

# Studio Policy Handbook

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Welcome To Our Dance Family



2025-  
2026

# Welcome to *L'Academie De Danse*

## Welcome to L'Académie De Danse

Founded in 1982, L'Académie De Danse has been committed to providing high-quality dance education to students of all ages. Our mission is to train each dancer to their fullest potential while fostering a lifelong love and appreciation for the art of dance.

## Artistic Leadership

Nora Parker, Artistic Director, brings a wealth of experience and passion to the studio. She holds a Bachelor of Fine Arts in Dance from East Carolina University, with additional training from North Carolina School of the Arts and Western Kentucky University. Nora graduated with top honors from the Dance Educators of America Training School in 1978 and is a proud Lifetime Member of Dance Educators of America. She began teaching dance in 1975 and has dedicated her life to sharing the joy of movement with generations of dancers.

Nora's complete resume can be found here:



## Certified Programs

L'Académie De Danse proudly holds certifications in:

- Acrobatic Arts
- Progressing Ballet Technique (PBT)

These programs enhance our training by providing safe, structured, and effective methods to support each dancer's technical growth and artistic expression.



**Ms. Nora Parker**

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# Meet Our Dance Teachers



## Ms. Erica Janak

Erica began her dance journey at the age of three at The Dance Academy in Newtown, PA, where she trained for fifteen years in ballet, tap, jazz, lyrical, hip hop, and modern. She joined the studio's competitive team at age seven and remained an active competitor through high school, performing jazz and tap solos, a tap duo, and numerous small and large group routines. Erica also discovered a passion for teaching early on — she became a student teacher at age twelve and worked with the younger dancers until her graduation.

After high school, Erica attended Mount St. Mary's University, where she earned her degree in Business Administration and stayed connected to dance by choreographing for the university's musical productions. She went on to complete her MBA at Norwich University in 2014 and currently works as a Senior Manager of Business Management at Thermo Fisher Scientific.

Erica returned to the studio in 2022 as a member of Ms. Nora's adult tap class and quickly rekindled her love of performing and teaching. She now teaches a variety of classes ranging from the 3–4 year old tap/ballet combo class to beginner adult tap. Erica brings a lifelong love of dance, technical experience, and a joyful, supportive teaching style to every class she leads.



## Ms. Kristen Carraway

Kristen Carraway's passion for dance ignited at the tender age of 10, and by 12, she enrolled at L'Academie De Danse, where she honed her skills in ballet and jazz under the expert tutelage of Ms. Nora. During her high school years, Kristen's passion for dance led her to assist Ms. Nora in teaching ballet, tap, and tumbling to young students. She continued to pursue her love for dance as a member of the dance team while studying Biology at Campbell University.

Kristen stepped back into the world of dance when she enrolled as an adult dancer at L'Academie De Danse in the summer of 2023, and she's been enthusiastically attending ballet, tap, and jazz classes ever since. This year, Kristen is excited to share her passion for dance with young dancers, inspiring them to work hard and pursue their dreams.



## Ms. Rachel Hall

Rachel brings over fifteen years of dance experience, with training in ballet, lyrical, jazz, and acrobatics. Her background also includes time in competitive gymnastics and all-star cheer, which contribute to her well-rounded movement skills.

She is a certified Acrobatic Arts instructor and has taught acro through summer camps, private lessons, and class instruction at L'Académie De Danse. Rachel focuses on teaching solid technique in a safe and supportive environment, helping dancers build flexibility, strength, and confidence in their acrobatic skills.

In addition to teaching, Rachel is pursuing a degree in Human Development and Family Science at East Carolina University and is enrolled in the esthetics program at Craven Community College. She looks forward to working with our students this season.

# Class Program Overview

At L'Académie De Danse, we provide quality, structured dance training for students of all ages and experience levels. Our goal is to foster strong technique, musicality, discipline, and a true appreciation for the art of dance—whether a student is dancing for personal growth, enrichment, or simply the joy of movement. Every dancer is encouraged to value the learning process and the artistry of dance, regardless of where their dance journey leads them.



