



MANHATTAN DANCE ARTISTRY

HANDBOOK

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Welcome to Manhattan Dance Artistry!

We are so happy to be your home for dance.

A little bit about us:

Philosophy

Manhattan Dance Artistry was founded to cultivate a life-long love for the art of dance by providing quality dance education in a fun, inspiring, challenging, and nurturing environment.

Our Students become Artists. Artists change the world.

Our founding principles:

Integrity

Respect

Creativity

Dedication

Discipline

Classes with Manhattan Dance Artistry

Students will develop their technique, form and performance quality in class and showcase their hard work in the end of year show. If possible, community performances may be scheduled.

Contact Information



929-399-9757



www.manhattandanceartistry.com



manhattandanceartistry@gmail.com



Guidelines

Communication

Email is the primary form of communication.

A current, working email address that is checked often should be supplied to MDA and entered into each dancer and family's Studio-Pro account.

Please add our email address

manhattandanceartistry@gmail.com

and

no-reply@dancestudio-pro.com

to your contacts. This helps prevent messages being automatically sorted to the spam folder.

In the case of emergencies or an urgent need of contact, we will call. Please supply a mobile phone number for all relevant adults in your Studio-Pro account.

Class commitment

Classes for ages 3-6 are offered by semester. Each semester runs for approximately 15 weeks.

For ages 7 and up, MDA classes are a school-year-long commitment. Classes are not broken up into semesters but run from September through June. Students are expected to commit to their class schedule for the full year.

Medical Information

Parents must notify MDA regarding existing medical conditions or learning differences at the time of registration and keep us updated throughout the school year. All information about our students is confidential.

Policies

All students and their family/parents/guardians agree to abide by all the rules and policies set forth by Manhattan Dance Artistry, its director, faculty, and staff. Manhattan Dance Artistry reserves the right to terminate any student's enrollment at any time for misconduct or inappropriate actions by either the student or his or her parent(s).

Attendance

Consistent and punctual attendance is essential for each child's growth, stability and confidence. Please make every effort to attend all classes and arrive on time.

Should a student have a planned absence due to a school commitment, trip/vacation, or other scheduled event, or is ill or injured, please inform Manhattan Dance Artistry via email prior to the missed class.

Students should not attend class if they are ill, especially if they have contagious symptoms such as consistent coughing, fever, nasal discharge that is green or yellow, sore throat, eyes that are pink/red, itchy, burning or produce discharge, etc. Students should only come back to class after an illness if they no longer have contagious symptoms and remain fever-free without the use of fever-reducing medications for 24 hours.

Refunds or credits will not be issued for missed classes for any reason. Makeups are limited based on availability and age/level of classes. We may not be able to accommodate makeup requests.

Registration and Payment Policies

A current, working credit card must be kept on file in your Studio-Pro Parent Portal for automatic processing of tuition payments.

All registrations are done online through our Online Portal:
<https://app.gostudiopro.com/online/mdanceartistry>

Registration fee

A \$50 per family registration fee is charged annually and must be paid in full upon registration.

Trial Classes

We offer free trials of any of our non-competitive classes during the open enrollment period. Trial classes may be scheduled online in the Parent Portal. Each student may take up to 2 trial classes per year.

Waivers

All waivers can be found in our Online Portal and must be signed prior to the commencement of classes.

Individual Class Cancellations

MDA reserves the right to cancel individual classes due to low enrollment.

Inclement Weather/School Closings

Manhattan Dance Artistry will email any closing as soon as possible. MDA generally bases weather-related closing decisions on the NYC Department of Education school closures.

Refunds will not be issued for missed classes. Make-up classes can be arranged in any age-appropriate class, if space permits.

Withdrawal and Dismissal

Withdrawal due to Injury or Illness

Should a student become unable to attend class due to a long-term injury or illness, tuition will be prorated for the time of the student's attendance and a refund will be issued or the payment plan will be canceled. A signed doctor's note is required for a tuition refund or payment plan cancellation.

Withdrawal for personal reasons

Should a student choose to withdraw from class due to personal reasons before the first class takes place, a 90% tuition refund will be issued.

Registration fees will not be refunded.

Should a student choose to withdraw from class due to personal reasons after the first class takes place, a prorated refund for the remainder of the term will be issued, less a \$100 cancellation fee per class enrolled.

Notice of intent to withdraw must be submitted in writing. If no written notice is provided, the full tuition amount will be charged and no refund will be issued.

Dismissal

Manhattan Dance Artistry may have to dismiss children from class due to behavioral or other problems that preclude such children from safely participating in the program and/or with others in the program. No refund will be issued if such a circumstance arises.

Changes

MDA reserves the right to make changes to classes when necessary, at any time throughout the year, including but not limited to changing teachers, times, locations, etc and cancelling classes due to low enrollment or other factors.

Observation

Guests, including parents/guardians and family members, are not allowed inside the studios to observe during classes unless it is during scheduled Observation Weeks.

Decisions

All costume, hair, makeup, music, placement, formation and choreography choices are at the sole discretion of the teacher, choreographer and director. These decisions are not negotiable and must be respected by all dancers and parents.

Ownership

Choreography done in any MDA class is the intellectual property of Manhattan Dance Artistry and may not be reproduced or sold by any students, parents, or staff without permission of the director.

Personal property

Manhattan Dance Artistry is not responsible for any lost, stolen or misplaced property.

Behavior Expectations

Dancers will be expected to focus, concentrate, and try their best in every class. Disrespectful behavior will not be tolerated and can lead to dismissal. All dancers must work as a cohesive unit, which means holding their classmates and teachers in the highest regard. Positive attitudes are essential.

