



*Under the auspices of the Dance Program at West Texas A&M University*

*Serving the Canyon community and families throughout the university and panhandle area.*

## **FAMILY HANDBOOK 2024-2025**

### **Vision Statement of WTAMU Dance Academy**

The WTAMU Dance Academy is committed to dance development through a creative, imaginative, and artistic experience while offering classes that enhance and engage in a safe and cultivating learning environment.

### **WT Dance Program Mission**

The West Texas A&M University Dance Program prepares students for the professional and academic worlds of dance in addition to the community enrichment of the performing arts. The dance faculty seek to inspire students to enhance their abilities according to their specific needs in the following skills: communication, management, performance, production, problem solving and research. The Dance Program promotes artistic freedom that strengthens the university and the community we serve.

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Facebook: [www.facebook.com/wtamudanceacademy](http://www.facebook.com/wtamudanceacademy)

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# WELCOME

Welcome to the WT Dance Academy Family!

We would like to personally welcome you to the WT Dance Academy. Thank you for registering your dancer for the 2024-2025 year. Our staff is excited to see your dancer in class! Each class is specifically designed with a curriculum that is age appropriate and instructed by dance majors that are currently pursuing their BFA degree in Dance from West Texas A&M University. WT Dance Academy is a 9-month program with classes beginning **August 26, 2024!**

Please review this handbook as it pertains helpful information for you and your dancer(s) prior to class start. Please feel free to contact the Academy office for any questions you may have. In terms of safety, the WT Dance Academy adheres to university guidelines, operates and takes preventative measures to help our staff and dance families stay healthy and safe. We know how important it is for your dancer to stay dancing and we will do everything we can safely in our studios while keeping them active and learning.

Thank you for choosing WT Dance Academy!

Dance Academy Staff

## **ACADEMY POLICIES / CODE OF CONDUCT / GENERAL INFORMATION**

1. Dancers are expected to behave respectfully and courteously toward WTAMU staff as well as each other. The Academy does not tolerate disrespectful behavior. We do not intend to have any problems, but if faced, the parent/guardian will be notified. This includes any form of bullying; the WTAMU Dance Academy has a strict no bullying policy. Inappropriate language and cursing will not be tolerated.
2. Dancers and their families must show respect for the property of others and for the facilities.
3. Theft, harassment, bullying, or vandalism to property – whether personal or otherwise will not be tolerated.
4. WTAMU is an alcohol, tobacco, and drug free environment. Use of such substances will not be tolerated at WTAMU Dance Academy or any other facility associated with the academy.
5. Dancers will bring all personal belongings and dance bags into the studios.
6. Social Media-we know our students use social media websites. Due to confidentiality, the WTAMU staff will not “friend” our dancers or family members on social media sites. Any communication that needs to be conveyed to our families will be through emails and phone calls. Dancers and parents are encouraged to “like” our WTAMU Dance Academy Facebook page, and follow Instagram which will be updated frequently.
7. No one may video tape or photograph activities at the WTAMU Dance Academy without the permission of the Academy.
8. WTAMU Dance Academy is not responsible for lost, stolen, or damaged items.
9. Older dancers are encouraged to apply deodorant before class and wear proper undergarments for dance.
10. If glasses are worn, please have them secure.

11. Please DO NOT wear your dance shoes outdoors. Street grime ruins the Marley flooring in the studios and ruins the shoes.
12. All Dancers must supply their own tape, scissors, band-aids, etc. The Academy has an emergency first-aid kit; however, we cannot supply these contents on a constant basis.
13. No jewelry should be worn for safety.
14. No food, drink, or gum is permitted in the studios. We recommend a closed container of water be brought to class labeled with dancer's name.
15. Bathroom breaks-For parents who have younger dancers, we ask that you please take them to the restroom before class begins.
16. In case of an emergency and a dancer must be taken from the class, please visit with the office or check out with the teacher before pulling your student out of class. Thank you for your courtesy on this matter. We try to keep a calm and focused atmosphere for all dancers in class.
17. All Dancers must be accompanied to and from the studio by a parent/guardian. WT Dance Academy is not responsible for any dancers outside of class times.

