



2024-2025  
Handbook  
Baxter Village

# Welcome to Miller Street Dance Academy

On behalf of our staff and faculty, I want to welcome you to Miller Street Dance Academy (MSDA). Thank you for bringing your dancer to us! This will be a fun-filled year with loads of new dance steps and exercise. This handbook is a resource to help you and your dancer succeed and grow at our studio. If you have any questions or concerns, please don't hesitate to ask. We look forward to teaching your dancers and getting to know them.

Dancing Wishes,  
Michelle Soutier

Miller Street Dance Academy  
967 Market Street, Suite 100  
Fort Mill, SC 29708

803-396-JAZZ (5299)  
Fax: 803 396-5296  
BaxterInfo@millerstreetdanceacademy.com

Office Hours:

Monday-Saturday

Please check our website or call for specific hours of operation

[www.millerstreetdanceacademy.com](http://www.millerstreetdanceacademy.com)

# TABLE OF CONTENTS

---

Class Descriptions	Page 4
Tuition Rates & Fees	Page 5
Important Dates	
Studio Dates	Page 6
Recital Dates	Page 17
Advanced and Summer Classes	
Performance Company	Page 7
Technique Classes	Page 7
Summer Camps	Page 7
Ballet Program	
Mission Statement	Page 8
Ballet Levels	Page 8
Class Attire	Page 8
It's More Than Just Dance	
Service Society	Page 9
Bands for Liberia	Page 9
Dancers Against Cancer	Page 9
Homework Area	Page 9
Honorable Dancers	Page 9
Studio Policies	
Tuition and Registration Fees	Page 10
Class Schedule	Page 10
Schedule Changes	Page 10
Waitlists	Page 10
Student Class Placement	Page 11
Student/Parent/Teacher Relations	Page 11
Parent Portal	Page 11
Absenteeism & Inclement Weather	Page 11
Student Dress Code and Shoes	Page 12 & 13
Waiting Room and Lobby Rules	Page 14
Homework & Snack Area Rules	Page 14
Personal Belongings	Page 14
Anti-Bullying Policy	Page 15
Medications/Devices and Medical Insurance	Page 16
All About Recital	
Dates	Page 17
Recital Fees	Page 17
Costumes	Page 17
Preparing for Class and Your First Week	Page 16
What to Expect Your First Week	Page 16
E-payment Removal Form	Page 18
Parent Quick Reference Guide	Page 19

---

# CLASS DESCRIPTIONS

---

**Acro** is a 45-minute class for students 6 to 18 years old. This is an acrobatic style class that teaches floor gymnastics. Acro is a class that progresses from forward rolls and cartwheels to advanced tumbling, including aerial work. Teachers work with each student on their individual level. This class also focuses on flexibility, agility, and teamwork. **All students taking this class must participate in recital due to tricks and partner work.**

**Broadway Heels** is a 30-minute class and is offered to students 9 to 18 years old. This class is for the dancer who is interested in taking jazz technique to the next level, concentrating on learning to dance smoothly in character shoes "heels" (used in musicals and Broadway shows), and is perfect for the dancer who wants to pursue musical theater.

**Combo** is a 45-minute class for students 2 ½ to 6 ½ years old. This class teaches the fundamentals of tap and ballet. Students will begin with tap and finish with ballet. Students should arrive in class with tap shoes on. Teachers will assist young dancers with shoe changes. Young combo students should wear a pull-up if they are not potty trained.

**Hip Hop/Funk** is a 30-minute or 45-minute class offered to students 7 to 18 years old. Hip Hop is an upbeat style of dance performed to popular music. Although Hip Hop's roots came from urban street dancing, it has become increasingly popular in the entertainment world. Funk dancing is the perfect fusion of styles, incorporating jazz roots into a melting pot of hip hop, break, popping & locking, along with other fashionable dance genre.

**Jazz** is a 30-45-minute class offered to students 9 to 18 years old. Jazz is a style of dance that is structured in technique while taking many shapes and forms. It can be performed to a vast variety of style and music from Broadway to pop.

**Jazz & Tumble** is a 45-minute class for students 4 to 6 years old. This class will be a combination of first tumbling with various beginner acrobatic skills followed by an upbeat jazz/hip hop class. They will have no recital dance for tumbling. They will perform a jazz dance in recital.

**Jazz/Hip Hop** is a 30-minute class offered to students 5 to 9 years old. This class combines the upbeat dancing style of hip hop with the technique of jazz. All music selections and dance moves are age appropriate.

**Leaps and Turns** is a 30-45-minute class for ages 8 to 18 years old. This class is designed for students who want to improve the technique of their leaps and turns. Leaps may include (but not limited to) grande jete, saute chat, center leaps, switch leaps, and reverse leaps. Turns may include (but not limited to) en dehors and en dedans pirouettes, various turn progressions across the floor, and fouette turns. This class will not perform in recital.

**Lyrical/Contemporary** is a 30-minute or a 45-minute class for students 7 to 18 years old. Lyrical dance is a fusion of ballet & jazz dance techniques that uses dramatic motion to interpret music and express emotion. Contemporary dance is a style of expressive dance that combines elements of several dance genres including Modern, Jazz, Lyrical & Ballet.

**Modern/Contemporary** is a 45-minute class for students 13 to 18 years old. Emerging from classical dance technique, modern dance explores a range of styles and qualities of movement, including the use of gravity and weightedness in the body, musicality, athleticism, and personal expression.

**Musical Theater** is a 30-minute class for students 7 to 12 years old, which incorporates a combination of Jazz and acting. With this style of dance, you are working through Jazz technique while portraying a character. Using songs from Broadway, we focus on bringing out our inner actor/actress!

**Pre-Ballet I & Ballet** is a class for ages 6 & up. This class is divided into 6 levels (Pre-Ballet I to Ballet V) and students are placed by skill level. (*Younger students are encouraged to take a Combo Tap/Ballet class*). New students please contact the office for an evaluation appointment for levels II-V.

