



## 2023 – 2024 Parent/Student Handbook

**After reading this, please sign everything [HERE](#)**

At **Devine Performing Arts** we strive to bring you and your children the venue to grow through dance, gym, and art studies while instilling the life-long values of respect, honesty, caring, responsibility, discipline and teamwork. With this in mind, we ask all of our students and their families to read through and adhere to the following policies.

### Office Hours

Monday	4:15 – 8:30pm
Tuesday	4:15 – 8:30pm
Wednesday	4:15 – 8:15pm
Thursday	4:15 – 8:00pm
Friday	<b>CLOSED</b>
Saturday	<b>CLOSED</b>
Sunday	<b>CLOSED</b>

### Contact Information

Debbie Devine, Director / Ashley Stettes, Assistant Director  
17013 New College Avenue, # 100  
Wildwood, MO 63040  
(636) 458-6605  
[www.dpa-dowhatyoulove.com](http://www.dpa-dowhatyoulove.com)  
Email: [dpa.debbie@gmail.com](mailto:dpa.debbie@gmail.com) (Debbie Devine)  
Email: [dpa.ashley.stettes@gmail.com](mailto:dpa.ashley.stettes@gmail.com) (Ashley Stettes)

### Important Dates to Remember

Calendar on website under **About** Tab/Calendar (*dance season September through June*)

*We primarily follow the Rockwood School District, but please check our schedule closely.*

#### **Bolded Dates are MANDATORY!**

- August 26, 2023
  - September 5, 2023
  - September 23, 2023
  - October 23 – 26, 2023
  - **October 31, 2023**
  - **November 22 – 26, 2023**
  - December 11 – 14, 2023
  - **December 10, 2023**
  - **Dec. 21, 2023 – Jan. 3, 2024**
  - January 4, 2024
  - **January 15, 2024**
  - End of January *DATE TBD*
  - February 19, 2024
  - **March 16 – 24, 2024**
  - April 15, 2024
  - April 17 – 22, 2024
  - *May 11, 2024*
  - **May 20 – 23, 2024**
  - **May 24 – 27, 2024**
  - May 28 - June 3, 2024
  - June 3, 2024
  - June 5 – 7, 2024
- Open House 9am – noon  
FIRST DAY OF CLASSES!  
Wildwood Days Parade and Celebration  
“Wear a Costume to Class” & “Bring a Friend” Week  
**Closed for Halloween**  
**Closed for Thanksgiving Break**  
Parent Participation Week - take class with your kid(s)!  
**Recital and Costume Fees Due (If participating in recitals)**  
**Closed for Winter Break**  
Classes Resume  
**Closed for Martin Luther King Day**  
DAC Show @ West County YMCA  
NO SCHOOL BUT **\*OPEN** for Classes on President’s Day  
**Closed - Spring Break – Classes Resume Monday, March 25**  
Summer Registration Opens  
Parent Participation Week - take class with your kid(s)!  
**MARQUIS PRESENTS “SINGIN’ IN THE RAIN” @ West County YMCA**  
**RECITAL PICTURES AND DRESS REHEARSALS AT DPA!**  
**Closed for Memorial Day Weekend**  
LAST WEEK OF CLASSES  
LAST DAY OF CLASSES  
Recital Week (3 Performances Schedule TBA) @ Kirkwood HS

#### **\*\*2024 Recital Packets to be distributed in September\*\***

*The packet will contain the exact details for Recital Week 2024. ALL Recital dates for costume pick up, recital photos, and dress rehearsals will be in this packet as well.*

## **Registration Fees and Tuition Policies**

(Completed registration packets are required for any student prior to starting class.)

- Annual, non-refundable registration fees of **\$35 for the first student** and **\$30 for each additional family member** are due at the time of enrollment.
- Tuition rates found [HERE](#)
- Tuition (separate fee schedule attached) is due on the **first** of every month unless otherwise noted:

September 5, 2022 (first day of classes)
October 1, 2022
November 1, 2022
December 1, 2022
January 3, 2023

February 1, 2023
March 1, 2023
April 1, 2023
May 1, 2023 (June is charged one week of tuition and is included when May is posted.)