## **Pre-Dance (Ages 3.5 – 9)**

A 1-hour or 75 minute combination class including ballet, tap, and acrobatics.

Focus:

- Developing attention span and classroom behavior
- Building body awareness and alignment
- Encouraging musicality and rhythmic skills
- This is a fun, well-rounded introduction to dance for our youngest students.

**Important Note:** All dancers must be fully potty trained and able to **independently** manage their own clothing, including leotards and tights. Dancers should be confident using the restroom **without** assistance during class time.

## **Pre-Jazz (Ages 7 – 9)**

A first introduction to jazz technique, geared toward students in or progressing from Pre-Dance.

Helps develop rhythm, energy, and basic jazz foundations.

## **Musical Theatre (Ages 7 & Up)**

Combines singing and dancing simultaneously to prepare students for performance opportunities. Students may be required to rent a head microphone for performances (approx. \$125).

## **Acrobatic Arts**

For students interested in acrobatics within a dance framework.

- Individualized instruction with proper safety progressions
- Dance classes are encouraged for students wishing to perform acrobatic routines
- L'Académie De Danse is an Acrobatic Arts Certified Studio ([www.acrobaticarts.com](http://www.acrobaticarts.com))

## **Performance Notes:**

- Recital participation for Acrobatic Arts is by invitation only
- All Acro students perform in our Acro Showcase each May/June
- A showcase fee (TBD) applies for the Acro Showcase

## **Progressing Ballet Technique (PBT)**

A specialized conditioning class using PBT methods to improve strength, flexibility, and core stability, supporting classical ballet training.

PBT will be offered once a week in a ballet class (alternating Ballet 2, Intermediate, Advanced, Adult). You can take additional PBT classes for a drop-in rate of \$20 per class

## **Pre-Pointe**

A conditioning and preparation class for dancers who are progressing towards pointe work, with a focus on building the necessary strength and alignment.

Pre-Pointe students must be enrolled in two 90-minute ballet technique classes in addition to pre-pointe

## **Technique Classes**

Classes in Ballet, Tap, Jazz, Pointe, Musical Theatre, and Modern are offered at multiple levels:

- Basic: For beginners with little or no technique training.
- Advanced Beginner: For dancers who have mastered basic technique.
- Intermediate: For more serious dancers training 3–4 classes per week, with prior experience.
- Advanced: For dedicated dancers taking 3–5+ classes per week who have progressed beyond intermediate level.

**Pointe Dancers:** Must take two 90-minute ballet technique classes per week to participate in pointe and be approved by Nora, to support safe and healthy progression. Please see Nora with any questions.

# Dress Code & Class Attire

Proper dance attire is required for all classes to ensure safety, promote discipline, and allow instructors to observe correct technique. Below is a detailed breakdown by class.

## Pre Dance (Ages 3.5-9)

- Leotard:** Black or Studio Approved Leotard (NO skirts or embellishments)  
**Hair:** Slick Backed Bun (use water/gel if needed)  
**Tights:** Ballet Pink Tights  
**Ballet Shoes:** Bloch Belle - Pink Leather Ballet Shoes (#S0227G)  
**Tap Shoes:** Bloch Tap-On Tan Tap Shoes (#S0302G)  
**\*\* Ms. Nora will size the students and order**



## Acrobatics

- Leotard:** Leotard with shorts or Unitard  
**Hair:** Pulled back away from face in ponytail or braid  
**Tights:** Convertible Tights



## Progressing Ballet Technique (PBT)

- Leotard:** Leotard with shorts or leggings  
**Hair:** low ponytail or braid, No Bun  
**Tights:** Convertible Tights  
**Shoes:** ballet or bare feet  
**Thick Yoga Mat & Yoga Ball (blown up) Required** (must be able to sit with legs at 90 degree angle)