**Pointe/Pre-Pointe** is a class wherein the ballet dancer supports all their body weight on the tips of fully extended feet. Dancing en pointe makes the dancer appear weightless and sylph-like; this is done by wearing special box toed pointe shoes. Students are recommended for Pointe based on age and ability. A minimum of **two regular ballet** classes must be attended to dance en pointe, one of which must be the ballet class directly before pre-pointe or pointe. There is no recital for Pre-Pointe classes.

**Tap** is a 30-minute class that is offered for students 6 to 18 years old. This is a percussive style of dancing. Its name comes from the tapping sound made when the metal plates on the dancer's shoes touch a hard surface. (*Younger students are encouraged to take a combination class, see Combo.*)

**Tumbling** is a 30-minute class for students 3 to 6 years old. This class teaches the basics of floor tumbling including forward rolls, back bends, cartwheels and fundamental acrobatic strengthening and coordinating skills. There is no recital for Tumbling classes.

**All classes (except Ballet I-V) are based on the student's age as of September 30th**

# TUITION RATES & FEES

**Tuition:** Miller Street Dance Academy (MSDA) uses a sliding scale to calculate tuition rates. Add up the amount of time per week of classes, then slide over and find the rate of tuition per month. *Performance Company members add an additional \$25/month to the total monthly tuition.*

Class Time Per Week	Tuition Per Month
30 min	\$75.00
45 min	\$85.00
1 hour	\$90.00
1 ¼ hours	\$95.00
1 ½ hours	\$101.00
1 ¾ hours	\$107.00
2 hours	\$113.00
2 ¼ hours	\$119.00
2 ½ hours	\$125.00
2 ¾ hours	\$131.00
3 hours	\$137.00
3 ¼ hours	\$143.00

Class Time Per Week	Tuition Per Month
3 ½ hours	\$149.00
3 ¾ hours	\$154.00
4 hours	\$160.00
4 ¼ hours	\$166.00
4 ½ hours	\$172.00
4 ¾ hours	\$178.00
5 hours	\$184.00
5 ¼ hours	\$190.00
5 ½ hours	\$196.00
5 ¾ hours	\$202.00
6 hours	\$208.00

Class Time Per Week	Tuition Per Month
6 ¼ hours	\$214.00
6 ½ hours	\$220.00
6 ¾ hours	\$226.00
7 hours	\$232.00
7 ¼ hours	\$238.00
7 ½ hours	\$244.00
7 ¾ hours	\$250.00
8 hours	\$256.00
8 ¼ hours	\$262.00
8 ½ hours	\$268.00
8 ¾ hours	\$274.00
9 hours	\$280.00

**Payment:** Tuition is due by the 1<sup>st</sup> of each month, no later than the 10th, and can be paid via cash, credit card, debit card, check or online through the parent portal. All accounts that sign up online are automatically set up for e-payment and you are authorizing MSDA to use the account information for all of your account billing (including registration fee, tuition, costume fees, late fees, recital fees, and other studio or dance related items purchased on your account). After the 10<sup>th</sup> of the month, a \$25 late fee will be charged and enforced on all accounts past due, including e-payment accounts. Late notices will be sent via email. Tuition is not pro-rated for absences or studio closures. Students are encouraged to attend makeup classes for classes missed. Dual studio students must make up their missed classes at the location of the missed class.

**Fees:** Miller Street Dance Academy has three additional fees. They are listed below:

Fee	Amount	Due
1 *Registration Fee	\$60 per dancer/Max \$120 per family	At time of registration
2 **Costume Fees	See page 17	October 1, 2024
3 ***Recital Fee	\$65 for 1 <sup>st</sup> student + \$30 each addt'l student	February 1, 2025

## Notes Regarding Fees:

**\*At Time of Registration:** \$60 Registration fee is non-refundable - NO EXCEPTIONS. Payment and electronic or paper registration must be submitted to reserve your space. All registrants will acknowledge the studio rules and agreement electronically or on paper registration. Family max applies to registered siblings only.

**\*\*Costume Note:** If classes change, then costume amount can also change. Costume fees are approximate and are subject to change.

**\*\*\*Recital Note:** Recital fee includes link to recital video for download. Students are assumed to be performing in end-of-year recital, unless they have opted out in writing. Students who wish to opt out must do so for all of their classes. **All acro students must participate in the recital.**

See page 10 for more information regarding Tuition and Fee policies.

# IMPORTANT DATES

## Studio 2024-2025 Dates



**Hint Add these to your calendar**

MSDA reserves the right to change these dates if needed.

Please visit the calendar on our website for the most up to date schedule.

Updated 8/28/24

August 19, 2024	Classes Begin
September 2, 2024	Studio closed for Labor Day
September 23-28, 2024	Spirit Week - Pink Week - wear as much pink as you can
October 1, 2024	Recital Costume fees are due – see page 17 for costume fee amounts
October 21-26, 2024	Spirit Week - Costume Week - wear your favorite costumes to class
October 31, 2024	No classes
November 1, 2024	Registration opens for Winter Wonderland Camp
November 27-30, 2024	Studio closed for Thanksgiving Break
December 16 – 21, 2024	Winter Parent Observation Week
December 22, 2024 – January 5, 2025	Studio closed for Holiday Break - classes resume Monday, January 6, 2025
December 26 & 27, 2024	Winter Wonderland Camp
January 11, 2025	Last day for new students to register for classes
February 1, 2025	Recital fees are due - see page 17 for recital fee amounts
February 1, 2025	Registration opens for Summer Camps and Summer Sessions
March 10-15, 2025	Spring Parent Observation Week (during regular class times)
March 17-22, 2025	Picture Week (during regular class times)
April 7-12, 2025	Withdrawn dancers may pick up their costume(s)
April 21-26, 2025	Spring Break
May 9, 2025	Registration opens at 12:00 noon
May 12-17, 2025	Bring a Friend Week
May 24 & 26, 2025	Studio closed for Memorial Day
May 27-31, 2025	Last week of classes
June 7-8, 2025	Recitals - see page 17 for specific recital dates/times

\*We will have classes on school teacher workdays. In the case of inclement weather there will be information on the telephone's outgoing message and an email alert will be sent. (see pg. 11 for email information.)