## **Autopay Options**

- DPA offers an optional auto-pay service to simplify your bill paying starting with your September 5 payment.
- **A new request must be completed each year.**
- Instructions for signing up for auto-pay are on the website and are included in the signed parent handbook form. You are welcome to sign up for autopay via credit card (3% transaction fee) or via a check from your bank. Information on these options can be found on our website.
- DPA accepts payments via credit card (American Express, Discover, Mastercard, Visa), cash, and checks. (Checks made payable to **Devine Performing Arts.**) However, **all** credit card payments will incur a 3% processing fee.
- **Payments more than 7 days late will result in a \$15 late fee.** Devine Performing Arts reserves the right to deny admission to any student with a past due account.
- **All tuition fees are non-refundable.** Exceptions may be made with approval from the Director for medical reasons with a doctor's note stating the reason for withdrawal. Otherwise, **written** notice is required **thirty (30) days** in advance for withdrawal from any class. Withdrawal forms are available at the Front Desk. Tuition will continue to be charged until a completed withdrawal form is received.
- A \$25 charge plus bank fees incurred will be applied to any and all returned checks.
- Recital fees and recital costume fees are only refundable through December 31, 2023.

## **STUDIO POLICIES**

- Dancers and families are asked to respect all areas of the studio (dance studios, lobby area, restrooms, etc.). Please refrain from running, climbing on furniture, and leaving children unsupervised. Not only do we want to respect the dancers and artists here to study, but we want to foster a safe environment for everyone.
- Lost and Found is located by the Front Desk. Unclaimed items will be donated to charity on the first of each month. Devine Performing Arts is not responsible for any lost, damaged, or stolen items.
  - **NO GUM, FOOD OF ANY KIND, OR DRINK (ASIDE FROM WATER) ALLOWED** in the dance studios.
  - In an effort to maintain a positive family atmosphere, appropriate behavior and language are expected from all students, parents, and staff members.
  - The use and consumption of tobacco, drugs, and alcohol are strictly prohibited on Devine Performing Arts premises and parking lot.

## **Student Conduct**

- Devine Performing Arts students are expected to be respectful of instructors and other dancers, attentive, and willing to learn by following the teacher's instructions.
- For safety reasons, dancing is only permitted in the dance studios. Appropriate dance shoes must be worn in studios at all times.
- Should a student's behavior be distracting to other students or inappropriate, a warning will be given and a behavior incident report may be filled out.
- Should a student continue to act inappropriately after three warnings, he/she will be asked to sit and observe

for the remainder of the class. In the rare occurrence of a student being removed from class for inappropriate behavior, the parent/guardian will be contacted.

- Dancers should not be dancing in a studio without a teacher present.
- Dancers **MUST** be dressed appropriately for class. Any student not in dress code may be asked to sit and observe. Please consult the Dress Code listed below for proper attire.

### **Student Dismissal**

- Devine Performing Arts reserves the right to ask students who consistently fail to behave appropriately in class to leave the studio.
- Students may also be dismissed for non-payment of fees or non-compliance with any/all studio policies.

### **Attendance, Tardiness, Class Cancellation**

- Regular attendance from your dancer is vital to learning. Each class has a specific focus and goal that help develop technique and style. Excessive absences can be a source of frustration for your dancer and may hinder his/her progress and preparation for recital in addition to preventing them from advancing in their levels..
- The first portion of dance class is dedicated to warming up and stretching to allow your dancer to safely progress through the rest of class. Please arrive for class with adequate time to dress so your dancer will not miss a minute of precious class time. Arriving more than ten (10) minutes late places your dancer at risk of injury due to improper warm-up. Should this occur, he/she must respect the ongoing class and enter quietly while finding a place in the room to warm up and stretch or he/she will be asked to sit and observe.
- Missed classes may be made up within one month in a comparable class. Please call ahead to schedule a makeup class so we may inform the teacher and to record your attendance accurately.
- Occasionally it may be necessary for a teacher to cancel a class. When this occurs, every effort will be made to schedule a make-up class. Should you be unable to attend the scheduled make-up class, you are welcome to attend a different class. (This is a great opportunity to try something new!)
- There will be **NO REFUNDS** for missed classes.

