

LET THEM PRAISE HIS NAME WITH DANCING  
PSALM 149:3

**OFFICIAL STUDENT HANDBOOK**

**FOR**

**LEAP OF FAITH DANCE STUDIO**

**2009-2010**

Please review and keep this handbook in a convenient location. It will help you get to know our studio and understand our policies. We hope that's you will find it useful.

If you have any concerns or unanswered questions after reviewing this handbook, please contact us.

Leap of Faith Dance Studio  
2009-2010

Faculty and Staff

- *Crystal L. Boyce, Owner/Artistic Director/Ballet, Tap, Jazz, Liturgical*
- *Tonya Helm-Burton, Tap Instructor/Ballet, Jazz, Liturgical Co-Instructor*
- *Melissa Bristra, Advanced Ballet/Pointe Instructor*
- *Kristiauna Trelay, Contemporary Modern Dance Instructor*
- *Jordan James, Class Assistant*
- *Chanelle Redman, Office Manager*
- *Freda Walker, Assistant Office Manager*
- *Michelle F. Myles, Parent Volunteer Coordinator/Store Clerk*

**Leap of Faith Dance Studio**  
**2009-2010**

**Class Schedule**

**Monday**

Tap (ages 9-13)	6:00 PM-7:00 PM
Ballet (ages 9-13)	7:00 PM-8:00 PM

**Tuesday**

Lyrical (14 & up)	6:00 PM-7:00 PM
Pre-Pointe (teen/adult) by teacher recommendation only	7:00 PM-8:30 PM

**Wednesday**

Ballet/ Tap I (ages 3 ½ -5)	6:00 PM-7:00 PM
Ballet/ Tap II (ages 6-8)	7:00 PM-8:00 PM

**Thursday**

Ballet (ages 14 & up)	6:00PM-7:00 PM
Contemporary Modern (ages 14 & up)	7:00 PM-8:00 PM

**Saturday**

Jazz (ages 9-13)	9:00 AM-10:00 AM
Liturgical (youth 9-13)	10:00 AM-11:00 AM
Jazz (ages 14 & up)	11:00 AM-12:00 PM
Liturgical (14 & up)	12:00 PM-1:00 PM
Int. Ballet (by teacher recommendation only)	1:00 PM-2:00 PM
Tap (teen/adult)	2:00 PM-3:00 PM
Ballet (adult)	3:00 PM-4:00 PM
Liturgical (adult)	4:00 PM-5:00 PM
St. Paul Dance Ministry	5:00 PM-6:00 PM

## **TUITION AND PAYMENT POLICIES**

An annual non-refundable registration fee of \$25 is required for all students. A \$50 non-refundable fee is required for a family with 2 or more students. This fee along with the registration form is required to reserve class space. A registration is not considered complete and class space is not reserved until this fee is paid. Tuition is based on a nine (9) month program from September 2009 – June 2010 divided into equal monthly installments. This includes extra show rehearsals and end of the year performances. No additional charges will incur for the months with extra class days. Credit will not be given for the months with less class days due to short months or holidays.

- Dance tuition for 1 class is \$60 per month, 2 classes is \$70 per month 2 or more classes \$80 month. All Wednesday night classes (ages 3 ½-8) are \$55 per month.
- Payment is due by the first class of the month
- A \$20 late charge will apply to all fees not paid within 5 days of the monthly due date.
- A discount will be granted to families with multiple class participants. The first student pays full price; each subsequent student receives a \$10 discount.
- Class tuition may be paid by cash, check or credit card. Checks should be made payable to Leap of Faith. There will be a \$45.00 charge for all returned checks. After a check is returned all fees remaining for the class year ***must be paid*** in cash, cashier's check or credit card.

Classes are paid for by the month, regardless of holidays, sick day or appointments. We understand that there sometimes will be extenuated circumstances and we will be happy to work with you. However, if a payment has not been received by the first class of the following month, we ask that you refrain from bringing your child until the payment is made. There are no refunds on missed classes, but a missed class may be made up by attending another class of the same or similar kind on the schedule.

We believe that everyone should finish what they start, but if you must drop mid-way through the year, we ask that you notify the office as soon as possible. Until we hear from you, your account will continue to be charged.

## **ATTENDANCE**

Regular attendance is critical to both an individual dancer's progress and to the progress of the class. A student cannot move into the next level of dance until they have mastered the skills in the one they are currently in. This is to maintain the skill level needed to keep up with the class. The risk of injury is too great if the student is not properly trained. If you must be absent, we ask that you call to let us know so we won't worry. There are no tuition refunds or credits for missed classes.

