



A Part of the Dance Program at West Texas A&M University

Serving the Canyon community and families throughout the University and Panhandle area.

FAMILY HANDBOOK

2022-2023

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.

Sierra Cross, Academy Coordinator

Email: danceacademy@wtamu.edu

Office: 806.651.2820

West Texas A&M University Mary Moody Northern Hall Bldg. Dance Studio 154

Facebook: www.facebook.com/wtamudanceacademy

Instagram: [instagram.com/wtamu_danceacademy/](https://www.instagram.com/wtamu_danceacademy/)

WT Dance Program Dance Academy Page www.wtamu.edu/dance

Crystal D. Bertrand, Dance Program Director/Advisor

Email: cbertrand@wtamu.edu

Office: 806.651.2789

WELCOME

Welcome to the WT Dance Academy Family!

We would like to personally welcome you to the WT Dance Academy. Thank you for completing the on-line registration form and enrolling your dancer for the 2022-2023 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 22, 2022!**

Please review this handbook as it pertains helpful information for you and your student(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

COVID-19 Statement

As an institution, WT is at a complete return to normal operation. At this time, masks are not required on-campus. However, participants may choose to wear masks if they shall choose.

WT Dance Academy and their families should remain observant for any signs of COVID-19 symptoms (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>).

Participants should not come to class if symptoms exist and should notify the WT Dance Academy office if a student receives a positive COVID-19 test result or becomes exposed to someone that has received a positive COVID-19 test result while participating in the Academy.

Participants or families that have been exposed to a confirmed case but have not been in classes during the entire period of infectious risk as defined by the CDC will not be permitted to come back to classes until after their quarantine period outlined by the CDC and the Department of Health.

Further, the WT Academy will strictly follow the guidance and counsel of university protocols as regards to further notices and other actions. Again, this information presents itself in the online release when registering.

We appreciate the trust of our families to allow us to provide a safe environment and will continue to make every effort to keep our staff and students healthy.

The Academy does not offer classes with a remote option. Each family is encouraged to make their own decision about coming to the studio. Please do what you feel comfortable with and what makes the most sense for you and your family.

1. General Protocol

- a. We do have access to a water fountain, but we recommend all dancers bring their own sealed water bottle to classes. Siblings should bring their own and we recommend not sharing.
- b. Hand sanitizer is in each studio and participants will be asked to use hand sanitizer when entering and exiting the space. We encourage frequent handwashing at home before and after class.
- c. Encourage your dancer to cough and sneeze into their arm, not in their hand.

2. Cleaning

The Academy will remain to hold standards put forth by the University with maintaining the cleanliness of our studios and providing the dancers with a safe environment to learn in.

ACADEMY POLICIES / CODE OF CONDUCT ~ General Information

1. Dancers are expected to behave respectfully and courteous 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 on social media sites. Any communication that needs to be conveyed to our dancers will be done through emails and phone calls. Dancers and parents are encouraged to “like” our WTAMU Dance Academy Facebook page, 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 water bottles 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. For younger dancers, please walk them into the building and pick them up from the studio at the exact time of class start and ending. Otherwise, drop off and pick your dancer at the west entrance of Mary Moody Northern Hall. Pick up your dancers on time to avoid dancer having to wait.

*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 Facebook on a regular basis weekly for any changes or important information regarding the Academy.***

REGISTRATION-Registration occurs separately for the Academy year and Summer Programs and is available online by visiting the www.wtamu/dance. The Academy uses the online software, Circuitree. There is a \$10.00 non-refundable registration fee per student to enroll in the academy. Registration is on-going for new participants or dancers that would like to add a class. **The last day to make changes and to register for the 2022-2023 year is December 2nd, 2023!** The academy office is open when classes are in session. The office is adjacent to Studio 154.

IMPORTANT DATES (subject to change) Holidays follow CISD Calendar

Registration Opens: August 1st
Registration Closes: December 2nd
Classes Begin: August 22nd
Classes End: December 2nd – Winter Break
Classes Resume: January 9th
Classes End: May 5th
Dress Rehearsal for Recital: May 6th
Recital: May 7th

WT Dance Academy is Closed During These Holidays

September 5th: Labor Day
November 21st-25th: Thanksgiving Break
December 3rd- January 8th: Winter Break
January 16th: Martin Luther King Jr. Day
March 13th-17th: Spring Break
April 7th: Good Friday

CLASS TUITION AND FEES - CLASS TUITIONAND FEES-Tuition is paid online by through the Circuitree link. This link can be found by going to the Dance Academy tab found at www.wtamu.edu/dance.