*Thank you for reading and adhering to our policies. Please know that as well as quality instruction, the safety of our students is extremely important to us. **Please check email and on a regular basis for any changes or important information regarding the Academy.***

**REGISTRATION**-Registration is on-going for new participants or dancers that would like to add a class. **The last day to make add or register for the 2024-2025 year is December 7 , 2024!** The academy office is open when classes are in session. The office is adjacent to Studio 154 and there is a non-refundable \$10.00 registration fee per student.

### **IMPORTANT DATES (subject to change) Holidays follow CISD Calendar**

**Classes Begin:** August 26<sup>th</sup>, 2024.

**Classes End & Last day to register/add a class:** December 7, 2024.

**Classes Resume:** January 6<sup>th</sup>, 2025

**Classes End:** May 2<sup>nd</sup>, 2025

**Dress Rehearsal for Recital:** May 3<sup>rd</sup>, 2025

**Recital:** May 4<sup>th</sup>, 2025

#### **Holidays/ No Classes:**

**September 2<sup>nd</sup>:** Labor Day

**November 25<sup>th</sup> – 29<sup>th</sup>:** Thanksgiving Break

**December 9<sup>th</sup>- January 5<sup>th</sup>:** Winter Break

**January 20<sup>th</sup>:** Martin Luther King Jr. Day

**March 10<sup>th</sup> – 14<sup>th</sup>:** Spring Break

**April 18<sup>th</sup>:** Good Friday

\*Registration is on-going until December 7<sup>th</sup>

**CLASS TUITION, FEES AND DISCOUNTS** – Tuition is paid online through the Ideal Logic link. This link can be found by going to the Dance Academy tab found at [www.wtamu.edu/dance](http://www.wtamu.edu/dance). Tuition may be paid for the full year (due August 26:, or in 7 installments due as follows:

August 26	November 4	February 3	March 31
September 30	December 2	March 3	

A late fee of \$15 is assessed on the account 5 days past the due date. If a participant withdraws from the academy before the year/semester/month ends, a refund will be issued back to the payee. Missed classes are not refundable and mid-period enrollment will be pro-rated. The academy is not set up for auto pay for those who opt to pay in installments.

### **Tuition**

#### **Annual Class Tuition August-April**

1 Class/Week	\$ 262.50
2 Classes/Week	\$ 393.75
3 Classes/Week	\$ 525.00
4 Classes/Week	\$ 656.25
5 Classes/Week	\$ 787.50

#### **Class Tuition if using the Installment Plan**

1 Class/Week	\$ 37.50
2 Classes/Week	\$ 56.25
3 Classes/Week	\$ 75.00
4 Classes/Week	\$ 93.75
5 Classes/Week	\$ 112.50

### **Fees**

Registration Fee is \$10.00 per participant enrolled due at the time of registration.

Costume Fee of \$65.00 per class be due with November 4<sup>th</sup> installment. Discounts don't apply to costumes.

Recital Fee is \$15.00 and will be due May 1<sup>st</sup>.

**A Late fee of \$15 will be applied five days past the installment due date.** Dancers will not be allowed to attend class if unresolved past due accounts extending more than two (2) consecutive installment periods have occurred and may return to class once payment arrangements have been made.

