



Ann Arbor Dance Classics'

Studio Policy Handbook & Health and Safety Policies, 2026-2027

(revised 07.10.2026)

Please review the enclosed information carefully. These policies help us to maintain a respectful and productive environment for our students, their families, and our staff. This policy is subject to change based on Studio software and policy updates.

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Thank you for choosing to be a part of Dance Classics!

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At Dance Classics, we value both the artistry and discipline of dance. Our policies are designed to create a positive experience for dancers, families, and staff while fostering a culture of respect, responsibility, and appreciation for the art of dance.

Consequences of Policy Violations

Failure to follow the policies in this handbook may result in dismissal from the Studio. In most cases, AADC follows a Three-Strike Policy. However, illegal activity or other serious misconduct may result in immediate dismissal at the discretion of the Studio Director.

- **1st Violation:** An AADC staff member will address the issue with the student and/or family. If needed, the Studio Director will meet with those involved to discuss the concern and issue a formal warning.
- **2nd Violation:** The Studio Director will meet with the student and/or family and any relevant parties. A second warning will be issued, along with any appropriate disciplinary action.
- **3rd Violation:** The student and/or family will be dismissed from the Studio.

Student and Family Conduct

For the safety and well-being of all dancers, families, and staff, we ask that everyone at AADC follow these policies:

- Illegal behavior will not be tolerated and may result in immediate dismissal from AADC.
- Alcohol and drug use, including smoking and vaping, are prohibited on studio property.
- Inappropriate, harmful, or illegal use of social media, electronic communication, or other digital platforms that targets or damages the reputation of AADC or its members is prohibited.
- Use respectful language at all times. Profanity and conversations inappropriate for children are not permitted.
- Respect the privacy of others. Do not discuss other students or families at the studio.
- AADC is responsible for students only during their scheduled class time. Parents and guardians are responsible for their child's supervision before and after class, including in the lobby and break room.
- If your child requires assistance in the restroom, a parent/guardian must be available to help.
- Please arrange for your dancer to be picked up within 15 minutes of class ending. Studio staff cannot provide childcare or supervision after class.
- Food and beverages, other than water, must remain in the break room. Please clean up after yourself and take all dishes, containers, and personal items when you leave. Unclaimed items will be discarded at the end of the day or placed in Lost & Found. Lost & Found items are donated at the end of each month.
- Books, coloring books, and crayons are available in the lobby for young children. Please return all items before leaving.
- Do not move chairs from the lobby or break room.
- Standing on chairs is not permitted.
- AADC has one women's restroom with two stalls and one unisex restroom. Please be considerate of others by limiting your time in these spaces and keeping them clean.

Classroom Conduct

In addition to the policies above, dancers are expected to follow these classroom guidelines:

- Arrive on time. Missing warm-up can increase the risk of injury and disrupt class.
- Remain attentive and avoid talking during class or rehearsals except to ask questions or participate in discussions. Raise your hand if you have a question.
- Follow the dress code outlined in the Class Descriptions on our website.
- Do not sit down unless directed by the instructor.
- Maintain proper classroom etiquette by avoiding behaviors such as excessive yawning, leaning on the barres or walls, or standing with folded arms. Instructors will remind dancers of these expectations. Repeated behavior in advanced classes may result in dismissal from class.
- Be aware of your surroundings and other dancers. After completing an exercise, move promptly out of the way and cross behind the room rather than in front of the mirrors.
- Treat instructors, fellow dancers, families, and personal property with respect at all times.
- Participate fully and make a good-faith effort in all assigned exercises and activities.
- Preschool-aged dancers who are disruptive or unwilling to participate may be given a brief time-out from class.

If you have questions or concerns about a class, please speak directly with the instructor.

Attire

Attire requirements for each class can be found in the [Class Descriptions](#) section of our website.

- Proper dance attire supports safe movement and allows instructors to accurately assess alignment, technique, and body positioning.
- Dancers should arrive with their hair secured and attire properly fitted so adjustments are not needed during class. Older dancers who do not meet dress or hair requirements may be asked to leave class to correct the issue. Younger dancers will receive reminders.
- For tap, jazz, and hip hop classes, any shoe color is acceptable. However, specific shoe colors may be required for the recital. Please check with your instructor before purchasing.

Attendance

Regular attendance is important for a dancer's progress and success. Dancers are expected to attend class each week. We understand that occasional absences for illness, family events, or school activities are sometimes unavoidable. Please notify the studio if your dancer will be absent.