# ADVANCED & SUMMER CLASSES

---

## Performance Company

Miller Street Dance Academy has established itself as the premier dance educator in the Fort Mill/Charlotte area. We believe this success stems from solid training and quality service. The Miller Street Dance Academy Performance Company focuses on technique, performance, community and character.

The Performance Company program provides dancers with solid technical foundations in dance, as well as prepares them for a career in dance, dance teams, theater performing arts, and educating them in the artistry of dance. This flexible environment accommodates the exploration of additional interests, however, is also suitable for the dancer who wants to solely focus on the art of dance by offering flexible performance opportunities and the option to take as many classes as your schedule allows.

## Technique Classes

Summer Technique Classes are for ages 5 and up. These classes are similar to regular season classes and include dance styles such as tap, ballet, jazz, hip hop, lyrical, musical theater, and acrobatics. Summer technique classes are on a pay-per-class basis and there is no registration fee or recital. Students can purchase tickets or a summer pass to be used for any desired class on any day that is in their age level. Summer passes are good for all classes, except Ballet Intensives. These are a great way to continue dance through the summer and increase technical skills. Ballet Intensives are offered for all levels of Ballet. Please visit our website for details.

## Summer Camps

MSDA offers themed dance camps for ages 3 to 8 during the summer. Camps are four days long and include activities such as dance, tumbling, hand painting, arts & crafts, and much more! Check out our website for our fun-filled themes or contact the office for dates. Summer sessions are available in July for 2.5-3.5 Combo, 3.5-4.5 Combo, 4.5-5.5 Combo, and Jazz & Tumble for ages 3.5-6 years old.



# BALLET PROGRAM

---

## Mission Statement

MSDA prides itself on its ballet program. All students, beginner through advanced, receive hands-on instruction from teachers who are enthusiastic and use age appropriate techniques to impart a love for the discipline of this timeless art form. The curriculum uses elements from the Vaganova, Royal Academy, and Balanchine methods to emphasize technique, alignment, and musicality.

## Ballet Levels

(Pre-Ballet I/Ballet I-V/Pre-Pointe/Pointe) At each age appropriate level, the curriculum teaches the fundamentals of classical ballet. Students benefit from the development of coordination, muscle strength, motor and listening skills along with the musical and spatial awareness that ballet offers. Six year-olds who have completed 5.5-6.5 combo or young 7/8 year-olds who might need an easier transition to our Ballet program, should register for Pre-Ballet I. Recommended Ballet level placements will be posted on the skills tab in the parent portal for all returning students. It is expected for a student to remain more than one year in a ballet level. New students will be evaluated for placement. Please contact the office to inquire about any placement questions. All students taking Pre-Pointe or Pointe must have a Ballet class that precedes the Pre-Pointe or Pointe class.

## Class Attire

### Pre-Ballet I, Ballet I-V:

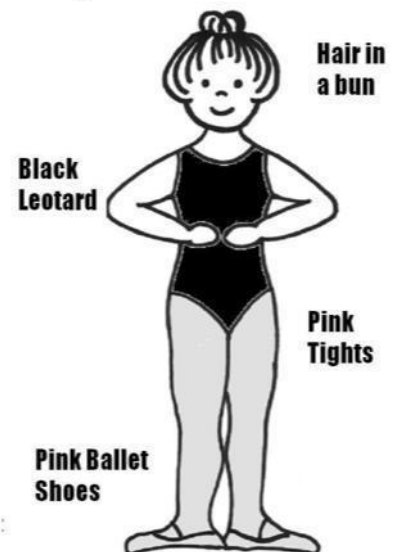
**Girls:** Black leotard, pink tights, pink split sole ballet shoes, and hair secured neatly back in a bun. **Students are not permitted into class if they are not dressed in the proper Ballet attire.**

**Boys:** White fitted tee shirt along with black fitted shorts or jazz pants. The white shirt must be tucked in and boys must wear white socks with black split sole ballet shoes.

**Pre-Pointe & Pointe:** Black leotard, pink tights, pointe shoes, hair secured neatly back in a bun. Students may wear ballet skirts.

\*Ballet shoes and pointe shoes must be sewn completely. Tights must be worn over the feet; no jewelry. Girls must wear a black sports bra if one is needed.

### Proper attire for PreBallet-V





# IT'S MORE THAN JUST DANCE!

---

## Service Society

You are formally invited to join the Miller Street Dance Academy Service Society.

MSDA is committed to community service. We feel that a mixture of strong dance technique, good grades, and service to our community will build self-esteem among our dancers. A very small percent of our students will make dance a career, but 100% will go on to become citizens.

There are many ways to participate in our Service Society.

- *Dancers Against Cancer*
- *Donate to our Current Projects*
- *Sponsor a Service Project*

Any Miller Street dancer can be a member of the Service Society. All you need is an open mind, an open heart, and open hands. Please see the [Service Society](#) page of our website for more details including project applications and current projects you can contribute to.

## Dancers Against Cancer

The Dancers Against Cancer (DAC) Foundation is a non-profit organization whose mission is to create an alliance in the dance community that provides financial support and inspiration to dance educators, choreographers, dancers and their families who have been impacted by cancer. Our very own Miss Michelle is a DAC Ambassador. This allows her the opportunity to travel the country raising cancer awareness and funds for DAC. MSDA is a proud DAC Hope Studio.

## Homework Area

MSDA offers a student homework and study area. We would love all our dancers to make the Honorable Dancer roll (see below.) Food is allowed in the homework area with some exceptions. Students, parents, and third parties are prohibited from bringing food products containing nuts of any kind onto the premises of MSDA. MSDA cannot, however, guarantee that our premises will be free from allergens of any kind, including but not limited to food products containing nuts. We do ask that you be mindful of those students who use this space for school studies. Please see page 13 for details.

## Honorable Dancers

MSDA recognizes the scholastic achievement of students that turn in report cards with all A's and B's. Students are recognized at the end of the year and will receive a medal for their achievement. Stop by the office and turn in a copy of your report card or email to [infob@millerstreetdanceacademy.com](mailto:infob@millerstreetdanceacademy.com) by May 1st (this can be any report card received during the school year) to become a MSDA Honorable Dancer!