## Technique Classes

- \*\* Ms. Nora will size the students and order**  
**\*\*Any Shoes not fitted by Nora - MUST BE APPROVED before worn in class**

## Ballet (Ballet 1, 2, Intermediate, & Adv)

- Leotard:** Black or Studio Approved Leotard  
**Hair:** Slick Backed Bun for all Ballet & Pointe  
**Tights:** Ballet Pink Tights  
**Ballet Shoes:** Pink Split Sole Ballet Shoes (See Nora - #S0258L)  
**\*\*Short Dance Shorts are optional**  
**\*\* May require performance shoes**



## Male Dancers

- Attire:** Black Pants or Shorts, solid color or LADD tee  
**Hair:** Long Hair pulled back  
**Ballet Shoes:** black  
**Tap Shoes:** black lace up tap Bloch Respect style preferred  
**Jazz Shoes:** suede soles preferred



## Tap (Tap 1, 2, Intermediate, & Adv)

- Leotard:** Black or Studio Approved Leotard  
**Hair:** Pulled back away from face in ponytail or braid (bun if ballet same day)  
**Tights:** Ballet Pink or Tan Tights (wear pink if have ballet on same day)  
**Tap Shoes:** **\*\*See Nora before Ordering to confirm**  
**Beginner/Intermediate: Tan Buckle #S0302L**  
**Advanced: Black Tap Flex Lace Up #S0388L**  
**\*\*Short Dance Shorts are optional**



## Adult Classes

- Attire:** Comfortable Athletic Wear (tights/leo optional)  
**Hair:** Bun for Ballet, pulled back away from face for Tap/Jazz  
**Ballet Shoes:** canvas or leather ballet shoes  
**Tap Shoes:** black lace up tap shoes - TapFlex preferred  
**Jazz Shoes:** suede soles preferred



## Jazz & Musical Theatre

- Leotard:** Black or Studio Approved Leotard  
**Hair:** Pulled back away from face in ponytail or braid  
**Tights:** Ballet Pink or Tan Tights (wear pink if have ballet on same day)  
**Jazz Shoes: Suede Sole Slip on Jazz Shoes**  
**\*\*See Nora for color (#JZ45A)**  
**\*\*Short Dance Shorts are optional**  
**\*\*Thick Yoga Mat Required for Stretching labeled with Name**



## Studio-Wide Dress Code Reminders:

- Hair **must** be secured off the face for all classes
- **Students without appropriate hair will be asked to sit out**
- **No bobby pins or scrunchies** — use ponytail bands (snap clips permitted if needed)
- **Yoga Mat Requirement:** Musical Theatre, Jazz, and all Technique students must bring their own thick yoga mat (clearly labeled with name); **studio mats will not be provided**
- **Water bottles:** Only spill-proof, closable bottles with water or clear drinks are allowed; label bottles with student's name (no takeout cups with straws)

# Attendance Policy

**Regular attendance is essential for student progress and for building a cohesive, supportive class environment. Excessive absences impact both the individual dancer and their class as a whole.**

## General Expectations:

- Dancers are expected to attend class regularly and arrive on time.
- If a dancer will be absent, please notify the studio by call, text, or email before class
- Late arrivals or leaving early are disruptive and discourage team spirit
- Students must arrive dressed appropriately with their hair properly secured, or they will be marked tardy

## Tardy and Early Departure Policy:

2 Tardies = 1 Absence

2 Early Departures = 1 Absence

Students arriving after class starts or not fully ready (hair not up, not dressed) will be considered tardy



## Spring Show Attendance Requirement:

To be eligible to perform in the Spring Show:

- Dancers may not exceed 9 absences per class for the entire season
- September - December - maximum 4 absences
- January - May - maximum 5 absences

Attendance will be reviewed leading up to the performance, and students exceeding the limit may be ineligible to perform

## Holiday & Studio Closures:

Classes will not be held on the following dates:

- Labor Day: Monday, September 1
- Halloween: No classes after 6pm on 10/31
- Thanksgiving Break: November 25-30
- Christmas Break: December 8 - January 3
- Easter Break: April 3 - April 9
- Memorial Day: May 25<sup>th</sup> (pending)

## Weather & Make-Up Classes:

No make-up classes are provided for holidays or weather-related closures

- In case of inclement weather, updates will be sent via email
- Optional make-up classes may be scheduled—please contact Nora to arrange
- If a class is canceled due to instructor illness or emergency, a substitute will be provided when possible



# L'Academie De Danse Communication



## Email

We communicate with parents primarily through email; PLEASE make sure you check your email for updates weekly.

You will receive emails from:

- [lacademiededanse@gmail.com](mailto:lacademiededanse@gmail.com)
- [no-reply@app.classmanager.com](mailto:no-reply@app.classmanager.com)

Please verify both emails marked as safe or added to your contacts so they do not go to spam.



## Phone

Call or text Ms. Nora at 252-521-3399

- If you text her, please follow up with a phone call or email



## Social Media

- Facebook: <https://www.facebook.com/LAcademieDeDanseNoraParker/>
- Instagram: <https://www.instagram.com/lacademiededanse/>
- Some announcements and reminders will be posted on social media occasionally



## Portal

From the ClassManager Portal you can access your:

- Account Balance
- Class Schedule
- Announcements
- Pay Your Balance
- Shop for Recital Needs

Portal can be accessed: <https://app.classmanager.com/portal/l-academie-de-danse/login>

A portal app is available as well: Search Class Manager Portal in your app store

- Parents should check the portal for their account balance BEFORE asking
- Tuition invoices will be posted on the 15<sup>th</sup> of each month for the next month
- The system will automatically add a late fee after the 10<sup>th</sup> of each month
- Payments made online through the portal will have a convenience fee added (save money by paying with cash or check in studio prior to the 10<sup>th</sup> of each month)
- You can save your payment method with "Link" in Class Manager
- Portal will not allow us to split partial payments with one payment (so payment may show as multiple entries if paying by cash/check/zelle)
- Shop items must be paid online unless entered by staff



## Office Hours

Kelly will be in the office:

Monday: (pending)

Wednesday: (hours pending)

Tuesday: 7-9pm (pending)

Thursday: 5-9pm (pending)

\*\*Office Hours Subject to Change\*\*

# Tuition Payment Policy



## General Tuition Info

- Tuition is calculated based on 10 equal monthly payments, beginning in August and ending in May.
- Tuition is not prorated for holidays, absences, vacations, or months with fewer classes. Months with five weeks of classes come at no extra charge.
- Returning students are responsible for all 10 payments, regardless of start date.
- New students enrolling mid-year will pay for the month they begin and half of the monthly fee for August tuition.

## Payment Schedule

- 1<sup>st</sup> Payment Due: at Registration (by August 19th)
- 2<sup>nd</sup> Payment Due: by September 10th
- 3<sup>rd</sup>-10<sup>th</sup> Payments Due: on the 1st of each month (October - May)  
Past due after the 10<sup>th</sup> of the month

**Late Fee:** \$10 per month for late payments.

Late fees are cumulative and will continue to accrue monthly.

**Policy:** Classes will be discontinued if tuition falls more than **one month behind**.

## How to Pay

- You may pay the entire amount of tuition, pay in 1/4, or make 10 monthly payments. Rates below are based on 10 monthly payments.
- Cash - in an envelope with your dancer's name on it and what you are paying for
- Check - include dancers name and breakdown of payment on memo line or on envelope
- Zelle - send Zelle through your bank to Nora Parker (252)521-3399 or using QR code - include dancers name and payment breakdown in memo
- Credit Card - via online portal - includes approximately 4.5% convenience fee

### RETURNED CHECK FEE:

- Returned check fee is \$40 and re-payment will be due immediately
- The studio will not hold post-dated checks

