

Studio Policy Handbook

Welcome To Our Dance Family



**ADULT
Dancers**

2026-
2027

L'Academie De Danse

(252) 412-2022

hello@lacademiededanse.com

2594 Railroad Street

Winterville, NC 25890

Nora Parker

(252) 521 -3399

lacademiededanse@gmail.com

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.

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
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.

If you will miss class, please contact your teacher or office staff:

- Staff phone: (252) 412-2022
- Staff email: hello@lacademiededanse.com



Holiday & Studio Closures:

Classes will not be held on the following dates:

- Labor Day: No classes on September 7th
- Fall Break: October 19 - October 24
- Halloween: No classes after 6pm on 10/31
- Thanksgiving Break: November 24-28
- Christmas Break: December 7 - January 3
- February Parent Conferences: Feb 15-20
- Easter Break: March 26 - April 1

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:

- laacademiededanse@gmail.com
- no-reply@app.classmanager.com
- hello@laacademiededanse.com

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



Phone

To reach the office staff or your teachers, please call or text: **(252) 412-2022**

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/laacademiededanse/>
- Some announcements and reminders will be posted on social media occasionally



Portal

Class Manager has updated their portal requiring a new account to be created this year.

From the ClassManager Portal you can access your:

- Account Balance
- Class Schedule
- Announcements
- Pay Your Balance

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

A portal app is available as well: Search Class Manager in your app store (NOT Class Manager Classic)

- Parents should check the portal for their account balance BEFORE asking
- New system does not send invoices - balance is charged monthly
- The system will automatically add a late fee after the 10th of each month
- Credit card will be charged **automatically** on the 10th of each month.
- You must pay before the 5th via cash, check, or zelle to not be charged to your card.
- You can save your payment method with "Link" in Class Manager
- Shop items must be paid online



Office Hours

Monday: 6:15-7:15 (Soni)
Tuesday: 6:00-8:30 (Kelly)
Wednesday: 5:15-7:15 (Kristen)
Thursday: 5:00-6:00 (Soni), 6:00-7:00 (Erica)
Thursday: 7:00-9:00 (Kelly)
Friday: 4:15-5:15 (Erica)

Tuition Payment Policy



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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

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How to Pay

- If you wish to pay via Cash, Check, or Zelle - payment must be received prior to the first day of class to avoid being charged to your credit/debit card on file.
- 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
- **Cash or Check payments require a payment slip to be included (found in pink armoire)
- 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 or Debit Card - via online portal, add your card to online profile

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 are required to have a credit card on file in Class Manager
- Charges will automatically be taken out for tuition on the 10th of the Month
- Failed card payments will automatically be recharged in 48 hours unless payment is brought into the studio.

Tuition Breakdown

- Tuition is based on the length of class and is paid at the beginning of each session
- Adult 1 Hour Class - \$225 (12 weeks), \$150 (8 weeks), \$115 (6 weeks)
- Adult 1 Hour 15 Minute Class - \$280 (12 weeks), \$190 (8 weeks), \$140 (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

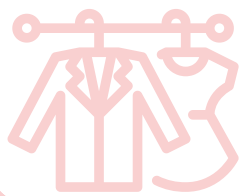


Fees Policy

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 the Friday of the Recital 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

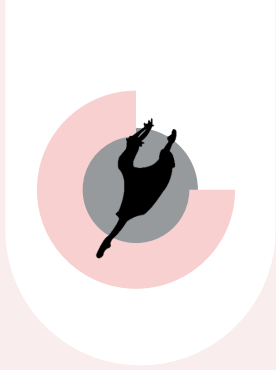
Private Lesson Fee

- 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

Studio Attendance & Conduct:

- Classes begin Monday, August 17, 2026.
- 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 and wedding bands are acceptable).
- No beads or hard hair bands, barrettes, or headbands in hair during class. (can cause injury)
- 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.
- Non-enrolled family and friends may not be on the dance floor.
- The studio is not responsible for illness or injury, though we take every precaution to ensure a healthy environment.
- Video and audio recording are used throughout L'Academie De Danse for the safety and security of our students, families, and staff.

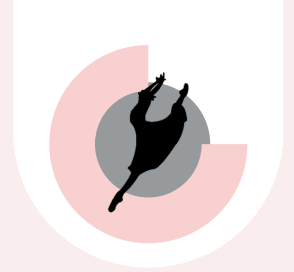
Lost & Found:

- 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 1st and 3rd 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, drop form is required. Tuition charges will continue to be charged to card on file until formal notice is received.
- Adult Classes and Wedding Packages are non-refundable.
- **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 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

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
5/17-5/22 - Recital Parents Week
5/23 - Picture Day
TBA - Tech & Staging Rehearsal (TO BE CONFIRMED)
TBA - Dress Rehearsal (TO BE CONFIRMED)
TBA - Dance Recital (TO BE CONFIRMED)



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
- Dancers must have natural colored hair for recital, so plan accordingly with your hair stylist in the Spring



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.

2026-2027 Calendar



AUGUST

8/10 – Tuition Payment #1 Due
8/17 – First Day of Class

SEPTEMBER

8/31-9/4 - Bring a Friend Week
9/7 – Labor Day – No Classes
9/10– Tuition Payment #2 Due

OCTOBER

10/1 – Tuition Payment #3 Due
10/10 - Costume Deposits Due
10/19-10/24 – Fall Break – No Classes
10/25 – Winterville Fright Fest
10/26-10/30 - Bring a Friend Week
10/31 – No Classes After 6 PM

NOVEMBER

11/1 – Tuition Payment #4 Due
11/2-7 – Parents Week
11/10 - Costume Balance Due
11/23 – Studio Movie Night (Attendance Taken)
11/24-28 – Thanksgiving Break – No Classes

DECEMBER

12/7-1/3 – Christmas Break – No Classes
12/1 – Tuition Payment #5 Due
12/10 – Christmas Party
12/12 - Lighting of the Christmas Tree

JANUARY

1/1-1/3 – No Classes
1/1 – Tuition Payment #6 Due
1/4 – Classes Resume

FEBRUARY

2/1 – Tuition Payment #7 Due
2/6 - Carolina Ballet Trip - “Giselle”
2/15-20 – Parent Conferences – No Classes
2/22-27 - Move UP Week (visit next level)

MARCH

3/1 – Tuition Payment #8 Due
3/19-3/25 - Bring a Friend Week
3/22-3/25 - Regular Classes (PCS Out)
3/26-4/1 - LADD Easter Break - No Classes

APRIL

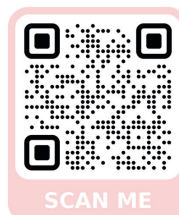
4/1 – Tuition Payment #9 Due
4/10 - Acro Showcase Fee Due

MAY

5/1 – Tuition Payment #10 Due,
5/10 - Recital Fee Due
5/10 - Mic Fee for Musical Theatre Due
5/17-5/22 – Parents Week
5/21 - Acro Showcase
5/23 - Picture Day
5/31 – Memorial Day - classes will be held

JUNE

TBA – Last Day of Regular Classes in Studio
TBA – Rehearsal
TBA – Dress Rehearsal
TBA – Recital



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."



Important Links

Studio Checkpoint



scan and complete after orientation

(252) 412-2022

hello@lacademiededanse.com



Portal Login:

<https://my.classmanager.com/login>



Class Manager App:

Android:

https://play.google.com/store/apps/details?id=com.classmanager.portal.android&hl=en_US



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.com>



Social Media



Facebook:

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



Instagram:

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