### **Withdrawal from Class(es)**

- At times it may be necessary to drop one or more classes due to moving, injury, etc. It is your responsibility to reach out to our office staff for a Withdrawal Form to complete.
- This form must be completed and returned to the DPA office **30 days prior to the intended withdrawal** to terminate further tuition obligations for the season. The Primary Contact is responsible for tuition payments and late fees until a Withdrawal Form is turned in, regardless of attendance.
- Should you need to withdraw prior to the start of classes on September 5, 2023, all tuition fees will be refunded less a \$25 service charge. After September 5, thirty (30) days' notice is required to stop further charges. ***Registration and tuition for the month withdrawing are non-refundable.***
- **All recital costume fees are non-refundable after December 31, 2023.**

### **Drop-Off Procedures**

- Students may be dropped off 10 minutes before class time. Please either walk your dancer inside or wait until they have entered the building before you leave.
- Dancers are to remain inside the studio until you pick them up after their class. Please do not leave young children unattended before or after a class.
- Please pick up your dancer promptly after class. Should an emergency arise and you know you will be late, please contact the Front Desk at 636-458-6605.
- **PLEASE PULL INTO THE PARKING LOT FOR DROP OFF AND PICK UP AND DO NOT DO SO ON THE STREET BY THE SIDEWALK**

### **Parking**

- The parking lot is available for your convenience. Please lock and secure your vehicles at all times. Devine Performing Arts is not responsible and shall not be liable for any damaged, lost, or stolen items.

### **Incident Weather Policy** (<http://www.rsdmo.org>)

- Devine Performing Arts follows the closing procedures of the Rockwood School District as best we can. There may be times that Rockwood will be closed and we will be open. You will be notified either way via email, and we will post the information on Facebook and Instagram by 3:00 PM that day. Please check any one of these sources.
- ***Snow days are not made up.*** However, we encourage students to make up lessons by participating in regularly-scheduled classes other than those they ordinarily attend. Students must contact the office to schedule their make up.

### **\*\*\*ILLNESS\*\*\***

- Please keep your dancer home if he/she has had **any** of the following:
  - \*Fever in the last 24 hours
  - \*Contagious/Infectious illness
  - \*Colored secretion from eyes/nose
  - \*Shortness of breath
  - \*Exposure to anyone positive for COVID-19 - SEE COVID PROTOCOL
- If your dancer is not contagious and may be experiencing allergies, etc., he/she may come and observe the class if not feeling well enough to fully dance. Your child may be asked to walk through his/her spacing in a dance if observing a lesson.
- Only ten (10) absences will be allowed from September to June. Should your child accumulate more than ten (10) absences during this time period, participation in the recital will be at the teacher's discretion.
- **It is your responsibility to schedule time with the instructor or a fellow classmate to be sure your dancer is caught up on his/her choreography. Private lesson fees do apply if using the instructor.**

### **Food and Drinks**

- Devine Performing Arts observes a *"No Peanut Policy"*; however, it is not guaranteed. Several students experience severe allergies to nuts and we ask that all students and parents help us in keeping them safe.
- In addition, we ask anyone who eats or drinks in the lobby area to clean up after themselves. Snacks are sold at the Front Desk for your convenience. Snack cards may be purchased as well.

### **Recitals**

To showcase the hard work and talent of our dancers, Devine Performing Arts presents an annual, year-end recital. Students will have the opportunity to demonstrate what they have learned in class in a professional, theatrical setting.

- Recital is optional but highly encouraged!
  - ***Should you choose to participate, Recital Group Photos and Dress Rehearsals are mandatory.***
- Detailed recital packets including costume and recital fees will be distributed in September.
- Recital Fees and Costume Payments are due by **December 14, 2023**. Costumes are ordered over winter break 2023. A late fee of \$15/costume will be applied for payments received after January 1, 2024.
- Recitals will be held at the Keating Theater at Kirkwood High School. Please hold **June 5 – 7, 2024** for performances.
- Recital photos and dress rehearsals will take place at DPA the week of May 20 – 23, 2024 and are MANDATORY. These are in place of your weekly classes.