### **Discounts**

WT Faculty/Staff Discount – 10% tuition                      OR                      Sibling Discount – 10%  
Full Year Payment – 5% off

*The maximum discount available is 15%. WT Faculty/Staff and Sibling may not be combined.*

## ATTENDANCE POLICY

- Regular attendance is critical to the progress and development of each dancer. Please do your best to have your dancer on time. This becomes a safety issue for older dancers as the beginning of the class is devoted to warmup and preparation for the remainder of the class.
- All absences should be reported in advance, if possible, by contacting the office at 806- 651-2820 or [danceacademy@wtamu.edu](mailto:danceacademy@wtamu.edu). They will notify the teacher of the class.
- Missed classes are non-refundable.
- Dancers who are injured and wish to observe class must have written permission from their physician and to continue classes.
- Dancers who are ill should be resting at home and are not permitted to attend or observe class.
- Parent/Guardian listed on registration form must submit a letter of notice or email of withdraw to the office if you decide to leave the academy. You will be charged contracted tuition fees until proper notification is received.

**ATTIRE**-All students should come prepared with appropriate attire. All clothing and shoes should be marked with the student's name. ABSOLUTELY NO sweatpants, pajama pants, baggy shirts over leotards, or house shoes are to be worn during dance class. This is a safety issue. No ball caps. No street shoes are allowed on our dance floors.

## WT DANCE ACADEMY

### DRESS CODE

3- 5 year old	Ballet/Tap	Pink cap sleeve skirted leotard	Eurotard # 10467
		Pink tights	Eurotard # 215C-NR
		Pink leather full sole ballet shoe	Eurotard # A 2001 C
		Black tap shoe	Best fit/Velcro or elastic close
6-8 year old	Ballet/Jazz	Lilac cap sleeve leotard	Eurotard #44286 or
		Lilac tank leotard	Eurotard # 4489
		Pink tights	Eurotard # 251C-NR
		Pink leather full sole ballet shoe	Eurotard #A 2001 C
	Tap/MT	Black jazz shoe	Eurotard # A2054C or best fit
		Lilac cap sleeve leotard	Eurotard #44286 or
9+ year old	Ballet	Lilac tank leotard	Eurotard #4489
		Pink tights	Eurotard # 215C-NR
		Black tap shoes	Best fit/Velcro or elastic close
	Tap	Black jazz shoes	Eurotard # A 2054C or best fit
		Black leotard	Eurotard # 44527 or #4402
		Pink tights	Eurotard #251C-NR
Ballet	Pink ballet shoes	Eurotard split sole or best fit	
	Black leotard	Eurotard #44527 or 4402	
	Flesh tights	Eurotard #210-NR	
Tap	Black tap shoes	Best fit	

MT Dance	Black leotard Flesh tights Black jazz shoes	Eurotard #44527 or 4402 Eurotard #210-NR Best fit
Hip Hop	Black leggings Solid T shirt Black jazz shoes	Best fit Best fit/not overly baggie Best fit
Boys all ages    All genres	Black leggings or athletic shorts White T shirt Black ballet, jazz or tap shoe	Best fit Best fit/not baggie Best fit

**\*We strongly suggest that you purchase your dance attire at Razzle Dazzle at 3313 Bell St. Amarillo 806.351.0432. Returning dancers 9+ may wear a previously purchased black leotard or purchase new. It is VERY IMPORTANT that you have the correct shoe fit to protect the physical well being of your dancer. This is best accomplished through a professional fitting as provided by the Razzle Dazzle staff. Take advantage of the knowledgeable staff at Razzle Dazzle in purchasing your dancer's dance attire.**

**SPRING DANCE RECITAL-**Dancers enrolled at the Academy will have the opportunity to perform in our annual recital. This gives friends and family the chance to see the progress in a more formal setting with costumes. This performance is held in the Branding Iron Theatre on the WT Campus. A digital recital handbook will be given to each family in the spring prior to the recital. We strongly encourage participation in this performance as a fun, valuable part of the dance education process. **YOU MUST NOTIFY THE OFFICE IF YOU ARE NOT PARTICIPATING IN THE RECITAL UPON REGISTERING FOR THE CLASS.** Note: You must be enrolled by December 7<sup>th</sup> 2024, to participate. Costumes are not guaranteed for participants that register after the December 7th deadline.