## **TARDINESS**

We understand that there are some unavoidable reasons for being tardy. We feel the need to enforce tardiness rules in order to keep a limited number of disruptions during class. Stretching and warm ups are a very important part of class. A student will be late once the instructor starts the beginning prayer. After prayer, the instructor will open the class and allow late students in. Any students arriving late are asked to approach the instructor and explain their tardiness prior to joining the class.

## **DISCIPLINE**

*"Do all things without grumbling or disputing; that you may prove yourselves to be blameless and innocent, children of God above reproach in the midst of a crooked and perverse generation, among whom you appear as lights of the world" Philippians 2:14, 15.*

1. Be respectful to instructors and students at all times.
2. Do not be disruptive in class.
3. Be kind and treat others as you would have them treat you.

The consequences for breaking these rules are as follows:

1. The student will be taken aside and talked to.
2. The student will be asked to leave the class and will need to apologize to instructor and the class.
3. The student will be asked to leave the class and will not be permitted back until a meeting is held with the parent/legal guardian.

### **Parent Observation**

In order to offer a high standard quality class without any distractions, parents and/or siblings are not allowed in the studio area during class times. We have family open class day every 3 months where family can come and observe class and see the progress made by your student. You can video record class and take pictures at that time.

### **Dress Code**

The clothing requirements of Leap of Faith are not to cause extra expense for the parent/legal guardian of the students, but to bring uniformity to the class to enhance instruction. It is important that students present a neat appearance to minimize distractions in the classroom. Instructors are better able to evaluate the student when the lines and look of the students are similar. When putting on similar dress, the students mind is prepared for learning. With the exception of stud earrings, no jewelry is to be worn during any class. Girls must wear bras at all times (age/development appropriate). Please put your child's name on all of your child's belongings. Lost or stolen items are not "Leap of Faiths" responsibility.

**Leotards & tights** - Age 3 ½-5 ballet/tap combo class; black or pink leotards with pink tights. All other ballet classes, black leotards with pink tights for ballet with the exception of the advanced/pre pointe class, Lavender leotards with pink tights. Adults may wear dance skirt cover-ups for their classes. Dance pants may also be worn during tap, jazz and liturgical classes.

**Shoes** - Pink ballet shoes for Ballet, black tap shoes for Tap, black jazz shoes for Jazz and lyrical sandals or bare feet for Liturgical class.

**Hair** - All students' hair must be tied back and secured off of the neck. No ball caps or scarves of any kind are allowed.

The only exception to the dress code is the last Saturday class of the month when students may wear any color dancewear they want. All shoe requirements remain the same.

We are proud to offer a complete line of footwear, body wear and accessories for all of your dancewear needs. Our prices are some of the lowest in town. Most of our products are displayed at the studio. Please inquire if there are items that you are interested in or sizes that we do not have in stock. We can order and have most items to you within 7-10 business days.

### **Costumes**

All classes that perform in the recital will have a costume. Costume orders will be placed by mid February. A finance charge \$20 per costume will be assessed for all balances not paid in full by the order date. All costume fees are nonrefundable once the order has been placed. As a convenience to you, each costume will be accompanied by a new pair of tights and all accessories.

### **Holidays and School Closings**

Leap of Faith will be closed for all major holidays. We follow the Columbus Public School schedule. Typically we are closed in observance of the following:

- Thanksgiving
- Christmas/New Years
- Martin Luther King Jr. Day
- Spring Break/Easter
- Memorial Day

### **Inclement Weather**

In poor weather conditions, we will be cautious in deciding whether or not to remain open. Please call the studio (614) 228-1533 or consult the website to determine whether or not classes will be held. The best rule is to always use your best judgment.

### **End of the Year Showcase/Recital**

To showcase all the wonderful things that we have learned throughout the year, we will hold a spring recital. The recital typically will be held the second weekend in June and will be accompanied by a dress rehearsal the week prior. Specific dates will be announced by the end of the year. The recital and dress rehearsals are mandatory. If you do not wish to participate, please notify us as soon as possible.

### **Notes & Updates**

Instructor notes and studio updates will be passed out in class and also posted in the studio. **It is the students' responsibility to ensure that parents receive the notes passed out.** It is the parents' responsibility to read and act on the information given. Please feel free to contact Mrs. Boyce if you have any questions or concerns.

Please sign and date the below form acknowledging that you have received and understand the Policy and Procedures for Leap of Faith Christian Dance Studio 2009-2010 season.

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**STUDENT NAME**

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**PARENT SIGNATURE**

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**DATE**