

# Studio Policy Handbook

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Welcome To Our Dance Family



**ADULT  
Dancers**

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

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## 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.



## **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

## **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.

## **Couples Social Classes**

Summer classes are offered to learn social dances such as line dancing, Carolina Shag, ballroom, waltz, cha-cha, Texas two-step, Swing, and more! Classes offered each summer vary depending on the requests of individuals enrolled.

## **Wedding Dances**


Private lessons available for the Bride and Groom's first dance. Lessons are also available for the Bride and Father of the Bride or the Groom and Mother of the Groom.

- Minimum of 4 lessons
- Will learn basic steps and choreography to the selected song
- Additional lessons are available if needed

# 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.

## 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

## 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)

## Wedding & Couples Classes



**Attire:** Comfortable Athletic Wear or clothes you can move freely in  
**Hair:** pulled back away from face  
**Shoes:** black socks (no shoes on dance floor)  
(may wear jazz or ballet shoes if you have them, but not required)

**Wedding Couples:** Ladies may be asked to bring their wedding shoes to the third class and a dress with a similar silhouette to their wedding dress to the fourth class.

## 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:** 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.



## **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 dancers primarily through email; PLEASE make sure you check your email for updates weekly.

You will receive emails from:

- [lacademiededanse@gmail.com](mailto:academiededanse@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

- Dancers 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 the number of weeks in each session and the length of the class.
- Students enrolling in multiple adult classes will receive 10% off their 2nd, 3rd, and 4th classes.
- New students joining mid-session will receive pro-rated tuition based on their start date.
- Returning students are strongly encouraged to begin at the start of each session. Classes are progressive in nature, and starting late means missing foundational content that the rest of the group is building on. To get the most out of your class — both in value and experience — we recommend committing to the full session from the beginning.

## Payment Schedule

- Tuition payment is due by the first day of class

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

Late fees are cumulative and will continue to accrue monthly.

**Policy:** Classes will be cancelled if payment is not received

## How to Pay

- 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

## Tuition Breakdown

- Tuition is based on the length of class and is paid at the beginning of each session
- Adult 1 Hour Class - \$210 (12 weeks), \$140 (8 weeks), \$105 (6 weeks)
- Adult 1 Hour 15 Minute Class - \$260 (12 weeks), \$175 (8 weeks), \$130 (6 weeks)
- See Studio for youth technique class rate or multi-class rate

### SIBLING/PARENT DISCOUNT

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

## Drop-In Class Rate

- \$20 - 1 hour class
- \$25 - 1.5 hour class
- Max of 2 drop ins, then required to enroll in class
- PBT - unlimited drop-ins





# Fees Policy

## Performance, Recital, & Other Fees

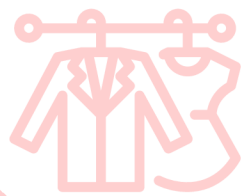
### Recital Fee

- While not all Adult Dancers will opt to perform in the recital, for those that do, please note the following Fee information
- The Estimated Recital Fee is \$130
- Due May 10th
- We suggest paying \$13 per month for your payments (August-May) 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.



### Costume Fees

- Costume Fees will be determined based on performance
- Costumes purchased by the studio must be paid in full upon ordering date



### Private Lesson Fee

- Private Lessons are \$75 per hour
- Wedding Lessons in addition to packages are \$75/hour per couple
- Private lesson fees apply to additional classes or practices outside of normal class schedule.



## Refund Policy

- All tuition and fees are non-refundable, regardless of attendance or withdrawal.
- Private lesson packages (such as wedding choreography or other custom sessions) must be paid in full prior to the first lesson.
- Lessons canceled by the client are non-refundable and may not be rescheduled unless otherwise arranged in advance.
- Missed group classes are not eligible for refunds, credits, or transfers to future sessions.
- In the event of studio closure due to inclement weather or unforeseen circumstances, make-up opportunities may be offered when possible, but no refunds will be issued.



# General Studio Expectations

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## 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.

