchasing an additional costume to ensure proper costume orders. Late registrants may need private lessons at the teacher's discretion.

Withdrawals: To withdraw from any MSDA class, notify the studio office and complete a Withdrawal Form. Not attending classes does not count as a withdrawal. Students and parents must give at least 30 days' written notice, pay tuition and fees incurred during that time, and follow the Handbook policy on payment and costume pick-up. MSDA will refund unused recital fees for withdrawals before February 28, 2027, and tuition payments for classes beyond the 30-day notice period (subject to offset against unpaid balances). Costume fees, and other fees are not refundable. If a costume has been purchased for a withdrawn class and the student moves out of town, a \$25 shipping fee per costume applies.

Waitlist policy: Students wanting placement in a full class will be added to a waitlist. The studio decides which available spots to fill. To join a waitlist, log into your parent portal (if enrolled) or visit the registration page (if not in our database) and click "Waitlist" for the full class. A credit card is required to create your account and join the waitlist, but you won't be charged unless a spot opens and we confirm your dancer's enrollment and registration.

# Elite Programs

## Competition Team:

*(Providence Location)* Our highly successful competition team members have won top awards throughout the region and across the nation! By starting with the best dance instructors available, offering leading edge choreography, providing excellent practice facilities, developing clear communication processes for the team families, and encouraging the team members to be their best, Miller Street has created an environment unmatched in our region! *Add an additional \$25/month to total monthly tuition*

## Performance Company

*(Baxter Location)* The Performance Company develops elite, well-rounded dancers by providing a strong technical foundation in ballet, tap, jazz, lyrical/contemporary, and acrobatics, while nurturing their artistry and preparing them for future opportunities in dance and performance. The program offers flexible scheduling to accommodate a variety of interests and budgets, making it ideal for dancers who want to explore other activities or fully commit to their training. *Add an additional \$25/month to total monthly tuition*

## Troupe

*(Providence & Baxter Location)* This program offers local dance opportunities without the cost and travel requirements of a competition team. Dancers train in one weekly class of either jazz, hip hop, and one weekly choreography class. Members perform in the styles of jazz/hip hop and pom at parades, the Spring Debut performance, dance-a-thons, and recital. *Add an additional \$25/month to total monthly tuition*

# More Than Dance

You're invited to join the Miller Street Dance Academy Service Society.

MSDA is committed to community service. We believe that strong dance technique, good grades, and service to our community build self-esteem in our dancers. A small percentage of our students will make dance a career, but 100% will become citizens.

There are many ways to participate in our Service Society:

- Donate to our Year-Round Projects
- Donate to another student's project
- Sponsor a project

Any Miller Street dancer can join the Service Society. All you need is an open mind, an open heart, and open hands. Visit the Service Society page on our website for more details, including project applications and current projects you can contribute to.

[Host a Service Project – Form](#)

Explore year-round and current student projects by visiting our website.

## Dancers Against Cancer

The Dancers Against Cancer (DAC) Foundation is a nonprofit organization that creates an alliance in the dance community to provide financial support and inspiration to dance educators, choreographers, dancers, and their families impacted by cancer. Our own Miss Michelle is a DAC Ambassador, which allows her to travel the country raising cancer awareness and funds for DAC. MSDA is a proud DAC Hope Studio.

## Honorable Dancers

- MSDA recognizes students who turn in report cards with all A's and B's.
- Students are recognized at the end of the year and receive an award for their achievement.
- Stop by the office and turn in a copy of your report card, or email it to
  - Providence: [reportcard@msdadance.com](mailto:reportcard@msdadance.com)
  - Baxter: [reportcard@msdadance.com](mailto:reportcard@msdadance.com)

by May 1st (this can be any report card received during the school year) to become an MSDA Honorable Dancer!

# Dress Code

## General

Modesty: No midribs. Tights are required with leotards and thighs should be covered. Students may elect to wear shorts over top of their leotards, but tights must still be worn underneath.

Hair: Pulled off the face. Ballet requires a bun. Hair color must be natural.

Jewelry and piercings: Only simple earrings in earlobes for girls. Remove all other piercings.

No tattoos allowed, no exceptions

Tights: Available in shades matching a range of complexions from the office.

Shoes: We sell the Eurotard A1062 turn shoe and the Hip Hop/Funk sneaker through MSDA; other shoes should be purchased elsewhere (similar styles okay if colors match).

## By Class

Acro and Modern: Barefoot.