### CREDIT CARD ON FILE

- You may choose to have a credit card on file in Class Manager
- Charges will automatically be taken out for tuition on the 1<sup>st</sup> of the Month
- Charges for fees will be taken out

## Tuition Breakdown

- Tuition is based on the longest length class that the student takes
- Longest Class = 1.5 hours, tuition is \$80/mo
- Longest Class = 1.25 hours, tuition is \$75/mo
- Longest Class = 1 hour, tuition is \$70/mo
- Longest Class = 45 min, tuition is \$65/mo
- The second class is \$40/mo
- The third and following classes are \$30/mo each

### SIBLING/PARENT DISCOUNT

- First sibling is at regular price, additional sibling tuition is discounted by 10%, see Kelly



# Fees Policy

## Performance, Recital, & Other Fees

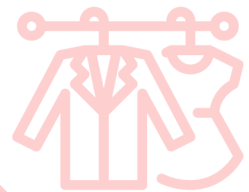


### Registration Fee

- \$40 per Family
- Due at time of Registration

### Costume Fees

- \$30 per routine due by October 10th
- Balance due November 10th
- Late fee of \$20 per costume after November 10th
- After December 10<sup>th</sup>, Costumes will not be ordered unless still in stock by vendor
- If a student drops out of a class after costumes are ordered, the costumes become property of the studio



### Recital Fee

- Estimated \$130
- Due May 10th
- We suggest paying \$13 per month for your ten payments to avoid a large final payment
- Overpayments & Underpayments will be calculated in the Spring once we have recital costs
- In order to keep the extra rehearsal date on June 5<sup>th</sup> and keep fees low, we need sponsorships so we do not have to raise the fees. Please help us reach our goal of approximately \$6000 in sponsorships. See studio for sponsor form.



### Mic Fee

- Musical Theatre Students will pay a Head Mic rental fee
- Fee is \$125 and due on May 10th
- Fee will be adjusted or credited once final quote from rental company has been received



### Acrobatic Showcase Fee

- Acrobatic Arts students will participate in a showcase in the Spring
- Fee is TBD (budget \$30-\$50) and due on April 10th

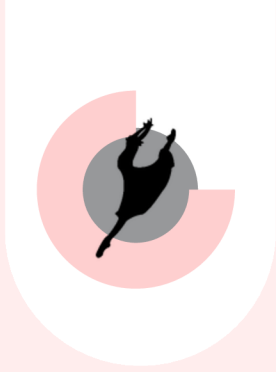
### Private Lesson Fee

- Private Lessons are \$65 per hour for students enrolled in L'Academie De Danse
- Non-enrolled students pay \$75 per hour for private lessons



### Drop Procedure

- Parents are required to give written notice when dropping a class
- Tuition must be paid for one month following withdrawal
- Costumes are the studio's property until after the recital, at which time you can have the option to pick up if paid in full.



# General Studio Expectations

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## Studio Attendance & Conduct:

- Classes begin Monday, August 19, 2024. Tuition starts in August for all returning students, and also covers the final month of June.
- Punctuality is expected. If you cannot attend class, please notify us by call, text, or email in advance.
- Respectful behavior is required at all times—toward instructors, classmates, and staff.

## Food, Drink & Cleanliness:

- No gum, candy, or food is allowed in the studios.
- Water only is permitted in dance rooms, in a spill-proof bottle with a screw-on lid (no fast food cups or straws).
- Dispose of all trash properly. Empty bottles and large trash items should be thrown away outside the studio.
- Outdoor eating only (weather permitting). Please clean up after yourself.

## Personal Care & Hygiene:

- No lotions, oils, or powders before class—these make floors slippery and dangerous.
- Jewelry is not permitted during class (small stud earrings are acceptable).
- Maintain personal cleanliness. Dancers must arrive in proper attire, clean shoes, and hair secured as required for their class.

