

More Information for Parents

1. Please be on time for class and stay with your child until he/she enters the dance studio. Be prompt in picking up your child after class. No adult supervision is provided before or after class.
2. Please make sure your student uses the restroom **before** class. Restrooms are located on the 1st and 2nd floors.
3. **For Their Safety:** Students are not allowed to go downstairs on their own and must be picked up from our waiting area.
4. Label dance shoes with student's full name. Please do not allow your student to wear dance shoes outside, and please provide a labeled water bottle for your child. We do not have a public drinking fountain.
5. Please call in absences. 784-2389.
6. **INVOICING/BILLING/LATE FEES** After your initial payment, all invoicing is handled via e-mail. You will receive a monthly statement showing the date your last payment was received, the monthly amount owed, remaining balance, and the due date for the next payment. Please pay accounts on time (by the 1st Friday of each month). A monthly \$5 late fee is added to overdue accounts. We are able to set up auto payments using your debit/credit card, you can pay by check/cash/credit card at the reception desk, or mail in your payment. Mailing address is: Jackson School of the Arts, 634 N. Mechanic St. Jackson, MI 49202.

About Jackson School of the Arts

The Jackson School of the Arts was founded in 2001 as a nonprofit organization with a mission to make the arts available to all children regardless of their family's income. That is why we allow everyone to use our sliding fee scale. We believe that an education without the arts is an incomplete education.

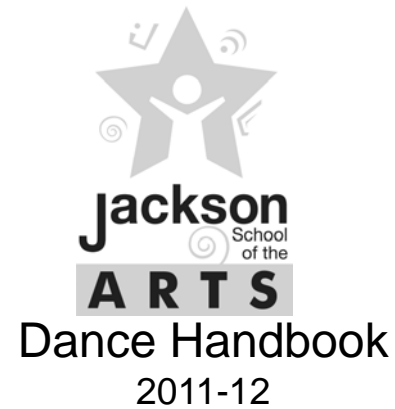
Because we use a sliding fee scale, fees from classes makes up about 50% of revenue. Our staff seeks funding from individuals, businesses and foundations to make up the difference so every child can participate in the arts. This is no easy task but one that we believe is worth the effort.

Please consider how you can help us in our efforts to say **Yes! to all children** in our community. Can you volunteer, donate or put together a fund-raiser?

Talk to Robin Sparkman, receptionist or call Kim Hastings, Executive Director.

517.784.2389

jacksonarts.org



Welcome to the Jackson School of the Arts. We are pleased that you have selected us to provide your child(ren) with dance.

Dance is a powerful ally for developing many of the attributes of a growing child. Dance helps children mature physically, emotionally, socially, and cognitively. Our instructors understand this and so whether you enrolled your child for fun, for exercise or to help him/her explore a natural talent, the Jackson School of the Arts dance program will greatly benefit your child.

We want both you and your student to be happy here. If you have any concerns or questions, please speak with Robin Sparkman, our receptionist directly, and she will see that it is promptly addressed. You may also call 784-2389 or email jacksonarts@sbcglobal.net

Ginger McNetton, Dance Program Coordinator.

This handbook contains important information, so please keep it for future reference. Thank you.

Important Dates

Dance classes begin the week of Sept. 12 and end week of May 14.

Holiday Closings: We will not hold classes on these days

10/31-Halloween, 11/23-24-Thanksgiving, 12/19-1/2-Christmas vacation
1/16-MLK Day, 2/20-Presidents' Day, 3/30-4/8-Spring Break

Annual Dance Recital: Sunday, May 20 at 3 PM. Mandatory Rehearsal is Saturday, May 19 at 3 PM. Both held at Jackson High School.

Bad Weather Closings: We do not automatically close for bad weather when public schools have closed. If in doubt, please check our outgoing message after 2 pm for cancellations. 784-2389. All snow days/cancellations are made up to equal 32 classes.

Rules for our Dance Students

1. Arrive to class on time.
2. Do not wear dance shoes outside.
3. Follow the dance dress code for your class.
4. Hair must be worn off the face in a ponytail, bun or braids for all dance classes.
5. Use restroom **before** class.
6. Use 100% of your energy while in class.
7. Act in the manner of a lady or gentleman at all times.
8. Respect your instructors and fellow dancers.
9. No gum.
10. Smile, learn and have fun in class.

Attendance Policy

Regular attendance is necessary to maintain steady progress in the class. Poor attendance will result in poor training. Absences and tardiness have a negative effect on the entire class. Please make sure to arrive on time and stay for the entire lesson. Any student who has more than 4 absences after January 1 may not be eligible to participate in the annual recital.

Drop Policy

We understand that schedules can change or a class might not be a good fit for your child. As part of our policy to keep the arts affordable, we will not charge you for the entire term if you need to drop. To withdraw from a class simply fill out a drop form in person or over the phone with office staff. Once this step is completed – the office will issue a refund for classes not taken after you have dropped. If a drop form is not completed, we will continue to issue an invoice. Again, please understand that absences do not constitute dropping. Costume usage fees are non refundable.

Costumes

In keeping with our mission to make the arts affordable for all children, costumes are provided for each student to be worn during our Spring Recital. The \$10 costume fee helps pay for dry-cleaning, costume management and alterations. Costumes are signed out the last week of classes in May and returned immediately following the recital finale. All accounts must be paid in full to receive your costume.

Dance Dress Code

Appropriate dance attire is important so that instructors can see proper body alignment and body position and so that movement is not restricted by clothing that is tight. Appropriate dance shoes are equally important. See descriptions below and please ask if you have questions. Note: **Jeans, sweatpants and skirts are not appropriate dancewear for any class.**

Ballet

Students wear any combination of leotard, tights and ballet skirt. (Pink or black clothing is standard, but any color is acceptable). **Ballet shoes should be pink** and made of leather or canvas material. (except male students/black) Please note that some stores sell satin ballet shoes. These are bedroom slippers and are not acceptable for class.

Jazz and Hip Hop

Students wear any combination of leotard, tights and/or dance pants, shorts or capris, and a fitted T-shirt or cami top. Pants should not drag the floor or be so low on the hips that students cannot move freely. Black jazz shoes are to be worn. Shoes with socks or tights must be worn at all times.

Tap

Students wear any combination of dancewear listed above and black tap shoes with socks or tights.

Mommy & Me

Comfortable clothing for both caregiver and child. Children wear Ballet shoes: girls pink, boys black. Caregiver wears socks.

Creative Movement

Wear a combination of leotard, dance skirt, dance pants, or dance shorts, tights and pink ballet shoes. Boys wear black ballet shoes.

Pom

Students wear shorts and tank top and black jazz shoes with socks.

Male students

Wear a combination of a fitted T-shirt and exercise style shorts or exercise pants that do not touch the floor. Wear black ballet, jazz, and tap shoes.

We Sell Dancewear and Dance Shoes!

Jackson School of the Arts sells high quality dance shoes and dancewear at a discounted price over local and on-line stores. Not only do you save money when you buy from us, but you also support our programs.

We will fit you for your shoes and dancewear. Note that dance shoe sizes are not the same as regular shoes, so it is important to be fitted. If we do not have your item in stock, we will place orders on scheduled, posted dates. Most orders are delivered within one week. Payment is due when the order is placed, and items can be picked up at the reception desk.

Dance shoe loan assistance is available for some shoes if you are unable to purchase new ones. Talk to Robin at the reception desk.