



Student Handbook

2021/22

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Welcome to Michelle Latimer Dance Academy!

We are so glad that you have chosen our studio, by doing so you are providing your dancer with the best training Denver has to offer.

1. Introduction

Our Studio Mission

It is our mission to build a community where students can receive comprehensive instruction of dance and share their love of dance with others. For students to receive instruction that ignites their passion for dance, fosters their growth in multiple styles of dance, and receive a solid foundation of technique. Our community is an atmosphere of encouragement to develop personal creativity, appreciation of the arts and a strong sense of achievement. It is our desire that every student have the opportunity to maximize their talent while sharing their energy with our community.

Studio History

Michelle Latimer opened MLDA in 1992, after having been a highly sought after dance teacher and choreographer in the Denver Metro area for over a decade.

The studio began with two dance rooms and expanded to include a third dance room after 3 years. MLDA now boasts having successfully nurtured and developed thousands of dancers over the past 29 years, many who have gone on to prosperous careers in the areas of dance, music, acting, teaching and choreography.

Our current faculty consists of some of the most qualified and respected teachers in the region, many of whom have also been former students of the academy. MLDA has been a member of Dance Spirit Magazines "Top Studios on the Move" for several years, and has garnered many national awards and achievements for excellence since the studio's inception.

MLDA continues to be a studio with the honor of attaining top guest teachers and master artists from around the world, who come to the studio to work with our highly respected dancers.

2. General Studio Info

8985 E Nichols Ave Suite #300
Centennial, CO 80112
(303)290-6246
www.michellelatimerdance.com

Studio Communication – Very Important

- MLDA has a website

www.michellelatimerdance.com

The studio communicates important information, closures, updates etc.... through email, text messaging (please be sure to opt in for text messaging) and the studio website. All messages sent by MLDA also are available to view in your MLDA parent portal, under messages.

Inclement Weather Protocol

Studio closures due to inclement weather or dangerous driving conditions;

1. The decision whether or not to close will always be made by 2:00pm (sometimes earlier depending on the severity of the storm).
2. The message on the studio phone will be changed as soon as we have decided to close (the latest would be 2:00pm). The studio number is (303)290-6246. Please note, you will not receive a personal call to notify you that the studio has closed.
3. The closure will also be posted on our website and an email/text sent will be out to all current registered families.
4. The studio will open for classes as usual the following day unless the closure is updated and another email is sent out.
5. If the studio closes, make-up classes are available for the following 6 weeks (no refunds are issued).

Studio Breaks, Closures and Important Dates

All studio closures are posted on the studio wide calendar on our website www.michellelatimerdance.com

Labor Day
Halloween
Thanksgiving Break
Winter Break
Martin Luther King Day
President's Day
Spring Break
Memorial
Annual Recital

MLDA is open for classes as regularly scheduled on Columbus Day.

Make-up Classes

Should a student miss a class because of illness, school activity, family vacation etc... a refund will not be issued. Students are allowed to take a make-up class in any type of class that is level appropriate within 6 weeks of the missed class.

3. Studio and Classroom Etiquette

While in the Classroom

It is expected of all students to treat the instructor and their fellow dancers with respect. To be encouraging and positive, not negative. Aggressive or mean-spirited behavior will not be tolerated at anytime. If a student exhibits these types of behaviors, they will be given a verbal warning, if it happens again the student will be asked to sit down and will not be allowed to participate for the remainder of the class.

Food and Drink

Water in a spill proof bottle is the only food or drink item allowed inside the dance studios. Dancers can enjoy snacks and meals in the student lounge or in the courtyard. At no time should food be eaten in the dance studios or lobby areas. MLDA kindly requests that water is the only beverage brought into the studio, thank you.

Dress Code

The Ballet Uniform is:

For Ladies - Pink Tights, Black Leotard, Pink Canvas Split Sole Ballet Slippers and hair securely pulled back

For Gentlemen – Black Cotton Men's Capri Tight, Fitted Plain Black Shirt/Tank and Black Ballet Shoes.