Tuition is due by the 1st of every month for every participant and late fee of \$15 is assessed on the account after the 5th of that month. If a participant withdraws from the academy before the semester ends, a refund will be issued back to the payee. Missed classes are not refundable and tuition will only be prorated for new students registering mid-month. Tuition payments are accepted online only and are set up for auto pay for those who opt to pay monthly.

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 Monthly Payment Plan

1 Class/Week	\$ 35.00
2 Classes/Week	\$ 52.50
3 Classes/Week	\$ 70.00
4 Classes/Week	\$ 87.50
5 Classes/Week	\$ 105.00

The month of August will be prorated. There is no tuition for the months of December or May.

ACADEMY FEES

Registration Fee is \$10.00 per child enrolled due at the time of registration and payments are set up to auto draft with the card on file.

Costume Fee of \$65.00 per class will be due with November tuition.

Recital Fee is \$15.00 and will be due May 1.

Late Fee of \$15 will be applied on the 5th of every month by 6pm. Please no exceptions.

Dancers will not be allowed to attend class if unresolved past due accounts extending more than two (2) consecutive months 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 Payment – 5% off

Discounts are applied manually by our Academy staff. Maximum discount available is 15%.

***Circuitree does not honor discounts. The Academy office must manually input and make adjustments for those that qualify. This is processed after the registration is complete. ***

ATTENDANCE POLICIES

- 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. They will notify the teacher of the class.
- Missed classes are non-refundable.
- Dancers who are injured should observe give written permission from his/her physician 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.

DRESS CODE FOR DANCE CLASSES-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, shirts over leotards, or house shoes are to be worn during dance class. No ball caps unless otherwise permitted by the teacher. No street shoes are allowed on our dance floors.**

ATTIRE: **Girls:** Leotards are a requirement for all classes. Ballet skirts are optional in ballet classes. Footed tights for ballet classes and footless or convertible tights for jazz, tap, musical theatre and hip-hop classes. Yoga pants and capri leggings are also acceptable in jazz, tap, musical theatre and hip-hop classes.

Boys: Athletic clothing (tank top, dri-fit) which enables movement is acceptable. Attire must not have inappropriate logos, sayings, or pictures. Black tights or black/navy knee length shorts are recommended but optional. Jazz pants may be worn for musical theatre, tap, jazz and hip-hop classes. A dance belt (athletic supporter) worn under dance attire is required for gentlemen over the age of 10.

HAIR-Hair is to be away from the face, and off the back of the neck for ballet class in a bun. All other classes, hair may be in a ponytail with **NO** hair hanging in the face or in the eyes. Long ponytails should be secured. No half headbands that could potentially fly off.

DANCE SHOE REQUIREMENTS We recommend Capezio or Bloch brands.

Ballet: Flesh color ballet shoes for girls, black leather ballet shoes for boys. No socks or half socks. Our dancers do not wear pointe shoes unless specified classes are approached.

Tap: Solid black oxford tap shoes that tie.

Jazz/Hip Hop/Musical Theatre: Solid black slip-on jazz shoes or jazz dance sneakers for hip hop only. Jazz sneakers may not be used out-side of the studio.

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 2nd, 2022, to participate. Costumes are not guaranteed for participants that register after the December 2nd 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 tuition. Costumes are chosen by the Academy Staff and are non-refundable. If you are not participating, please let the office know so we can take these charges off your account.

ANNOUNCEMENTS- Email addresses are paramount to our communications, and we strongly request email addresses be provided and updated. Updates are also available on our Facebook page.

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 something and check the lost and found on a monthly basis for your dancer's belongings. Unclaimed items will be discarded in December and 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 CANCELLATIONS- If inclement weather demands, cancelled classes will be Rescheduled. 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 Face Book page. If 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 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. If a summer camp is offered, information will be posted on the Facebook page regarding classes, days and times. The academy encourages all of their dancers to keep moving and active throughout the summer months. **Classes are closed to our non-participants. An observation window is located in the Dance Foyer. Thank you for your understanding.**