If a dancer misses three consecutive classes without notice, we will contact the family. Students may be dropped from a class after four consecutive unexcused absences. Tuition credits will not be issued for students who withdraw without notice. Enrollment and tuition obligations continue until the studio receives written withdrawal notification from a parent or guardian.

Dancers who miss more than 50% of classes may be removed from the recital dance at the instructor's discretion. While we strive to include all dancers, excessive absences can affect the group's ability to rehearse and perform successfully. Attendance is especially important during April, May, and June as recital preparations and rehearsals intensify.

Classroom Observation

Family members and guests are welcome to observe classes through the studio windows. To minimize distractions and encourage dancers' independence, our classes are non-parented and observers are not permitted inside classrooms unless approved by the instructor.

Class Enrollment

Most classes require a minimum of four enrolled students to remain active. If a class is canceled, students will be offered the opportunity to transfer to another class. If an alternative class does not meet the family's needs, a refund will be issued for any remaining unused lessons.

If only one student attends an active class, the instructor will provide a 30-minute private lesson.

Teaching assistants may be assigned to larger classes at the Petite level and below. Assistants support instruction, may serve as substitute instructors when needed, and assist with recital.

Class Placement

To support each dancer's growth and success, our instructors determine class placement based on several factors. We are happy to discuss placements, but final placement decisions are made by the Studio Director.

Technical Ability: Technical ability is the primary factor in class placement. Dancers must demonstrate the skills needed for a level before advancing. Because dance skills build on one another, placing a dancer in a class that is too advanced can lead to frustration and difficulty learning new material. Some dancers progress more quickly than others, and classes are structured primarily by skill level.

Maturity and Classroom Behavior: A dancer's maturity and ability to follow classroom expectations are also important. Dancers must demonstrate the focus, responsibility, and behavior needed to be successful in a particular class level.

Age: Age is considered when placing dancers, and we understand that many students enjoy learning alongside peers of a similar age. However, age is secondary to skill level and readiness. Class placement will not be based on age alone.

Typical Progression: Every dancer develops at their own pace, but the following guidelines may be helpful:

- Creative Dance 3/4 and Primary Combo 5/6: typically 1–2 years at each level
- Rising Stars 6/7 and Dazzling Stars 8/9: typically 1–2 years at each level
- Super Stars 10/12 and All Stars 13+: often 2–3 years or longer at each level

Many advanced dancers continue taking lower-level classes to strengthen their technique and build a strong foundation.

Split-level classes (such as Ballet Pre-Teen/Teen) are designed for dancers who are progressing within a level but are not yet ready to advance fully to the next one. These classes allow instructors to tailor instruction to the needs of the enrolled dancers.

Privacy and Communication: We respect the privacy of all dancers and families. Each dancer is evaluated individually, and we do not compare students or discuss another dancer's progress with families. If you have questions about your child's placement, please speak directly with an instructor or studio director. We encourage families to discuss placement concerns with studio staff rather than other parents.

Tuition Policy

Tuition is billed monthly from September through June. The dance season runs from mid-September through the June recital and includes approximately 38 lessons. June tuition is billed at one-half of the monthly rate.

Tuition covers class instruction only. Additional fees may apply, including costume, competition, convention, and YDE membership fees.

All AADC families are required to:

- Create a Dance Studio Pro (DSP) account
- Maintain a valid payment method on file
- Enroll in DSP AutoPay

Payments may be made by credit card, debit card, eCheck, or direct deposit through DSP. A 3% processing fee applies to all payments except when using debit card. DSP instructions are available on our website.

Payment Schedule

- **Registration:** \$50 annual non-refundable family registration fee & September tuition payment
- **October–June:** Tuition is due on the 1st of each month and will be processed automatically through AutoPay. DSP will send email reminders before scheduled payments.

Additional Fees: Depending on your dancer's participation, the following fees may be charged to the payment method on file. Families will be notified before being charged for any optional activities:

- **September 1:** Competition and Benefit Concert costume fees & convention fees
- **October 1:** Recital costume fees
- **October 1:** YDE Level 1 membership fees
- **November 1:** Dance Masters competition fees
- **February 1:** Regional competition fees
- **May 1:** National competition fees

YDE Level 2 and Level 3 membership fees are included in monthly tuition payments.

Students who register after fee deadlines will be charged any applicable fees at registration.

Late Payments: If a tuition or fee payment is not successfully processed by the 5th of the month, a \$25 late fee will be added to the account. A \$25 late fee will also be assessed for missed fee payment deadlines. Accounts that are more than two months past due must establish a payment plan with the Studio before the dancer may continue participating in classes and activities.