- Girls: Any color leotard and tights; ballet skirt, shorts or leggings optional. Use footless, stirrup, or convertible tights.
- Boys: Athletic shorts or pants, t-shirt of any color

Ballet (Pre-Ballet & Ballet I–V): Split-sole ballet shoe (Weissman W300, Bloch S0625L, or similar). Students are not permitted into class if they are not dressed in proper attire.

- Girls: black leotard, pink tights, pink ballet shoes; skirts with instructor approval; girls may wear black sports bra if needed. Tights must be worn over feet; no jewelry. Hair must be secured neatly in a bun.
- Boys: white fitted tee tucked in, black shorts or pants, black split-sole ballet shoes.

Broadway Heels: 1.5" character heel in Tan/Caramel (Weissman B110, Bloch S0379 Tan, or Capezio 550 Caramel). Any color leotard and tights; ballet skirt, shorts or leggings optional.

Tap & Ballet Combo:

- Girls: Any color leotard and tights; ballet skirt optional; pink full-sole ballet (Weissman W400, Body Wrappers 201C, or Capezio 212C). Caramel tap (Weissman W2600 or Capezio 3800).
- Boys: Black jazz pants, t-shirt of any color, black ballet and black tap shoes.

Hip Hop/Funk: Ultra Vibe Dance Sneaker W375 via MSDA. Streetwear is fine with covered legs (sweatpants, leggings, t-shirts permitted). No midribs.

Jazz & Tumble / Jazz Hip Hop: Tan turn shoe (Bloch S0609 or Eurotard A1062).

- Girls: Any color leotard and tights; ballet skirt, shorts or leggings optional.
- Boys: Athletic shorts or pants, t-shirt of any color

Jazz / Lyrical / Contemporary / Musical Theater / Poms: Tan turn shoe (Bloch S0609 or Eurotard A1062).

- Girls: Any color leotard and tights; ballet skirt, shorts or leggings optional.
- Boys: Athletic shorts or pants, t-shirt of any color

Pre-Pointe / Pointe: Properly fitted and sewn pointe shoes. Black leotard, pink tights; skirt with instructor approval. Students must be in proper attire to enter class.

Tap (non-combo): Caramel tap shoes (Weissman W1600 or Capezio CG19).

- Girls: Any color leotard and tights; ballet skirt, shorts or leggings optional.
- Boys: Athletic shorts or pants, t-shirt of any color

Tumbling: Barefoot.

- Girls: Any color leotard and tights; ballet skirt, shorts or leggings optional. Use footless, stirrup, or convertible tights.
- Boys: Athletic shorts or pants, t-shirt of any color

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## Recital

Location of Recitals: The River Place, 1420 Convention Center Drive, Fort Mill, SC 29715

### General Recital Information

Recital Fee: The annual recital fee is \$65 for the first student and \$30 for each additional student. Payment is due February 1, 2027. The fee includes a downloadable recital video, covers auditorium costs, and allows students to invite unlimited guests (no ticket sales). If your dancer withdraws after February 28, 2027, the recital fee is non-refundable.

Opting Out of Recital: Students must participate in recital for all their classes or opt out entirely—they cannot choose to perform in some classes but not others. If your student will not participate in the recital, you must notify MSDA in writing by September 30, 2026. Send notice directly to Ms. Michelle. Students enrolled in Acro classes are required to participate in the recital.

MSDA is not responsible for lost or stolen items at the recital.

Dates: Please see below for recital dates.

## Costumes

Costume Fees: Costume costs are approximate and may change. If you change your schedule, your costume and fees may also change. The costume fee includes the bag, costume, headpiece, tights, and tax. **Note:** If your dancer doesn't have the correct tights at recital—or if tights tear—we will replace them and charge the card on file.

- Tap & Ballet Combo classes perform both tap and ballet numbers but have only one costume. Exception: The 2.5–3.5 Combo performs only a ballet number.
- Tumbling (ages 3–6) and Pre-Pointe classes do not participate in recital and have no costume fee. Jazz & Tumble will have a jazz costume for recital. All other classes have one costume per class.
- Male dancers in co-ed classes: The teacher will discuss recital attire with parents.
- Classes added after October 1, 2026, may require an additional costume purchase. If you drop a class after October 1, 2026, you are still responsible for the costume fee.

Payment Due Date: Costume fees are due October 1, 2026. You may pay deposits toward your balance at any time before the due date, or we can set up a payment plan.

E-payment Accounts: Costume fees will be charged to the card or bank account on file unless you arrange an alternative payment method. Charges will be processed between October 15–18, 2026.

Costume Distribution: Dancers will receive their costumes during Spring Parent Observation Week (see page 6 for dates). This is a great opportunity to see your dancer in costume and video the recital routine. Please do not post these videos on social media. All alterations will be done in-house for recital participants only. If you've dropped the class, no alterations will be provided. DO NOT wash costumes!