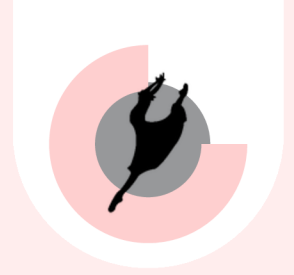
## Lost & Found:

- 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:

- **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, arthritis, injuries, 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 should bring a charged recording device to class (for applicable classes) to record combos or corrections.
- Practice outside of class using class recordings.
- Embrace feedback as a tool for improvement.
- Don't get discouraged if class feels too hard - keep trying and don't give up! Feel free to speak to the teacher to express your concerns.

## **Classroom Etiquette**

- No sitting, leaning on barres, or using cell phones during class—phones stay in bags unless recording is permitted.
- Adult students: have fun, work hard, and enjoy your class experience!

*“With hard work and effort, you can achieve anything.”*

*— Antoine Griezmann*

# Recital Information

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**Adult Dancers are NOT required to Participate in the Recital.**

- Dancers participating must be committed to Spring session of the applicable class(es).
- Recital participation requires commitment to class, rehearsals, dress rehearsal, and any extra practices necessary



## 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

- No dancers or performers are allowed in the audience during the performance or intermission
- NO Dads/Men backstage or in dressing rooms



## Backstage Responsibilities

- Every dancer must remain in dressing room area during the recital. This is non-negotiable for the safety and smooth operation of the recital.

# 2025-2026 Calendar



## **AUGUST**

8/12 – Dancewear & Shoe Fitting (5:30)  
8/12 - Orientation & Registration (7pm)  
8/18 – First Day of Youth Classes  
8/18-8/23 - Bring a Friend Week  
8/25 - First Week of Adult Classes (Fall)

## **SEPTEMBER**

9/1 – Labor Day – No Classes

## **OCTOBER**

10/13-18 – Fall Break – No Classes  
10/26 – Winterville Fright Fest  
10/31 – No Classes After 6 PM

## **NOVEMBER**

11/3-8 – Parents Week  
11/19 - Last Day of Adult Ballet & Adv Beg Tap  
11/20 - Last Day of Adult Jazz  
11/24 – Studio Movie Night (Attendance Taken)  
11/25-29 – Thanksgiving Break – No Classes

## **DECEMBER**

12/1 - Last Day of Beginner Adult Tap  
12/8-1/3 – Christmas Break – No Classes  
12/9 - Adult Christmas Party  
12/11 – Youth Christmas Party  
12/13 – Winterville Christmas Parade  
12/13 - Lighting of the Christmas Tree

## **JANUARY**

1/1-1/3 – No Classes  
1/5 – Youth Classes Resume  
1/5 - First Day of Adult Classes  
(Winter/Spring Session)

## **FEBRUARY**

2/16-21 – Parent Conferences – No Classes

## **MARCH**

3/16-20 – Regular Classes (PCS Out)  
3/30 - Last Day of Beginner Adult Tap  
TBD – Carolina Ballet Trip - “Snow White”

## **APRIL**

4/1 - Last Day of Adult Ballet & Adv Beg Tap  
4/2 - Last Day of Adult Jazz  
4/3-9 – LADD Easter Break – No Classes  
4/13 - Adult Spring Session (pending)\*\*

## **MAY**

5/10 - Recital Fee Due  
5/11-5/16 – Parents Week  
5/17 - Picture Day  
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

### **\*\* Adult Spring Session**

- Begins April 13
- Session length (6 or 8 weeks) & offering will vary depending on Recital participation

# 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.

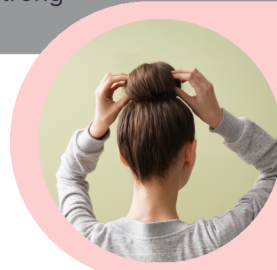
**A general rule:** Don't wear jewelry in the studio. It could fly off or stick someone, especially in a partnering class. Small stud earrings are allowed, but never dangling earrings, bracelets, or large necklaces.

## 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:



zelle

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

or use QR code:

### 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/>