For ALL Other Classes:

Anything that doesn't hide your body (i.e. booty shorts, tanks, crop tops etc...). Baggy oversized clothing is not acceptable. Jeans or other items that do not stretch and breathe should not be worn. Hair should be pulled back unless permitted by an instructor. Multiple and/or large accessories are not permitted. Barefoot or appropriate shoes/footwear should be worn for each class

Tap Shoes

Patent leather tap shoes and tie with a ribbon are the shoes of choice for combo class ONLY.

For all students in a level 1 or higher tap class, students should have an oxford style tap shoe that lace up the front. Up to level 3 can wear split sole oxford tap shoes. Dancers above level 3 must have a tap shoe that has a shank.

4. Lost and Found

Michelle Latimer Dance Academy has a Lost and Found area located by the back door of studio B. The Lost and Found is cleaned out the 1st and 15th of every month and items are donated to Good Will or to an under privileged dance program. Items that have a visible name (not initials) labeled in them will not be donated and return to their owner will be attempted. **Please be sure to label ALL of your dancer's shoes, coats, clothes etc...everyone's items look very similar so a name helps a lot.**

5. Annual Recital

Michelle Latimer Dance Academy does not require that dancers participate in recital, however we highly encourage participation. Recital is the culmination of your dancer's year. Our annual recital is typically the second weekend of May.

Recital Fee

All dancers participating in the annual recital pay a participation fee. This fee helps to cover production costs for non-ballet performances. Michelle Latimer Dance Academy takes great pride in the quality of productions that we produce for our dancers. Recital is a big day for our dancers; it should be the highlight of their dance year. We take that seriously and do our utmost to provide a high-quality production. The recital fee is collected in April.

When is Recital

Michelle Latimer Dance Academy holds their recital in May.

Tickets

All seats are reserved so be sure to know how many tickets you will need for each show. **You will need a separate ticket for each show you will be attending.**

Costumes

Costume order forms begin to come home with your dancer in February. Recital costumes generally range from \$85-\$130 per class/costume. It is imperative that ALL costumes are ordered by the due date specified on the order form. Late orders will have an additional costume charge and additional shipping that will be the responsibility of the client ordering and will vary based off from company the costume is being ordered from. Michelle Latimer Dance Academy cannot guarantee that any costume will be available for late order so please turn your forms in by the deadline stated on the order form. Payment for all costumes is due in full at the time you place your order.

6. Studio Policies

MLDA instituted this policy as of May 2nd 2012

Account In Good Standing Policy

All dancers' accounts MUST be kept in good standing throughout the season. Automatic Payment options are offered by MLDA and are REQUIRED for any dancer registered for classes at MLDA. Failure to keep an account current will result in a dancer being pulled from classes until the account is paid in full. A dancers' account is considered in default when a balance is carried for more than 30 days. Should an account stay in default for 60 days or more a dancer is no longer allowed to take classes. If the account is brought back to good standing a dancer may begin taking classes again if enrollment is still open.

MLDA instituted this policy on February 17th 2011 – UPDATED June 18th 2015

Dancer Pick-Up Policy

Dancers must be picked up from class and/or rehearsals on a timely basis. If a dancer is not picked up within 15 minutes of the scheduled end time a late fee will be assessed. The fee is to be paid to the staff member that is waiting with your child. The fee is \$15 for every increment of 15 minutes the dancer is late being picked up.

11-25 minutes late - \$15

26-40 minutes late - \$30

41-55 minutes late - \$45

56+minutes late - \$60

This fee must be paid within 48 hours to the instructor or it will be billed through MLDA and an additional \$10 late charge will be added.

If you have any questions or concerns after reading this handbook, please contact the studio.

You can do this by:

1. Calling the studio at (303)290-6246
2. Stopping by the studio office during business hours
3. Through email, office@michellelatimerdance.com