Refunds: Costume fees are non-refundable for dropped classes, studio withdrawals, MSDA terminations, or decisions not to participate in recital. Students who withdraw after purchasing a costume may pick it up April 12–17, 2027. Unclaimed costumes will be donated.

Your email and phone number will be sent to our photographer one week before Picture Week. They'll send a link with your dancer's proofs. Purchases are optional unless you want to use a photo in a program book ad.

## Costume Fees

Providence Location	Amount
All Combo classes, 3-6 Jazz & Tumble/5-6 year old Jazz Hip Hop + 4-6 Poms	\$128.10
All 6-8 year old classes + 5-8 Acro	\$138.78
All 7-10 year old classes	\$138.78
All 9+, 9-12, 10+, 11+ & 11-12 year old classes	\$140.91
All Teen classes	\$140.91
Pre-Ballet, Ballet I-V (Pointe uses same costume as Ballet IV)	\$141.98

Baxter Location	Amount
All Combo classes, 4-6 Jazz & Tumble/5-6 year old Jazz Hip Hop	\$128.40
All 6-8 year old classes	\$139.10
All 7-10 year old classes	\$139.10
All 9+, 9-12, 11+ & 11-12 year old classes	\$141.24
All Teen classes	\$141.24
Pre-Ballet, Ballet I-V (Pointe uses same costume as Ballet IV)	\$142.31

## Recital Dates: 2026–2027 Dance Season

*Dates and times subject to change*

Providence			Baxter		
Mon Classes	Sat, June 5, 2027	9:00am	Mon Classes	Fri, June 4, 2027	6:30pm
Tue Classes	Sat, June 5, 2027	12:30pm	Tue Classes	Tue, June 1, 2027	6:00pm
WedClasses	Sat, June 5, 2027	4:00pm	Wed Classes	Wed, June 2, 2027	6:00pm
Thu Classes	Sun, June 6, 2027	12:00pm	Thu Classes	Thu, June 3, 2027	6:00pm
Fri Classes	Sun, June 6, 2027	3:30pm	Fri Classes	Fri, June 4, 2027	4:00pm
Sat Classes	Sun, June 6, 2027	5:00pm	Sat Classes	Fri, June 4, 2027	4:00pm

# General Policies

## Anti-bullying Policy

Purpose: Our dance studio is committed to creating and maintaining a sanctuary where peace, passion for dance, and mutual respect are paramount. We believe every individual has the right to learn and grow in a safe and supportive environment free from intimidation, harassment, and bullying.

Definition of Bullying: Bullying constitutes any repeated, intentional behavior that causes physical, emotional, or psychological harm to another individual within the studio. This includes, but is not limited to:

- Verbal abuse, such as name-calling, teasing, or making derogatory remarks.
- Physical aggression or intimidation, including unwanted physical contact or threatening gestures.
- Social exclusion or manipulation.
- Cyberbullying through digital platforms, such as social media, text messaging, or emails.
- Any other behavior that disrupts a student's ability to learn and feel safe in the studio.

Repercussions: The repercussions for bullying will be taken very seriously and can include the following progressive steps, depending on the severity and frequency of the behavior:

1. Verbal warning and discussion with the involved parties to mediate and resolve issues.
2. Written warning delivered to the parents/guardians outlining the behavior and future expectations.
3. Mandatory meeting with the student, parents/guardians, and studio director to discuss the behavior and potential consequences if it continues.
4. Suspension from classes and studio-related activities for a period determined by the studio director.
5. Permanent expulsion from the dance studio in cases of severe or unrepentant bullying.

Reporting and Addressing Bullying: We encourage all students, parents, and staff to report any instances of bullying immediately to the studio director or a trusted teacher. All reports will be taken seriously and investigated promptly and discreetly. Confidentiality will be maintained to the greatest extent possible.

We will work together with all parties involved to find a resolution that supports the victim, holds the perpetrator accountable, and maintains the integrity of our studio's safe and welcoming environment.

Commitment to Prevention: Our studio is committed to preventative measures through regular education on the impact of bullying, promoting a culture of kindness and inclusivity, and fostering open communication between students, parents, and staff. Together, we can ensure our studio remains a place where every dancer can thrive and pursue their passion for dance without fear or reservation.

## Medications & Emergency Care

- If a dancer requires an emergency medication/device, place it in a labeled baggie with clear instructions and two emergency contacts. Keep it on the dancer (in a clear bag) or in the classroom during class.
- MSDA does not carry medical insurance and does not provide medical diagnosis or treatment. Staff respond to emergencies only.