# STUDIO POLICIES

---

## Tuition and Registration Fees

1. **Registration Fee:** A \$60 non-refundable registration fee per student (maximum \$120 per family) is due at time of registration.
2. **First Month's Tuition:** August 2024 tuition is due at time of registration and is prorated for ½ month's tuition rate. Registrants after August will pay their first month at the time of registration.
3. **Tuition Late Fee:** Tuition is due on the 1<sup>st</sup> of each month, no later than the 10<sup>th</sup>. After that time, a \$25 late fee will be charged and enforced on all accounts past due, including e-payment accounts. Late fee notices will be sent via email.
4. **Pro-rated Months:** August is the only pro-rated month of tuition. September through May will be charged a full month's tuition. Whether the month is short (3 weeks) or long (5 weeks), tuition remains the same. Tuition is **not** pro-rated for absences. Your dancer is encouraged to attend makeup classes for missed classes. Please refer to the Absenteeism and Inclement Weather section on page 11 for more information.
5. **Methods of Payment:** Miller Street accepts personal checks, credit cards (VISA, MasterCard and Discover), debit cards, e-bank payments, and cash as methods of payment. One-time payments may also be made via the parent portal. If paying by check, credit card, or debit card in the office, please write the student's name in the memo section of your check or at the top of the receipt. Checks must be made payable to "Miller Street Dance Academy" or "MSDA".
6. **Online Registration / E-Payment:** When registering online, you are automatically set up for e-payment and automatic account billing (including for registration fees, tuition, costume fees, late fees, recital fees, and any other studio or dance related items purchased on the account). To discontinue enrollment in e-payment, you must fill out a "Credit Card Removal Form" (available in the office and attached to this Handbook) and return the completed form to the studio office.
7. **Declined Payment:** A \$35 penalty charge will be assessed for each returned check (regular or electronic) or declined e-payment (when configured for automatic account billing). In the event of a second returned check or declined e-payment, future payments may only be made at the studio office in cash or credit/debit card.
8. **Advance Payment:** You may pay in advance for tuition and fees; however, there is no discount.
9. **Offset Against Open Balances:** In the event that (a) you overpay for a specific payment obligation owed to MSDA (whether for tuition, recital fees, costume fees, competition entry fees, or otherwise), or (b) you are otherwise entitled to a refund of a specific payment made to MSDA, MSDA may apply such overpayment or refund to any and all of your outstanding and unpaid balances.
10. **Chargebacks:** All chargebacks will incur a \$35 fee and may result in the termination.

## Class Schedule

For the most updated version of our class schedule please visit [millerstreetdanceacademy.com](http://millerstreetdanceacademy.com) and click on "Baxter Location" tab on our Home page and "Registration."

## Schedule Changes

1. **Class Changes:** A student may drop and add classes depending on availability. To ensure proper costume orders, class changes will possibly require the purchase of an additional costume. Private lessons may be required for late registrants; this will be at the teacher's discretion.
2. **Withdrawals:** To withdraw a student from any MSDA class, you must notify the studio office and complete a Withdrawal Form. Failure to attend classes does not constitute a withdrawal. Students and their parents/guardians are responsible for giving at least 30 days' written notice of withdrawal, paying tuition and other fees incurred during this timeframe, and continuing to comply with the Handbook policy on payment and pick-up of costumes. MSDA will refund unused recital fees for withdrawals prior to February 28, 2025, and refund tuition payments for classes beyond the 30-day notice period (subject to MSDA's right to offset against outstanding unpaid balances), but no costume fees, competition fees, or other fees will be refunded. If a costume has been purchased for any withdrawn class and the student moves out of town, there is a \$25 shipping fee per costume.
3. **Waitlist Policy:** Students desiring placement in a full class will be placed on a waitlist. It is the studio's discretion to fill available spots. To be put on a waitlist, please log into your parent portal (if you are an enrolled student) or go to the registration page of the website (if you are not currently enrolled in our database) and click the word "Waitlist" for the full class that you would like to waitlist your dancer. While a credit card is required to create your account and be placed on the waitlist, your card will not be charged unless a spot becomes available and we have confirmed your dancer's enrollment and registration.

## Student Class Placement

1. **Age Groups:** All classes (except Ballet I-V) are based on the student's age as of September 30<sup>th</sup>, no exceptions. A student may select a class in a younger age group but may not choose a class in an older age group. The instructors have the final say as to which class(es) students are placed.
2. **Pre-Ballet I:** Pre-Ballet I is for dancers 6 -8 years old. It is designed to prepare dancers transitioning from 5.5-6.5 Combo to our Ballet program. If you are unsure of whether your dancer should attend Pre-Ballet I or Ballet I, please call or email the office or email your dancer's current instructor.
3. **Ballet I-V:** Ballet I-V is for dancers 7 years old and up. Ballet levels are based on skill set and not age. Recommended Ballet level placements will be posted on the skills tab in the parent portal for all returning students. It is expected for a student to remain several years in the same ballet level. New students will be evaluated for placement (please call our office for evaluation time). See page 8 for more information on our Ballet program.

## Student/Parent/Teacher Relations

1. **Contacting Instructors:** Instructors can be contacted via email. All emails are listed on the MSDA website (About Us / Our Staff). Please do not try to catch an instructor between classes. Class schedules are very tight, and our instructors would like to give your questions and concerns the proper attention.
2. **Social Media:** We are on Facebook and Instagram! Become a fan and keep up with the latest MSDA news! To maintain a positive environment, we kindly remind our families/students that any negative comments posted on social media may result in account termination, with no eligibility for refunds.
3. **Phone Calls:** You may leave a message for a teacher at the studio. Do not call any staff member at home. Due to varied work schedules, emails are best.
4. **Disruptive Behavior:** Students are expected to maintain appropriate behavior at all times. Disruptive behavior will not be tolerated.
5. **Opening Class Doors:** Please respect our instructors. All classes are closed sessions. Do not open the door during class time. When classes are over, the instructor will open the door for the next class to enter and students will exit to the lobby.
6. **Winter & Spring Parent Observation:** Parents will be invited to attend and watch the entire class. See page 6 for dates.
7. **Emails from Studio:** All registered accounts will automatically be enabled to receive email updates and alerts from the studio. You can update your email address on file through your parent portal. Please pay attention to email communications. MSDA will use email to communicate updates to this Handbook, changes to procedures or guidelines, and any other important updates or information during the year.