Additional Tuition Policies

- Refunds for dropped classes will be effective on the date the parent or guardian notifies the Front Desk by phone or email. Refunds are not given for past classes.
- Withdrawals received after the 5th of the month are effective on the 1st the following month.
- There are no refunds for missed classes. Students are responsible for arranging make-ups.
- Accounts with outstanding balances are not eligible to register for future dance seasons.
- Recital tickets will not be released until all account balances, including costume fees, are paid.
- A \$25 fee will be charged for each returned check.
- Families enrolled in three or more technique classes per week receive an automatic 10% family discount. This discount does not apply to YDE rehearsal fees, costume fees, competition fees, conventions, master classes, solos, duets, trios, or private lessons.

Performance Tickets

AADC presents three performances each year—in December, March, and June. Tickets may be purchased online in advance or at the door (cash only). Ticket prices range from \$17–\$22, depending on venue rental costs.

Recital

Each June, AADC presents its annual recital. Recitals are typically held on a Friday and Saturday, with dress rehearsals on the preceding Wednesday and Thursday.

Recital participation is optional, but most dancers choose to participate. The recital gives dancers an opportunity to showcase their progress, gain performance experience, and celebrate their accomplishments from the year.

A detailed recital packet is distributed in spring. Samples from previous years are available at the front desk. Information will also be available on our website's [Recital page](#).

Costumes: Recital participation requires the purchase of a costume and completion of costume measurements. Costume fees are due by:

- October 1 for recital costumes
- September 1 for YDE costumes

Costumes are typically ordered between November and January.

Costume Fees

- **Creative Dance & Primary Combo:** \$75 per costume, per class
- **Rising Stars & Dazzling Stars:** \$80 per costume, per class
- **Super Stars, All Stars, YDE Benefit Concert, YDE Competition Team, Solos, Duets & Trios:** \$90 per costume, per class or routine

Some competition costumes may exceed the standard \$90 fee due to custom design elements, embellishments, tailoring, or accessories. Families will be notified of additional charges.

Some competition accessories (headpieces, gloves, etc.) are purchased by AADC, loaned to dancers, and must be returned after use. Families will be notified if this is the case.

Dancers selecting solo, duet, or trio costumes from Kellé or Elevé Dancewear may incur additional costume fees based on current pricing. Please contact the front desk for details.

Costume Measurements and Alterations: Front Desk staff will measure YDE Competition Team dancers for costumes in October and Recreational Stars Program dancers for recital costumes in January. AADC will order the size that best fits the dancer while allowing for growth before the June recital.

Alterations may be necessary and are the responsibility of the dancer's family. Costume companies generally do not offer refunds and typically handle exchanges as new orders, making replacements difficult to obtain before the recital.

Parking

For safety, we encourage families to park and accompany dancers through the front entrance, especially younger students.

Please do not use the designated accessible parking space for drop-off or pick-up unless authorized to do so. Vehicles parked improperly may be ticketed.

Older dancers are encouraged to park in the rear lot and enter through the back entrances.

If you choose to drop off or pick up your child, please use only the curb directly in front of the main entrance. For the safety of all patrons, do not use the opposite side of the street for drop-off or pick-up.

Weather Cancellations

Please check your email, studio voicemail, Facebook, or Instagram for weather-related updates. Although we typically follow local public school closures, classes may still be held if conditions improve by class time.

Calendar

AADC's Recreational Stars Program and YDE Performance Company Program regular season runs from mid-September through the spring recital in early June. AADC's YDE Competition Team will also have required events in August and June. A three-week Summer Program will be offered to all dancers in June following the spring recital.

A detailed calendar is available on our website and at the Front Desk. In addition to scheduled holidays, AADC will follow all Washtenaw County Public Schools breaks and closures.

The current season calendar can be found on the homepage of our website at aadanceclassics.com.

Health and Safety

At Ann Arbor Dance Classics, the health and safety of our students, families, and staff are a top priority. One of the best ways to keep our community healthy is to stay home when sick. Students, family members, and staff should not attend classes, enter the studio, or work if they are ill. If a student will miss class due to illness, please notify the Front Desk.

To help maintain a healthy and safe environment, AADC:

- Regularly cleans and sanitizes studio surfaces.
- Provides hand sanitizer throughout the lobby, break room, and classrooms.
- Maintains and enforces standards for behavior, attire, and classroom participation. Please refer to earlier sections of this handbook for details.

Masking is optional. Anyone who chooses to wear a mask for any reason should feel comfortable doing so.

AADC reserves the right to update its health and safety policies, including masking guidance, as needed throughout the season. Thank you for your support and cooperation in helping keep our studio community healthy.