## Safety & Facility Use:

- No smoking or vaping inside or around the building.
- Personal belongings are your responsibility. L'Académie De Danse is not responsible for lost, stolen, or damaged items.
- The studio is not responsible for illness or injury, though we take every precaution to ensure a healthy environment.

## Lost & Found:

- Label all items that you bring with you & Check the lost and found cubby regularly.
- All unclaimed items will be donated twice a month on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday.
- Yoga mats left at the studio will be donated, or become studio property.

## Important Reminders:

- **Class Withdrawals:** If you choose to drop a class or leave the studio, written notice is required and must be signed by Ms. Nora. Tuition charges will continue until formal notice is received.
- **Update Your Information:** Please notify the office of any changes to your address, phone number, or email.
- **Medical Notes:** Inform instructors of any relevant medical conditions (e.g., asthma, allergies, ADHD, etc.).
- **Stay Informed:** Always read posted notices in and around the studio and check your email

# Studio Expectations



At L'Académie De Danse, our goal is to share the joy of dance while instilling discipline, respect, and teamwork in all dancers.

## **Students are expected to:**

- Show respect to teachers, classmates, and themselves at all times.
- Be on time, prepared, and ready to work hard.
- Students must bring a charged recording device to class (for applicable classes) to record combos or corrections.
- Practice outside of class using class recordings.
- Teachers will review recorded work; dancers who do not practice may be asked to move to a lower-level class.
- Work as a team—success comes from group effort, not just individual progress.
- Embrace feedback as a tool for improvement.

## **Parents are expected to:**

- Support their dancers' progress by promoting good attendance, punctuality, and respectful behavior.
- Refrain from disruptive behavior during Parents' Week—this is your opportunity to observe quietly.
- Step outside for phone calls during class.
- Keep talking and distractions to a minimum, as it is a distraction to class.
- We expect parents to help reinforce proper behavior and studio expectations. This includes helping students arrive on time, dressed properly, and with a positive attitude.
- Students who do not attend class regularly miss valuable instruction and impact their classmates. Frequent absences are not acceptable.
- If you have a concern, we are happy to discuss it privately at an appropriate time. We are not able to address concerns while teaching or during class transitions.

## **Classroom Etiquette**

- No sitting, leaning on barres, or using cell phones during class—phones stay in bags unless recording is permitted.
- Phones out at inappropriate times will be collected until the end of class.
- Students must arrive dressed and ready with hair up—lateness and unpreparedness may result in being asked to sit out.
- Adult students: have fun, work hard, and enjoy your class experience!

# Recital Information

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## Dates to Remember

- 5/10 - Final Payments due
- 5/11-5/16 - Recital Parents Week
- 5/17 - Picture Day
- 6/5 - Rehearsal at Wright
- 6/6 - Dress Rehearsal at Wright
- 6/7 - Dance Recital at Wright Auditorium at 2pm



## Things to Remember

- ALL Dancers are expected to have a dedicated Female supervisor, guardian, or babysitter in the dressing room/backstage at the recital.
- NO Dads/Men backstage or in dressing rooms

## Backstage Responsibilities

- Every dancer must have a female adult present backstage or in the dressing room. This is non-negotiable for the safety and smooth operation of the recital.
- Little ones need help with costumes and guidance; older dancers need organized supervision and support.
- Once your dancer is able to get ready independently, you are required to assist with backstage responsibilities, such as props, lining up, running, or crowd control.
- If you choose not to work backstage, you must provide a female adult to fulfill those duties in your place.
- Also, please note: If you are handing out programs, you will be assigned a backstage task as well once that is complete.
- Sitting in the audience during the recital is a special privilege reserved for our Senior moms and everyone must contribute backstage to make the show run smoothly.