## Parent Portal

You have access to your studio account via the parent portal or through the MSDA App. From your portal or app, you are able to send messages to the studio, view and print your registered classes, see if you are eligible for class makeups, update your credit card or bank account information, make payments, and more. See the Registration page of the website for more information.

## Absenteeism & Inclement Weather

1. **Illness Policy:** Students should stay home if they are experiencing any of the following conditions:
  - Pain – any complaints of unexplained or undiagnosed pain.
  - Runny nose (green mucus indicates infection), watery eyes, coughing, sore throat, or productive cough. Difficulty in breathing – wheezing or a persistent cough.
  - Fever (100°F/38.3°C or more) or nausea and vomiting.
  - Infected skin or eyes or an undiagnosed rash. Severe itching of body and scalp.
  - Unexplained diarrhea or loose stool combined with nausea, vomiting, or abdominal cramps. These may indicate a bacterial or viral infection that is easily passed from one child to another.
  - Known or suspected lice or any other communicable illnesses (including symptoms of Covid-19, as defined by the CDC).
2. **Missing Classes:** If a student will be missing two or more consecutive weeks of class, please contact the studio office. The office staff will relay the information to the instructors.
3. **Excessive Absences:** Students with excessive unexcused class absences may be pulled from the recital dance with no refund. This is at the teacher's discretion.
4. **Inclement Weather:** In the case of inclement weather, there will be information on the telephone's outgoing message as well as a social media and WSOC-TV update. We will also send an email notification (see #7 above.)
5. **Make-Up Classes:** There are no refunds for missed classes whether it is due to student absence or studio closure. These can be made up any time before March 29<sup>th</sup> in an age appropriate class– even if it is a different style than what the student is taking. Make-up classes cannot be scheduled during Parent Observation Week (3/10-3/15) or Picture Week (3/17-3/22).

**\*\*Students must schedule make-up classes through the studio office at the location where the original class was missed.\*\***

# STUDIO POLICIES

## Student Dress Code

1. **Modesty:** No midriffs should be shown at any time, and thighs should be covered. Leotards should be worn with tights. Students may elect to wear shorts over top of their leotard, but tights must still be worn underneath.
2. **Shoes:** Proper shoes in specific colors are required for all classes. A list of shoes can be found below.
3. **Hair:** Hair should be pulled up and away from the student's face.
4. **Piercing:** The only piercings allowed are in the earlobes of girls. All other piercing should be removed prior to entering the studio.
5. **Tattoos:** Absolutely no tattoos allowed. No exceptions.
6. **Tights:** The office has tights available to match lighter and darker complexions.
7. **Shoes:** We do not sell dance shoes – exception is the Turn Shoe that is listed as Eurotard A1062 below. Please write your child's first and last name on all belongings, including shoes! Sharpies are available in the office. Preferred style numbers are provided below; however, similar styles are acceptable as long as the colors match.

All dress codes listed below can be found as a resource of your student's class in the parent portal.

Please note that all shoes listed below are required for recital performances.

<b>ACRO</b> <ul style="list-style-type: none"><li>• No shoes required (barefoot)</li><li>• Leotard and tights of any color/style; shorts may be worn over the top of the leotard, but tights are still required.</li><li>• Tights should be footless, stirrup, or convertible for safety purposes.</li><li>• Boys will wear athletic shorts or pants and t-shirt of any color.</li></ul>	<b>BALLET (Pre-Ballet &amp; Ballet I-V) -see page 8</b> <ul style="list-style-type: none"><li>• Split sole - Weissman W300 (available at Open House only), Bloch S0625L (Adult sizes click <a href="#">here</a>) OR similar style (canvas or leather).</li><li>• Black leotard and pink tights are required for girls.</li><li>• Boys wear white fitted t-shirt (tucked in) along with black fitted shorts or jazz pants. Boys will wear black split sole Ballet shoes.</li><li>• Ballet skirts can be worn <b>WITH</b> instructor's approval.</li></ul> <p><b>Students will not be permitted into class if they are not dressed in the proper Ballet attire.</b></p>
<b>BROADWAY HEELS</b> <ul style="list-style-type: none"><li>• Weissman B110 (available at Open House only), Bloch S0379 Tan or Capezio 550 Caramel in 1.5" heel.</li><li>• Leotard and tights of any color/style; ballet skirts may be worn over the top of the leotard, but tights are still required.</li></ul>	<b>COMBO CLASSES</b> <ul style="list-style-type: none"><li>• Full sole - Weissman W400 (available at Open House only), Body Wrappers 201C or Capezio 212C Pink Ballet Shoes; boys will wear black Ballet shoes.</li><li>• Weissman W2600 (available at Open House only) or Capezio 3800 Caramel; boys will wear black Tap shoes.</li><li>• Leotard &amp; tights of any color/style; ballet skirts may be worn over the top of the leotard, but tights are still required.</li><li>• Boys will wear black jazz pants and t-shirt of any color.</li></ul>