All students and parents are to abide by the following rules:

- Cell phones and other devices (smart watches with or without calling capabilities, tablets, etc) are not allowed in studios during classes. Please leave all such devices at home or in a secure location during class.
- No food or drink is permitted in any studio with the exception of water bottles.
- Gum chewing is not allowed in any studio or during any class or performance.
- No changing outside of designated changing rooms/restrooms.
- No misuse of facility equipment, furniture or building structures.
- No eating or drinking anything besides water in costume
- Dancers are not allowed in studios without a teacher present
- Noise must be kept to a minimum in all shared spaces, especially in hallways and lobbies before, after and between classes.
- Street shoes are not allowed in any studio spaces. Please remove your shoes before entering the studio.
- Children must be supervised at all times and are not free to run around the lobby or other areas.
- Students and parents are restricted from contacting teachers by phone, email, text messages, social media, etc. All communication with teachers must go through MDA.
- All students must show respect for their teachers, classmates, assistants and facility staff at all times. Inappropriate behavior could result in dismissal from the school.

If a student or family member consistently does not meet these behavior requirements, the dancer will be given a warning. If the behavior issue persists, the dancer will be put on probation and participation in any current or future Manhattan Dance Artistry classes will be reconsidered.

Consideration for Others

All students are expected to behave with respect and consideration for all faculty, staff, employees, parents/guardians, visitors, and other students at the studio and any other facility we may visit at all times.

All public areas (lobby, hallways, dressing areas, etc.) should be kept clear of personal belongings and students should refrain from stretching, dancing, running or being excessively loud in these areas.

Please remember that dance studios, venues and theatres are shared spaces with many people of varying ages and backgrounds present at all times. Please watch your language, conduct yourself respectfully at all times, only change in designated changing areas and never leave personal belongings unattended.

Important Dates

A list of important dates for the year, including all breaks, scheduled no-class dates, extra rehearsals, and performances will be sent via email upon completion of registration.

Additional rehearsals or special events may be scheduled after this list has been published. Plenty of advance notice will be given in these instances.

No refunds, credits or makeups will be given for planned no-class dates.

Social Media and Online Etiquette

The posting of anything negative online (Facebook, Twitter/X, Instagram, Snapchat, TikTok, YouTube, etc.) or exhibiting behavior that could reflect negatively on Manhattan Dance Artistry, its students, faculty or staff will be considered grounds for probation or dismissal. This includes the behavior of the parents. Remember, dancers and their families are representatives of MDA at all times.

Communication

We encourage any dancers or parents to speak with us openly about any questions or concerns that they may have. Periodic meetings may be scheduled to keep communication open and keep everyone on the same page.

End of Year Show

All students participate in our end of year show in June. This show is an opportunity for our dancers to show all of the hard work they have put in and the progress they have made over the year.

All semester students enrolled in the Spring Semester will receive a costume and participate in the end of year showcase. The costume fee is included in the Spring Semester tuition.

Tickets for the Showcase must be purchased by each family who wishes to attend. Admittance to the theater will not be permitted without a ticket.

All audience members over the age of 1 are required to purchase a ticket for the end of year show.

All students must participate in the dress/tech rehearsal in order to perform in the show.

A recital packet with all the information parents and students need to know to make the recital experience enjoyable for all will be distributed in the spring.

Class Dress Code

Ballet

Clothing: Leotard

Tights: full footed or convertible tights that match skin tone

Shoes: split sole ballet shoes that match skin tone.

Hair must be in a bun.

Optional: ballet skirt or shorts

Jazz

Clothing: Form-fitting clothing, such as: leotard, tank top, crop top, sports bra, shorts, and/or leggings.

Tights: full footed or convertible tights that match skin tone

Shoes: Canvas split-sole, slip-on jazz shoes matching skin/tights in color.

Hair must be pulled back in a bun or ponytail.

Tap

Clothing: Form-fitting clothing, such as: leotard, tank top, crop top, sports bra, shorts, and/or leggings.

Tights: full footed or convertible tights that match skin tone

Mini/Petite Shoes: Capezio Tic Tap Toe black tap shoes or similar full hard sole oxford tap shoes

Junior: Chloe and Maude matte black tap shoes

Teen/Senior: Bloch Jason Samuel Smith matte black tap shoes.

Hair must be pulled back in a bun or ponytail.

Hip Hop

Clothing: Athletic attire (leggings, t-shirts, tank tops, sports bras, athletic shorts, joggers, etc)

Shoes: CLEAN sneakers that have not been worn outside. These should be separate sneakers only used for class

Hair must be pulled back out of the face.

Dress Code (continued)

All classes:

NO sweatpants or baggy clothing allowed.

No jewelry allowed, with the exception of small earrings (the size of a dime or smaller). No street shoes allowed in the studios at any time.

Warm-ups such as sweats, t-shirts, jackets, etc are only allowed during the warm-up portion of class, then they must be removed.

Basic dancewear, tights and shoes can be purchased in our online store here: <https://www.shopnimbly.com/manhattandanceartistry>

Tuition

The full tuition amount is due at the time of registration for semester classes.

Yearly classes (age 7 and up) will be charged tuition in 4 equal installments throughout the year on the following schedule:

Payment 1: Upon completion of registration

Payment 2: November 10

Payment 3: January 10

Payment 4: March 10

If a payment is missed a 5% late fee will be applied.

Students may be barred from attending class until payment is received.

No refunds or credits will be given for missed classes.

Payment plans and other accommodations can be set up upon request.

Semester Tuition

Fall Semester \$800

Spring Semester \$900 (includes costume fee)

Yearly Tuition

All 45 minute group classes: \$1360.00

All hour-long group classes: \$1,700.00

Discounts

Students enrolled in multiple yearly group classes will receive the following discounts:

3 classes: 10% off

4 or more classes: 15% off