



2021 – 2022 Parent/Student Handbook

After reading this, please sign the Parent Signature Packet 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 – 9:15pm
Tuesday	4:15 – 9:15pm
Wednesday	4:15 – 9:15pm
Thursday	4:15 – 9:15pm
Friday	CLOSED
Saturday	9 – Noon
Sunday	CLOSED

Contact Information

Debbie Devine, Director / Ashley Stettes, Assistant Director
17013 New College Avenue, # 100
Wildwood, MO 63040
(636) 458-6605

Email: dpa.debbie@gmail.com (Debbie Devine)

Email: dpa.ashley.stettes@gmail.com (Ashley Stettes)

WEBSITE: www.dpa-dowhatyoulove.com

Important Dates to Remember

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

- August 28, 2021 Open House 10:00am – 4:00pm
- September 7, 2021 FIRST DAY OF CLASSES!
- September 25, 2021 Celebrate Wildwood
- **October 4, 2021** **NO SCHOOL - JOIN US FOR A MUSICAL THEATER CLINIC!**
- October 25 – 30, 2021 “Wear a Costume to Class” & “Bring a Friend” Week
- November 14, 2021 “Cheer for Charity” Performance at Lafayette High School
- **November 24 – 28, 2021** **Closed for Thanksgiving Break**
- December 6 – 11, 2021 Parent In-Class Watch Week
- **December 21, 2021** **Recital and Costume Fees Due**
- **Dec. 22, 2021 – Jan. 4, 2022** **Closed for Winter Break**
- January 5, 2022 Classes Resume
- **January 17, 2022** **Closed for Martin Luther King Day**
- **January 29, 2022** **DAC Show @ West County YMCA**
- **February 21, 2022** **NO SCHOOL *OPEN for Classes on President’s Day**
- **March 18 – 27, 2022** **Closed - Spring Break – Classes Resume Monday, March 28**
- April 15, 2022 Summer Registration Opens
- April 16 – 21, 2022 “Bring Your Dad” to Class Week
- **April 30, 2022** **MARQUIS PRESENTS CINDERELLA @ West County YMCA**
- **May 6, 2022** **Recital Costume Pick Up (5-8pm) @ DPA**
- **May 21 - 26, 2022** **Recital Dress Rehearsals at DPA during class - Schedule TBD**
- **May 22, 2022 (full day)** **MANDATORY Recital Pictures – Schedule TBD**
- **May 28 – 30, 2022** **Closed for Memorial Day Weekend**
- **May 31 - June 6, 2022** **LAST WEEK OF CLASSES**
- **June 7 – 9, 2022** **Recital Week (3 Performances Schedule TBA)**

****2022 Recital Packets to be distributed week of September 20****

The packet will contain the exact details for Recital Week 2022 as well as other important information.

Registration Fees and Tuition Policies

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

- Annual, non-refundable registration fees of **\$30 for the first student** and **\$25 for each additional family member** are due at the time of enrollment. **After January 1, 2022, registration fees are \$35 for the first student and \$30 for each additional family member.**
- Tuition (separate fee schedule attached) is due on the **first** of every month unless otherwise noted:

September 7, 2021 (first day of classes) October 1, 2021 November 1, 2021 December 1, 2021 January 3, 2022
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February 1, 2022 March 1, 2022 April 1, 2022 May 1, 2022 (June 2022 tuition is prorated.) July 1, 2022 (Summer Tuition due <i>if applicable.</i>)
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- DPA offers an optional auto-pay service to simplify your bill paying starting with your September 7 payment. A new request must be completed each year. However, **all** credit card payments will incur a 3% processing fee for amounts up to \$165 per transaction. A maximum \$5 fee will be added for amounts from \$165.01 and up.
- Instructions for signing up for auto-pay are on the last page of this handbook.
- DPA accepts payments via credit card (Discover, Mastercard, Visa only), cash, and check. (Checks made payable to **Devine Performing Arts.**)
- **Payments more than eight (8) 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 refundable through December 31, 2021.

STUDIO POLICIES

MASKS ARE REQUIRED FOR ALL IN KINDERGARTEN AND UP REGARDLESS OF VACCINATION

- If your dancer is unable to wear a mask due to a medical reason, a doctor's note must be provided.
- 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 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.
- 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. Students may sit in the studio and wait

for a teacher prior to class time.

- Dancers **MUST** be dressed appropriately for class. Please consult the Dress Code 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.
- 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 complete a Withdrawal Form (available at the Front Desk and on the DPA website).
- 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 7, 2021, all tuition fees will be refunded less a \$25 service charge. After September 7, 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, 2021.**

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.

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.

Inclement 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 instructor

before attending a different class.

*****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.**

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 the week of September 20.
- Recital Fees and Costume Payments are due by **December 22, 2021**. Costumes are ordered over winter break 2021. A late fee of \$15/costume will be applied for payments received after January 1, 2022.
- Recitals will be held at the Keating Theater at Kirkwood High School. Please hold **June 7 – 9, 2022** for performances.
- Recital photos will take place on **Sunday, May 22, 2022**, at DPA. **Attendance is mandatory.**
- Recital dress rehearsals will take place the week of **Saturday, May 21 - Thursday, May 26** at DPA. Attendance is **mandatory**.

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.)
- *We will strictly follow CDC guidelines including wearing a mask for ages 5+ if not fully vaccinated. Should you not follow this rule, you will be asked to leave.*
- You are welcome to videotape and take still photos of your dancer during **Parent Watch Week:**

December 6 – 11, 2021

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.

- Kids' classes, youth classes, and combo classes are based on your dancer's grade in school.
- Dancers will be placed in levels based on experience and technique with a consideration for age. 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 more than one year 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

Pre-K Hip Hop/Tumbling

- Tennis shoes and hair pulled back
- Comfortable clothing

Pre-K Ballet/Tap and Kids Ballet/Tap/Jazz

- Leotard and tights (any color) *OPTIONAL: Skirts, shorts, leggings, etc.*
- Pink ballet shoes with leather soles
- Tan tap shoes
- Tan jazz shoes
- Hair pulled back out of face

Ballet 1

- Lavender leotard (*skirts are optional*)
- Pink tights
- Pink ballet shoes
- Hair pulled back (preferably a bun)

Ballet 2

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

Ballet 3-5

- Black leotard or other dark color - NO SKIRTS
- Pink tights
- Pink ballet shoes
- Hair pulled back in a bun (NO Ponytails)

ALL Jazz, Musical Theater Dance, Contemporary, Leaps and Turns

- Leotard and tights *or* fitted dance top with shorts or leggings
- NO baggy clothes
- Tan jazz shoes (*Musical Theater - tan character shoes for SR Advanced*)
- Hair pulled out of face

Tap 1 - 5

- Leotard and tights *or* fitted dance top and shorts or leggings
- NO baggy clothes
- Black tap shoes (*levels 3 - 5 need to be hard soled and preferably stacked...ask Miss Debbie*)
- Hair pulled out of face

Modern

- Leotard (any color)
- Footless tights or leggings (must be able to be barefoot)
- NO baggy clothes
- Hair pulled out of face

Hip Hop

- Comfortable clothes that are easy to move in
- Clean tennis shoes or dance sneakers
- Be prepared to remove shoes if inclement weather
- Hair pulled out of face

Tumbling

- Leotard any color
- Shorts or leggings optional
- Bare feet

Drama/Voice

- Street clothes
- Clean shoes or barefoot

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 our Parent Signature Packet HERE!

AUTO PAY

**Please add your CC information in the parent portal HERE.
You must also sign THIS FORM.**