## Student/Parent/Teacher Relations

Contacting Instructors: Instructors can be reached via email. All email addresses are listed on the MSDA website (About / Our Staff). Please don't try to catch an instructor between classes—their schedules are very tight.

Social Media: Follow us on Facebook and Instagram to stay up to date with the latest MSDA news. To maintain a positive environment, we kindly remind families and students that negative comments posted on social media may result in account termination with no eligibility for refunds.

Phone Calls: You may leave a message for a teacher at the studio. Due to varied work schedules, email is best.

Misconduct in Class: Our priority is to provide a safe, respectful, and positive environment for all dancers. Mutual respect between students and instructors is essential for a productive classroom experience. If misconduct occurs, teachers will address the issue in the classroom. If the behavior continues, the dancer may be asked to sit out or temporarily leave the classroom. The teacher will follow up with the dancer after class. Dancers are not permitted to leave the building if asked to step out—they must remain on studio premises for the post-class discussion with their instructor. If this type of behavior occurs, parents will be contacted. We believe collaboration between parents and teachers is essential to maintaining consistent expectations and ensuring appropriate discipline.

Opening Class Doors: Please respect our instructors. All classes are closed sessions. Do not open the door during class. When class is over, the instructor will open the door for the next class to enter and students will exit to the lobby.

Winter and Spring Parent Observation: Parents will be invited to attend and watch the entire class.

Emails from Studio: All registered accounts will automatically receive email updates and alerts from the studio. You can update your email address through your parent portal. Please pay attention to email communications. MSDA will use email to share Handbook updates, changes to procedures or guidelines, and other important information during the year.

## Personal Belongings

Labels: Please label all shoes, dancewear, dance bags, coats, etc. with the students first and last name. Please write your dancer's name on the bottom of their shoes. If not labeled properly, teachers will write your dancers first and last name on their shoes during the first few weeks of classes. If the item left behind is properly labeled, the studio will attempt to contact the parent and hold that item in the "pick-up drawer" located in the studio office. 2.

Lost & Found: Each location has a "Lost & Found." Items will be donated monthly and when the bin becomes overfull. Please check these bins regularly. MSDA is not responsible for lost or stolen items

## Preparing for Class

- Dancers should enter the studio fully dressed for class with their hair properly pulled back (bun for Ballet) and proper dance shoes on. Please do not wear street shoes in the dance rooms. Dance bags may be brought into the room or left in the cubby area.
- Combo classes (preschool through age 6) should wear tap shoes when entering class each week. Please put ballet shoes in a dance bag to bring into class. Label your child's shoes and bag with their name. Teachers will help dancers change shoes during class.
- Please ensure all cell phones, smart watches, and electronic devices are left in dancers' bags with ringers and sounds set to silent.

## Parent Portal

You can access your studio account through the parent portal or the MSDA App. From there, you can register for classes, send messages to the studio, view and print your registered classes, submit absences, check makeup class eligibility, update your payment information, make payments, and more.

# Studio Etiquette & Safety

## Lobby and Hallways

- Keep all **hallways clear** per Fire Marshal regulations.
- Families may wait in the lobby or homework area only.
- **Please exit the building once your dancer's class begins** to reduce crowding.
- No horseplay, running, or acrobatics in halls or waiting areas.
- Food and drink are permitted only in the homework area.
  - Be allergy-aware: no nut products are allowed on MSDA premises.
  - MSDA cannot guarantee a completely allergen-free environment.

## Homework & Snack Area

A quiet space for students waiting between classes.

- **Quiet:** Please respect others who are studying.
- **Proper:** Sit appropriately; do not stand or climb on counters or furniture.
- **Neat:** Pick up after yourself.
- **Food & Drink:** Only clear drinks (water, clear Gatorade, etc.) are allowed. Notify the front office immediately if a spill occurs. No food or drinks—except water bottles—are permitted in studios. Healthy snacks encouraged; nut products prohibited.

## Class Transitions

Students in back-to-back classes that switch studios will be escorted by staff members.

## Lobby Supervision Between Classes

- Students age 7 and older taking multiple classes on the same day may remain inside MSDA unattended between classes *only if* a parent or guardian signs the Acknowledgement and Release for Unaccompanied Class Transition (available in the office or [online](#)).
- If you choose to leave your student unsupervised: They may not leave the building for any reason.
- If you choose not to sign the form: You must pick up your student between classes or remain with them.