## Student Dress Code

<p><b>HIP HOP FUNK</b></p> <ul style="list-style-type: none"> <li>• Converse High Top Black Tennis Shoes (for girls and boys). Color AND style must match for generic brand.</li> <li>• Street clothes consisting of yoga or sweatpants are permitted (no bare legs) and t-shirt (no mid-riffs allowed for girls).</li> </ul>	<p><b>JAZZ &amp; TUMBLE / JAZZ HIP HOP</b></p> <ul style="list-style-type: none"> <li>• Bloch S0609 or Eurotard A1062 Tan Turn Shoe (available in front office) for girls and boys.</li> <li>• Leotard &amp; tights of any color/style; shorts may be worn over the top of the leotard, but tights are still required.</li> <li>• Boys will wear athletic shorts or pants and t-shirt of any color</li> </ul>
<p><b>JAZZ / LYRICAL/CONTEMPORARY / MUSICAL THEATER</b></p> <ul style="list-style-type: none"> <li>• Bloch S0609 or Eurotard A1062 Tan Turn Shoe (available in front office) for girls and boys.</li> <li>• Leotard &amp; tights of any color/style; ballet skirts may be worn over the top of the leotard for Jazz, Lyrical and Musical Theater; shorts may be worn over the top of the leotard for Poms, but tights are still required.</li> <li>• Boys will wear black jazz pants and t-shirt of any color.</li> </ul>	<p><b>PRE-POINTE/POINTE – see page 8</b></p> <ul style="list-style-type: none"> <li>• Pointe shoes must be sewn completely. Check with the front office on where to go for fitting and purchase.</li> <li>• Black leotard and pink tights are required.</li> <li>• Ballet skirts can be worn WITH instructor's approval.</li> </ul> <p><b>Students will not be permitted into class if they are not dressed in the proper Ballet attire.</b></p>
<p><b>TAP (EXCEPT COMBO)</b></p> <ul style="list-style-type: none"> <li>• Weissman W1600 (available at Open House only) or Capezio CG19 Caramel for classes 6-8, 7-9, 7-10, 9-12, 9+, 10+ and 11+.</li> <li>• Boys for all classes will wear black Tap shoes.</li> <li>• Leotard &amp; tights of any color/style; shorts may be worn over the top of the leotard, but tights are still required.</li> <li>• Boys will wear athletic shorts or pants and t-shirt of any color</li> </ul>	<p><b>TUMBLING</b></p> <ul style="list-style-type: none"> <li>• No shoes required (barefoot)</li> <li>• Leotard and tights of any color/style; shorts may be worn over the top of the leotard, but tights are still required.</li> <li>• Tights should be footless, stirrup, or convertible for safety purposes.</li> <li>• Boys will wear athletic shorts or pants and t-shirt of any color.</li> </ul>

## Waiting Room & Lobby Rules

1. **For health and safety reasons and to cut down on the size of crowds, students should be dropped off in the main lobby and picked up in the lower lobby. Do not park your car or stop at 4-way stop signs to let your dancer out - this causes extreme traffic jams.**
2. **Hallways Must be Clear:** Per the Fire Marshal, there is no sitting or standing in the hallways. Please remain in the lobby or homework area while waiting for class to begin; we kindly ask that you exit the building once your dancer has gone to class.
3. **No Horseplay:** Parents are asked to keep students and waiting siblings from aggressive horseplay in the waiting areas.
4. **No Acrobatics:** Students should not perform any gymnastics in the halls or waiting areas.
5. **No Food:** No drinks, sodas, coffee, gum, or food of any kind in the main studio areas; only in the homework area. There is no guarantee that our premises will be free from allergens of any kind, including but not limited to food products containing nuts.
6. **Student Drop-Off and Pick-Up:** The premises of MSDA outside of the classroom studios are not supervised. **Students under the age of 7 may not be left unattended by a parent/guardian at any time before, after, or between classes. Students 7 and older must be dropped off and picked up on time** (no more than five minutes before class or five minutes after class). Due to traffic and other safety concerns, **parents must park and come inside MSDA to drop off students and they will be picked up at the lower lobby doors (please wait outside).** Students will not be released to older siblings under age 16. Parents/guardians are responsible for arriving on time for drop-off and pick-up, for coming into the building for drop-off and lower lobby pick-up, and for instructing their students not to leave MSDA's building without them. Students left more than 5 minutes past class end time will be charged a late pick-up fee of \$1 per minute.
7. **Parking Lot:** No student of any age should hang out in the parking lot without a parent present.
8. **Leaving the Studio:** No student under the age of 18 may leave MSDA's premises unattended by a parent/guardian. If a student is between 11 and 17 years of age, the student may leave MSDA's premises unattended by a parent/guardian (including but not limited to times between classes) **only if the student's parent/guardian signs an Authorization and Release for Unsupervised Student Dismissal.** This form is available in the office. This authorization is also required for students under the age of 18 who drive themselves to and from MSDA. Parents/guardians who elect not to give off premises authorization are responsible for telling their student(s) about their election and for ensuring that their student(s) understand they may not go outside of the MSDA building unattended at any time for any reason.
9. **Switching Classes:** Students in back-to-back classes that switch studios will be escorted by staff members to their classes.
10. **Time Between Classes:** **If a student is 7 or older and is participating in multiple classes on the same day,** the student may remain inside MSDA's building unattended by a parent/guardian between classes only if the student's parent/guardian signs **Acknowledgement and Release for Unaccompanied Class Transition.** This form is available in the office or on our [website](#). Parents/guardians who elect to leave their student unsupervised are responsible for telling their student(s) they may not leave the building for any reason. Parents/guardians who elect not to sign the Acknowledgement must pick up their student between classes or stay with them.
11. **Courteous:** Please be courteous to fellow parents. Our waiting areas can become crowded and a little common courtesy can go a long way.

## Homework & Snack Area Rules

1. **Quiet:** This is a quiet area for study. Please respect those focusing on their work.
2. **Proper:** Do not sit or stand on the study counters or furniture.
3. **Neat:** Please pick up after yourself.
4. **Food & Drink:** This is the only area that food and drink are allowed in. We encourage healthy snacks and require that all drinks be clear liquids (water, clear Gatorade, etc). In the event of a spill, please advise the front office so we can clean up the mess as soon as possible. No food or drinks, besides water bottles, are allowed in any studio at any time. **No one is to bring food products containing nuts of any kind onto the premises of Miller Street Dance Academy.** MSDA cannot, however, guarantee that its premises will be free from allergens of any kind, including but not limited to food containing nuts.

## Personal Belongings

1. **Labels:** Please label all shoes, dancewear, dance bags, coats, etc. with the students **first and last name**. Please write your dancer's name on the bottom of their shoes. If not labeled properly, teachers will write your dancers first and last name on their shoes during the first few weeks of classes. If the item left behind is properly labeled, the studio will attempt to contact the parent and hold that item in the "pick-up drawer" located in the studio office.
2. **Lost & Found:** The lost and found is located in the Homework area. Items will be donated monthly **and** when the bin becomes overfull. Please check these bins regularly. MSDA is not responsible for lost or stolen items.