# 2025-2026 Calendar



## **AUGUST**

8/10 – Tuition Payment #1 Due  
8/12 – Dancewear & Shoe Fitting (5:30)  
8/12 - Orientation & Registration (7pm)  
8/18 – First Day of Class  
8/18-8/23 - Bring a Friend Week

## **SEPTEMBER**

9/1 – Labor Day – No Classes  
9/10– Tuition Payment #2 Due

## **OCTOBER**

10/1 – Tuition Payment #3 Due  
10/10 - Costume Deposits Due  
10/13-18 – Fall Break – No Classes  
10/26 – Winterville Fright Fest  
10/31 – No Classes After 6 PM

## **NOVEMBER**

11/1 – Tuition Payment #4 Due  
11/3-8 – Parents Week  
11/10 - Costume Balance Due  
11/24 – Studio Movie Night (Attendance Taken)  
11/25-29 – Thanksgiving Break – No Classes

## **DECEMBER**

12/8-1/3 – Christmas Break – No Classes  
12/1 – Tuition Payment #5 Due  
12/11 – Christmas Party  
12/13 – Winterville Christmas Parade  
12/13 - Lighting of the Christmas Tree

## **JANUARY**

1/1-1/3 – No Classes  
1/1 – Tuition Payment #6 Due  
1/5 – Classes Resume

## **FEBRUARY**

2/1 – Tuition Payment #7 Due  
2/16-21 – Parent Conferences – No Classes

## **MARCH**

3/1 – Tuition Payment #8 Due  
3/16-20 – Regular Classes (PCS Out)  
TBD – Carolina Ballet Trip - “Snow White”

## **APRIL**

4/1 – Tuition Payment #9 Due  
4/3-9 – LADD Easter Break – No Classes  
4/10 - Acro Showcase Fee Due

## **MAY**

5/1 – Tuition Payment #10 Due,  
5/10 - Recital Fee Due  
5/10 - Mic Fee for Musical Theatre Due  
5/11-5/16 – Parents Week & Picture Day  
5/17 - Picture Day (pending)  
5/25 – (Memorial Day - pending classes)  
5/29 – Acro Showcase (pending)  
TBD - Carolina Ballet Trip - “Beauty & the Beast”

## **JUNE**

6/4 – Last Day of Regular Classes in Studio  
6/5 – Rehearsal at Wright  
6/6 – Dress Rehearsal at Wright  
6/7 – Recital at Wright – 2:00 PM

# What Class Expects of You

From: *"The Ballet Companion: A Dancer's Guide to the Technique, Traditions, and Joys of Ballet"*

In today's world of instant informality and less than perfect manners, ballet class provides an oasis of true courtesy and dignity, a remnant of the royal decorum of the Baroque age. Studio etiquette may seem mysterious at first, but its importance soon becomes apparent. You are creating an environment conducive to learning, and you are physically demonstrating the esteem in which you hold your art, your teacher, and your fellow students.

Considerate, respectful behavior is expected. Courtesy is especially important for performing artists; putting a show on stage requires cooperation among directors, managers, performers, technical crew, and front-of-house staff. A performance is a complicated machine with a lot of moving parts, and politeness is the essential lubricant.

## Be on Time

Arriving late disturbs other students. Your teacher has carefully planned the class so that it builds on the exercises done at the beginning. Locate a spot at the barre before walking into the room, and take your place quickly and quietly. Do a few plies on your own to warm up.



## Be Neat

Keep your hair off your face and neck. Hair that moves is a distraction. It should be tight against your head so that you can spot freely. If it's long, fasten it securely in a bun or French twist. Ponytails and long braids are hazardous; they could smack you or someone else.

**A general rule:** Don't wear jewelry in the studio. It could fly off or stick someone, especially in a partnering class. Small stud earrings are allowed, but never dangling earrings, bracelets, or large necklaces.

## Be Clean

Respecting others means wearing clean clothes and sweet smelling shoes, and attending to your personal hygiene. Air out your shoes between classes. Shower before class and use antiperspirant or deodorant; keep some tucked in your bag as well. Avoid strong perfumes or cologne.