**RECITAL COSTUMES-**Our costume fee for the spring recital is \$65.00 per participant for every class enrolled. The costume fee will be due with November installment. Costumes are chosen by the Academy Staff and are non-refundable.

**ANNOUNCEMENTS-**Email addresses are paramount to our communications, and we strongly request email addresses be provided and updated. Updates are also available on our social media platforms.

**LOST AND FOUND-**The Academy Staff are careful to collect lost and found items after each class. Please contact the office if you are missing any of their dance items. Unclaimed items will be discarded in May.

**PARKING-**Please observe designated parking spaces and drive patterns in WTAMU parking lots; park in provided parking spaces only. Absolutely NO parking in the drive-through area or circle drive.

**WEATHER-**If inclement weather demands, cancelled classes will be re-scheduled. If a class is cancelled by the academy, you will be contacted by phone and/or e-mail. The Academy makes every effort to make classes up as soon as possible. Updates will be posted on the WTAMU Dance Academy Facebook page. If a class is not cancelled but the weather is too bad for you to make it, please call our office so that we may make a note.

We ask that you please be safe and do not attempt to get to class if the weather is bad. The academy follows the closures of both Canyon ISD as well as WTAMU. If one of these institutions closes, the Academy will close as well. Safety is important to us and we will follow WTAMU's policy regarding tornados, fires and other events if they shall occur.

**ACADEMY CLASS SCHEDULE** (subject to change)-Classes take place on the WTAMU campus in Mary Moody Northen Hall Building, Studio 154 & 155 August-May. Please contact the academy office if you do not see your age group as we may be able to open up another class. **Classes are closed to our non-participants. An observation window is located in the Dance Foyer.**

All classes are 1 hour in length and held in Dance Studio 154 and 155 located in Mary Moody Northen Hall on the West Texas A&M University campus.

**Ballet/Tap 3-5yrs.** This popular combo class consists of fun, nurturing, engaging, movement exercises using basic steps to introduce dance terminology, all while encouraging creativity and group interaction. Two routines will be taught and presented in the Academy's annual recital in May.

**Ballet/Jazz 6-8yrs.** – This exciting combo class will focus on the fundamentals of ballet and jazz with more coordination and sequence-related technique exercises implemented at the appropriate level. Two routines will be taught and presented in the Academy's annual recital in May.

**Musical Theatre Tap 6-8 yrs.-** Embrace your inner Broadway star in this combo class while developing skills also in Tap Dance! Exercises that develop coordination and rhythm while improving timing and agility are the focus of this class. Two routines will be taught and presented in the Academy's annual recital in May.

**Ballet 9-12yrs** –Ballet is the foundation of all dance forms. This class will focus on terminology and classical technique in which develop coordination, strength, balance, proper alignment, and flexibility and an excellent experience. One routine will be taught and presented in the Academy's annual recital in May.

**Jazz 9-12yrs.**–An upbeat technique class focusing on leaps, turns, traveling and transitions steps. One routine will be taught and presented in the Academy's annual recital in May.

**Tap 9-12yrs.** –Tap is a popular genre of American theatrical dance distinguished by percussive footwork. Dancers develop a sense of rhythm and musicality and perform progressions to increase technical skills. One routine will be taught and presented in the Academy's annual recital in May.

**Musical Theatre Dance 9-12yrs.** –is a jazz-based class filled with Broadway style dancing and music. This high-energy class incorporates and explores presentational elements as well as learn one routine to be taught and presented in the Academy's annual recital in May.

**Hip Hop Dance 9-12yrs.-** This class is a fun, energetic and expressive dance genre using the latest dance moves set to age-appropriate hip hop music. One routine will be taught and presented in the Academy's annual recital in May

**Providing Feedback in terms of physical correction**-Physical correction is a part of dance education. Often times a teacher may need to correct placement by using physical touch. If you or your dancer are uncomfortable with this particular form of feedback, please inform the Academy office prior to class start.