## Drop-Off and Pick-Up

- **Drop-off:** Park and walk your dancer inside.  
Students **7+** may arrive up to **5 minutes before class** and must be picked up promptly.
- **Pick-up:** Happens **outside** at the lower lobby doors.
  - Late pick-up fee: \$1 per minute.
  - Students are not released to siblings under age 16.
- Students **under 7** may not be left unattended anywhere in the building.
- No students should wait or hang out in the parking lot without a parent present.

## Leaving the Studio / Unsupervised Dismissal

- Students **under 18** may not leave MSDA unattended without parent authorization.
- To allow a dancer **age 11-17** to leave unaccompanied (including between classes) or to permit a **student driver under 18** to drive to and from MSDA, parents must sign the **Unsupervised Student Dismissal Authorization and Release**, available [online](#) or in the office.
- Families who choose **not** to authorize unsupervised dismissal must ensure their student understands that they may not go outside the building alone at any time.

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## Attendance, Make-ups, & Cancellations

### Illness

Keep dancers home if they have any of the following: Unexplained/Undiagnosed pain, fever, vomiting, unexplained rash, suspected lice, green runny nose, severe cough or wheezing, infected eyes/skin, severe itching, diarrhea, or symptoms of a communicable illness (including Covid-19 per CDC definition).

### Absences & Make-ups

Missing Classes: Missing 2+ consecutive weeks? Contact the office so we can notify teachers.

Excessive Absences: May result in removal from a recital dance at the teacher's discretion (no refund).

### Make-up Classes:

- No refunds for missed classes due to absence or studio closure.
- Make up in an age-appropriate class through May 30.
- Can be in a different style than what the student is taking.
- Schedule through the office.
- Not available during Parent Observation Weeks or Picture Week.
- Students must schedule make-up classes at the location where the original class was missed.

## Inclement Weather

We'll update the phone greeting, email registered accounts, and post on social media.

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## What to Expect Your First Week of Class

1. The halls are very crowded during the first few weeks of classes. This will settle down soon.
2. There's a lot of class switching as families adjust to the new schedule. Please be patient. Classes often need to shift at the same time so dancers can attend all their subjects.
3. Like school, the first few weeks focus on review. This helps everyone get comfortable with new classes and teachers. It also allows teachers to evaluate students and ensure they're in the right level.
4. If your dancer is placed in a class that isn't the right fit—don't worry—we'll find a better match!
5. Parking is the #1 complaint at dance schools nationwide. Unfortunately, this can't be helped. Please drive carefully and watch for children!
6. Arrive on time with your dancer dressed and ready to dance.
7. Please keep the hallways clear. Dancers will be released in the lower lobby area for pick-up.
8. It's normal for our youngest dancers to have some tears or anxiety during the first few weeks. Teachers are trained to get children focused quickly. It's not uncommon to have a few dancers needing extra comfort during the first month! The best way to help your child succeed is to reassure them they're going to have fun, then leave

quickly and make sure the door is closed. Please keep noise down in the hallways, and don't let siblings open or knock on the door—this distracts the dancers.

9. Please have all dancers use the bathroom before class. Teachers will take them during class if needed, but this can be disruptive. All young combo students should wear a pull-up if they're not potty-trained.

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## Summer Programs

### Summer Technique/Drop-in Classes (ages 5+)

Flexible summer classes for ages 5+. Pay per class, improve technique, and try different styles. Weekly schedules posted online. Open to both returning and new students.

### Ballet Intensives

Ballet Intensive develops technique through focused training with personalized feedback. Placement evaluation required.

### Dance Camps

Dive into our action-packed 4-day camps! From dance and tumbling to arts and games, children experience a vibrant mix of activities in age-appropriate groups. Each day brings new adventures, creative expression, endless fun and DANCE!

### Sessions

Our four-week summer sessions offer structured weekly classes perfect for beginners, skill maintenance between seasons, or simply having fun! For ages 2.5-6.5

# Forms

*\* Required*

## [\\*Lobby Supervision](#)

This form is required for all MSDA students and must be completed before children age 7 and up can be unaccompanied between classes

## [Student Participation Waiver](#)

This form lets your child participate in MSDA's in-person classes and events while acknowledging the risks

## [Dismissal Form](#)

Parents of children 11 and older may authorize their child to leave MSDA on their own

## [Bring a Friend Waiver](#)

This form allows a guest to participate in an MSDA class during our "Bring a Friend Week"

## [Withdrawal Form](#)

This form is used to officially notify MSDA that you wish to withdraw from the studio.

## [E-Payment Removal Form](#)

This form is to decline having a bank or credit card automatically drafted

## [Service Society Application](#)

Use this form for those wanting to host their own service project.