## Anti-Bullying Policy

**Purpose:** Our dance studio is committed to creating and maintaining a sanctuary where peace, passion for dance, and mutual respect are paramount. We believe every individual has the right to learn and grow in a safe and supportive environment free from intimidation, harassment, and bullying.

**Definition of Bullying:** Bullying constitutes any repeated, intentional behavior that causes physical, emotional, or psychological harm to another individual within the studio. This includes, but is not limited to:

- Verbal abuse, such as name-calling, teasing, or making derogatory remarks.
- Physical aggression or intimidation, including unwanted physical contact or threatening gestures.
- Social exclusion or manipulation.
- Cyberbullying through digital platforms, such as social media, text messaging, or emails.
- Any other behavior that disrupts a student's ability to learn and feel safe in the studio.

**Repercussions:** The repercussions for bullying will be taken very seriously and can include the following progressive steps, depending on the severity and frequency of the behavior:

1. Verbal warning and discussion with the involved parties to mediate and resolve issues.
2. Written warning delivered to the parents/guardians outlining the behavior and future expectations.
3. Mandatory meeting with the student, parents/guardians, and studio director to discuss the behavior and potential consequences if it continues.
4. Suspension from classes and studio-related activities for a period determined by the studio director.
5. Permanent expulsion from the dance studio in cases of severe or unrepentant bullying.

**Reporting and Addressing Bullying:** We encourage all students, parents, and staff to report any instances of bullying immediately to the studio director or a trusted teacher. All reports will be taken seriously and investigated promptly and discreetly. Confidentiality will be maintained to the greatest extent possible.

We will work together with all parties involved to find a resolution that supports the victim, holds the perpetrator accountable, and maintains the integrity of our studio's safe and welcoming environment.

**Commitment to Prevention:** Our studio is committed to preventative measures through regular education on the impact of bullying, promoting a culture of kindness and inclusivity, and fostering open communication between students, parents, and staff.

Together, we can ensure our studio remains a place where every dancer can thrive and pursue their passion for dance without fear or reservation.

# STUDIO POLICIES

---

## Medications/Devices and Medical Insurance

1. All students with an emergency medication/device must comply with the following requirements:
  - The medication/device must be placed in a closed plastic baggie clearly labeled with the student's name and easy to understand written instructions concerning when/under what circumstances the medication/device should be used and how it should be used. The instructions in the baggie also must include the name and telephone number for two emergency medical contacts.
  - Students with a medication/device are required to bring the baggie to and from MSDA activities and, at all times while at MSDA, to keep the baggie in a gear bag on their person or, during classes, in the classroom.
2. MSDA does not carry medical insurance for its students.
3. ***MSDA does not render medical care, including medical diagnosis or treatment, to students or others, and any assistance MSDA staff may offer to students will be limited to responding to an emergency.***

## Preparing for Class

1. Dancers are to enter the dance studio fully dressed for class with their hair properly pulled back (bun for Ballet) and proper dance shoes on. Please do not wear street shoes into dance rooms. Dance bags may be brought into the room or left in the cubby area. Combo classes (preschool through 6 years old) will need to have their tap shoes on each week when entering class. Please put ballet shoes in a dance bag that they will bring into class with them. Put your child's name on their shoes and bag. The teachers will help dancers change shoes in the middle of the class.
2. Please be sure all cell phones, smart watches and electronic devices are left in dancer's bags and have their ringers and sounds set to silent.

## What to Expect Your First Week

1. The halls are very crowded the first few weeks of classes. This will settle down after the first few weeks.
2. There is a lot of switching around of classes as parents are trying to get settled in the new schedule of the year. Please be patient. Classes often have to change at the same time, so that dancers can go to the different subjects they are taking.
3. Like school, the first few weeks of class are review. This allows everyone to get comfortable with new classes and new teachers. Also, teachers can evaluate students to be sure they are in the correct class.
4. If dancers have been placed into classes that are not correct for them - don't worry - we will find a more suitable class!
5. Parking is the #1 complaint with parents in dance schools around the nation. This is something that can't be helped. Please be careful and watch for children!
6. It is best to get your dancer in class on time, ready to dance.
7. Please keep the hallways clear; dancers will be released in the lower lobby area for pick up.
8. The youngest dancers will often have tears or anxiety the first few weeks. This is normal. The teachers are trained to get children "on task" quickly. It is not uncommon to have a few dancers on a few hips the first month of class! The best way to ensure success is for parents to assure them they are going to have fun. Leave as quickly as possible and make sure the door is closed. Please keep noise down in the hallways and don't let siblings open or knock on the door. This will distract the dancers.
9. Please have all dancers use the bathroom before class. Teachers will gladly take them if they do need to go during class, but this can be a disruption. All young combo students should wear a pull-up if they are not potty-trained.

**Always stop by the office if you have questions or concerns.  
Every staff member wants your MSDA experience to be positive and rewarding.**



# ALL ABOUT RECITAL

## Recital

1. **Recital Fee:** The annual recital fee of \$65 for the first student plus \$30 for each additional student is due February 1, 2025. The recital fee includes a link to recital video for download, covers the cost of the auditorium and allows students to invite as many guests as they like by eliminating ticket sales. If your dancer withdraws from classes after February 28, 2025, the recital fee will not be refunded.
2. **Opting Out of Recital:** students must participate in recital for all classes or not participate in the recital at all. Students cannot pick and choose particular classes for the recital. Students and parents are responsible for informing MSDA in writing no later than September 30, 2024, if a student is not going to participate in the recital. Notice must be provided directly to Ms. Michelle.  
**Students enrolled in Acro classes must participate in the recital.**
3. MSDA is not responsible for lost or stolen items at the recital.
4. **Dates:** Please see below for recital dates.