## Dress the Part

Follow the dress code. The intention is not to quash individuality but to enable the teacher to see clearly. Don't hide under layers of clothing. Wear clothes that show you are ready to take class. This not only sends a message to the teacher about your seriousness, it also sends a message to yourself. You will dance better if you are properly dressed for class.

## Pay Attention

You're there to work, so watch and listen, especially when the combination is given. Some teachers may not show it twice.

## Mind Your Manners

Dancers are ladies and gentlemen. They are polite. They don't lean against the wall or at the barre, and they don't sit down unless directed to do so. They wouldn't dream of chewing gum in class.

Rudeness to teachers or the accompanist is unthinkable in ballet; you could be dismissed from class or even expelled from the school.

Yawning, talking, whispering, or having private giggles with your friends counts as rudeness.



# What Class Expects of You

(continued)

## Stash Your Stuff

Your school may well be so honest that you can blithely leave your dance bag unattended in the dressing room. Sadly, that's not the case everywhere. Especially in big cities, your dance bag goes with you into the studio. Look for the pile of dance bags and place yours with it, making sure it is safely out of the path of dancers. In crowded, unfamiliar studios put it where you can keep an eye on it. (Bags should be zipped up).



## Do the combination as given, and do it in its entirety

If everyone is doing one thing and you've decided to "improve" it, it's not only a distraction, it's downright disrespectful to your teacher. There are exceptions: a teacher might ask more advanced students to do a combination on demi-pointe or to add beats. If there are steps you must modify because of a physical condition, speak to the teacher beforehand so it isn't a surprise to her.

## Always finish every combination.

Even if you flub it completely, the discipline of ballet requires that you finish it, and finish it with as much poise as you can. Sighing, making faces, or otherwise showing your frustration or other emotions is inappropriate.



## Know Where to Stand

The teacher may suggest a spot for you. Otherwise, find an empty place. You need to be able to extend your leg in grand battement as far as it can go, both front and back, without whacking the person next to you. If there isn't enough room, angle out when doing extensions.

If there are portable barres in class, **help set them up and remove them.**

When class moves on to center floor, the teacher may find a place for you in line. In some schools, the lines rotate when the combination repeats so that everyone gets a chance to check placement in the mirror. If the lines don't rotate, then the honor of standing in front usually goes to the best students; it means the teacher trusts you to be an example to others. Work hard for that honor.

When everyone lines up to dance across the floor, take your place in line and be ready to go. Know the right number of phrases or counts between groups so that you can start on cue.

## Drink Politely

Do drink before class starts and carry a water bottle - but the norms of the gym don't apply to ballet class. If the teacher allows it, you may drink from your water bottle between barre and center, but not between barre exercises and never while a teacher is giving a combination.

## Ask Permission to Leave

Even if you are suddenly taken ill, you should ask permission to leave the studio. Wandering in and out of the room is not allowed. If you absolutely must leave early, get the teacher's okay before class starts. Don't leave in the middle of a combination. Acknowledge the teacher by catching her eye and communicating your thanks with a silent wave, then leave unobtrusively."



## Studio Checkpoint



scan and complete after orientation

# Important Links



### Portal Login:

<https://app.classmanager.com/portal/l-academie-de-danse/login>



### Class Manager App:

#### **Android:**

<https://play.google.com/store/apps/details?id=com.classmanager.portal.android>



#### **Apple:**

<https://apps.apple.com/gb/app/class-manager-portal/id6448285175>



### Zelle Payments:

Search for: **Nora Parker**  
with phone number: **(252)521-3399**  
(do **NOT** use email address)

or use QR code:



zelle

### L'Academie De Danse Studio Website:

<https://www.lacademiededanse-noraparker.com/>



## Social Media



#### **Facebook:**

<https://www.facebook.com/LAcademieDeDanseNoraParker/>



#### **Instagram:**

<https://www.instagram.com/lacademiededanse/>