### **Parent Visitation**

- Devine Performing Arts welcomes parents to observe class in the lobby area at any time. Video monitoring capabilities are provided in all Studio rooms. In order to keep our dancers and artists focused, parents are requested to remain in the lobby area and only enter the studio rooms when asked by the instructor. (Monitors may be turned off for adult and rehearsal classes.)
- You are welcome to videotape and take still photos of your dancer during ***Parent Participation Weeks***:

## **Pre-Requisite Classes/Class Placement**

Devine Performing Arts is dedicated to providing the highest quality dance instruction in a safe and positive learning environment. Our professional and educated teaching staff is committed to making your dancer the best he/she can possibly be. In order to facilitate the optimal learning environment, DPA has a strategic plan for student's placement in dance classes.

- Classes are based on a dancers age and ability. Levels 1 and up are only open to those students ages 8 and up.
- Dancers will be placed in level 1 beginning at age 8 and will be moved up in levels based on experience and technique. The level a student may register into is determined by the Instructor and/or Director. Final placements may take more than one class to determine.
- Advancement may occur on special occasions throughout the dance season. Typically a student is expected to remain in the assigned level for a minimum of one year. However, it is not uncommon for a student to spend two to three years in a given level before being proficient and skilled enough to advance. This also helps to prevent the potential for injury.

## **DRESS CODE**

For the safety of all dancers, students are required to adhere to the following dress code. If not appropriately dressed for class, students will be asked to observe for that class.

### **Munchkin Movement**

- Anything comfortable to move in *or* leotard and tights
- Pink ballet shoes
- Hair secured out of face - you should not have to fix your hair over and over in class

### **Pre-School Hip Hop/Tumbling**

- Comfortable clothing
- Hair secured out of face - you should not have to fix your hair over and over in class
- Bare feet for hip hop/tumbling and tan jazz for musical theater

### **All Combo Classes (Ballet/Tap/Jazz)**

- Leotard and tights (any color) *OPTIONAL: Skirts*
- Pink ballet shoes with leather soles
- Tan tap shoes
- Tan jazz shoes
- Hair secured out of face - you should not have to fix your hair over and over in class

### **Ballet 1**

- Lavender leotard - NO SHORTS (*skirts are optional*)
- Pink tights
- Pink ballet shoes
- Hair pulled back in a bun (NO Ponytails)

### **Ballet 2**

- Teal leotard - NO SHORTS (*skirts are optional*)
- Pink tights
- Pink ballet shoes
- Hair pulled back in a bun (NO Ponytails)

### **Ballet 3-5 and All Pointe Classes (Including Variations)**

- Black leotard or other dark color - NO SHORTS (*skirts are optional*)
- Pink tights
- Pink ballet or pointe shoes
- Hair pulled back in a bun (NO Ponytails)

**ALL Jazz, Contemporary, Leaps and Turns, Musical Theater, Choreo/Improv, and Dance Team Prep**

- Leotard and tights *or fitted* dance top with leggings/mid length fitted shorts
- NO baggy clothes or short shorts
- Contemporary classes are barefoot
- Jazz, Leaps and Turns, Musical Theater, and Dance Team need tan jazz shoes
- Musical theater level 4 also needs tan character shoes
- Hair secured out of face - you should not have to fix your hair over and over in class

**Tap 1 - 5**

- Leotard and tights *or fitted* dance top and leggings/mid length fitted shorts
- NO baggy clothes
- **Black tap shoes** (*levels 3 - 5 need to be hard soled and preferably stacked...ask Miss Debbie*)
- Hair secured out of face - you should not have to fix your hair over and over in class

**Adult Classes**

- Fitness attire
- Hair secured out of face
- Shoes tbd by instructor

**Hip Hop - All Levels**

- Comfortable clothes that are easy to move in
- Clean tennis shoes or dance sneakers (PREFERABLY NOT WORN IN FROM OUTSIDE)
- Be prepared to remove shoes if inclement weather
- Hair secured out of face - you should not have to fix your hair over and over in class

**Tumbling - All Levels**

- Leotard or biketard PLEASE (any color)
- Shorts or leggings over leo are optional
- Absolutely no baggy clothing!
- Bare feet
- Hair secured out of face - you should not have to fix your hair over and over in class

**Drama/Voice**

- Street clothes
- Street shoes must be removed to enter the dance space

Thank you for helping us to ensure that your dancer has a positive, fun, and enriching experience at Devine Performing Arts. We look forward to having your child in class and to a great year!

*Always do what you love,*

*Miss Debbie*

**Don't forget to sign everything [HERE!](#)**