## Costumes

1. **Costume Fees:** Costume amounts are approximate and subject to change. Changes in a student's schedule can result in a change of costume and costume fees. Costume amount includes bag, costume, tights, and tax. NOTE - if your dancer does not have the correct tights at recital - or they tear their tights, we will replace them and charge to the card on file.
  - a. Combo classes will perform both tap and ballet numbers in the recital but will have only one costume. Exception is the 2.5-3.5 Combo, which will only perform a ballet number.
  - b. Tumbling for ages 3 to 6, Leaps & Turns, and Pre-Pointe classes will not participate in the recital and will not have a costume fee. Jazz & Tumble will have a jazz costume for recital. All other classes will have one costume per class.
  - c. **Male dancers in co-ed classes** - the teacher will discuss with the dancer's parents what is to be worn for the recital.
  - d. **Classes added after October 1, 2024, may result in purchasing an additional costume for the new class(es). Classes dropped after October 1, 2024 will still be responsible for costume fee**

All Combo classes, 4-6 Jazz & Tumble/5-6 year old Jazz Hip Hop	\$126.26	All Teen classes	\$139.10
All 6-8 year old classes	\$136.96	Pre-Ballet, Ballet I-V Pointe uses same costume	\$142.31
All 7-10 year old classes	\$136.96	Monday Pointe (Pancake Tutu and Black Leotard)	\$128.40 (Tutu) \$42.80 (Leotard)
All 9+, 9-12, 11+ & 11-12 year old classes	\$139.10		

2. **Payment Due Date:** Costume fees are due October 1, 2024. Deposits toward costume balances may be paid at any time prior to the due date.
3. **E-payment Accounts:** Fees for your dancer's recital costumes will be charged to the card or bank account you have on file unless you have set up a different payment arrangement. Charges will be drafted between October 15 and October 18, 2024.
4. **Costume Distribution:** Dancers will receive their costume(s) during our Spring Parent Observation Week. This week is listed on page 6 (Studio Dates) and is a great opportunity to see your dancer in their costume for the first time and video the recital routine. Please remember we do not allow these videos to be posted on social media. All alterations will be done in-house for those participating in recital only. If the class has been dropped, no alterations will be done. DO NOT wash costumes!
5. **Refunds:** There will be no costume refunds for dropped classes, withdrawals from the studio, terminations by MSDA, or decisions not to participate in the recital. A student who withdraws from a class after purchasing a costume may pick up the costume April 7-12, 2025. Costumes not picked up by then will be donated.
6. Parent email and cell phone number will be submitted to our photographer one week prior to Picture Week. They will send a link to your email or phone with your dancer's proof. These are not mandatory to purchase, unless you request to use one in a program book ad.

### Baxter 2025 Recital Dates

Location of Recitals: The River Place – 1420 Convention Center Drive, Fort Mill, SC 29715

RECITAL DATES are June 7 - 8, 2025 ( \*\* dates and times subject to change\*\*)

Class Day	Recital
Monday Classes	Sunday June 8, 2025 12:00pm
Tuesday Classes	Sunday June 8, 2025 2:00pm
Wednesday Classes	Saturday June 7, 2025 12:00pm
Thursday Classes	Saturday June 7, 2025 3:00pm
Friday & Saturday Classes	Saturday June 7, 2025 6:00pm

# E-PAYMENT REMOVAL FORM

---

Miller Street Dance Academy  
967 Market Street, Suite 100  
Fort Mill, S.C. 29708  
www.millerstreetdanceacademy.com



Phone: 803.396.JAZZ (5299)  
Fax: 803.396.5296

## E-PAYMENT REMOVAL FORM

I, \_\_\_\_\_, **decline** to have the banking information or credit card I registered with online to be used for automatic drafting purposes. I understand that all fees and invoices due (which include tuition, costumes, late fees, and recital fee, and any other studio or dance related items purchased on my account) are due according to the **attached Quick Reference Guide**. I take full responsibility for payment of all charges and understand that a \$25 late fee may be applied to my account if my account is more than ten days past due.

Miller Street accepts personal checks, credit cards, debit cards, bank draft, and cash as methods of payment. If you pay in cash, please give it to an office staff member and receive a receipt. If paying by check, credit card, or debit card please write the student's name on the memo section of your check or at the top of the receipt. Checks should be made payable to "MSDA" and turned in at the front office or mailed to the address above. All other payment methods should be made in the office or through the parent portal.

\_\_\_\_\_  
Names(s) of dancer(s)

\_\_\_\_\_  
Signature of Account Holder

# PARENT QUICK REFERENCE

PAYMENT SCHEDULE			
MONTH	DUE DATE	AMOUNT	PAYMENT METHOD
Registration Fee (\$60/student; \$120 family max) <b>Non Refundable</b>	Registration	<b>\$60.00</b> <b>\$120.00</b>	
August 2024 Tuition (1/2)	Registration		
September 2024 Tuition	9/01/24		
October 2024 Tuition	10/01/24		
October 2024 Costume Payment	10/01/24	<b>Varies</b>	
November 2024 Tuition	11/01/24		
December 2024 Tuition	12/01/24		
January 2025 Tuition	01/01/25		
February 2025 Tuition	02/01/25		
February 2025 Recital Fee	02/01/25	<b>\$65+\$30 each</b> <b>addt'l student</b>	
March 2025 Tuition	03/01/25		
April 2025 Tuition	04/01/25		
May 2025 Tuition	05/01/25		

## First Things First...

*Start the year off on the right foot!*

What do I wear to class?	<i>See page 12 &amp; 13</i>
What kind of shoes do I need?	<i>See page 12 &amp; 13</i>
When do classes start?	<i>See page 6</i>
Is there a place for my belongings during class?	<i>See page 14</i>
How do I stay up to date with studio news?	<i>See page 11</i>
What if I miss a class?	<i>See page 11</i>
When is the recital and what can I expect?	<i>See page 17</i>
Is there a place my child can do homework?	<i>See page 9</i>
When is tuition due and how do I pay?	<i>See page 10</i>
How do I get in touch with my child's teacher?	<i>See page 11</i>
Do you have a lost and found?	<i>See page 14</i>
Can I come in and watch my child's class?	<i>See page 11</i>
How do I access my online account?	<i>See page 11</i>

**Be sure to read through the handbook for answers to all your questions.**

