



**2025-26**  
Handbook

# WELCOME TO BY GRACE PERFORMANCE STUDIO

On behalf of our staff and faculty, we want to welcome you to By Grace Performance Studio. Thank you for bringing your dancer to us! This will be a fun filled year with loads of new dance steps and tumbling. This handbook is a resource to help our By Grace dancers and their families succeed and grow at our studio. If you have any questions or concerns, please don't hesitate to ask. We look forward to teaching your dancers and tumblers as we grow as a dance family.

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## BY GRACE PERFORMANCE STUDIO

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126 N. Main Street  
(660) 885 - 2626  
missvanessadiaz@me.com

Office Hours:

*PLEASE CHECK OUR WEBSITE OR CALL FOR SPECIFIC HOURS OF OPERATION*

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[www.bygraceperformancestudio.com](http://www.bygraceperformancestudio.com)

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# INTRODUCTION

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The By Grace Performance Studio, was established in 2003 and continues to provide quality dance and tumbling training to students and families in Clinton and the surrounding areas.

## MISSION & CORE VALUES

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The mission of the By Grace Performance Studio is to create a supportive and nurturing environment for every student to learn dance, whether for fun and exercise or whether to enter the arts on a professional level.

### Our core values are that:

1. We are committed to nurturing and growing leaders.
2. We are committed to dance as creative self-expression, as an athletic art, and to dance and tumble as a way of life.
3. We are committed to instilling self-confidence, discipline and passion in all dancers and tumblers, by incorporating various forms of dance and levels of tumbling.
4. We are committed to providing a wholesome, inspiring environment that meets the needs of all learners.

The By Grace Performance Studio curriculum is comprehensive and is designed to give each child or adult the best possible dance and tumbling education. Technique and discipline are stressed throughout each and every class. Building confidence in each dancer and tumbler's abilities and instilling a sense of commitment to themselves and their peers is an important aspect of dance and tumbling training.

Dance is a performing art. The By Grace Performance Studio provides many performance opportunities, which are vital to the dancer's overall development. Performing teaches responsibility, provides an environment that requires group unity and effort for a common objective, instills confidence and rewards the performer with a sense of accomplishment.

While the By Grace Performance Studio is committed to a vigorous and professional approach in the training of your dancer or tumbler, the By Grace Performance Studio continually implements various teaching methods designed to provide a "fun atmosphere" throughout his or her training. The By Grace Performance Studio's philosophy is that dance and tumbling should be fun, and we feel this environment maximizes each dancer's capacity to learn.

Whether your dancer or tumbler makes a long-term commitment to the By Grace Performance Studio's program or stays with us only for a year, the education provided to these young people is important to their overall growth and development. Each dancer or tumbler is taught the proper techniques of movement fundamentals that will enhance their confidence as they pursue activities from routine walking and running to activities that require complicated movement. Therefore, dance and tumbling training is a most worthwhile investment. The By Grace Performance Studio faculty are dedicated to teaching all students the art of dance and tumbling while striving to instill in our students a passion for movement



# X. By Grace Performance Studio

## CALENDAR

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August 16, 2025	Day of Dancing at the By Grace Performance Studio
September 2, 2025	Dance Classes begin (Fall Semester)
September 6, 2025	Performance Team Parent Meeting and Auditions
September 22-26, 2025	Bring a friend week
October 1, 2025	Performance Costume fees are due – see page 19 for costume fee amounts
October 25, 2025	Contour Dance Workshop (Optional for Performance Team)
November 1, 2025	Winter Performance Fee Due
November 18, 2025	Last day to change classes see page 14 for more information
November 2, 2025	MATS Meet
November 26-28, 2025	No Dance Class (Thanksgiving Vacation)
December 1, 2025	Costume For Spring Deposits Due
December 13, 2025	Christmas Show-pending the school's approval
December 22, 2025 – January 2, 2026	
	No Dance Classes (Holiday Break)
January 5, 2026	Dance Classes Begin (Spring Semester)
January 19-22, 2026	Bring a friend week or try a new class
February 1, 2026	MATS Meet
February 16-20, 2026	Parent Observation Week
February 22, 2026	MATS Championship Meet
March 13-15, 2026	Dance Out (Competition for Performance Team)
March 16-20, 2026	No Dance Class (Spring Break)
March 27-29, 2026	Sheer Elite (Competition for Performance Team)
April 6-10, 2026	Costume Distribution
April 10-12, 2026	Edge (Competition for Performance Team)
May 26-29, 2026	Performance Picture Week (Schedule TBD)
May 30, 2026	Spring Performance-pending the school's approval
June 24-28, 2026	Edge Nationals (Optional Competition for Performance Team)

\*\*Note: We will follow the Clinton School District for inclement weather closings. If any dance or tumbling classes are cancelled after school hours, you will be notified by email or by one of our staff members prior to class time.

### III. CLASS DESCRIPTIONS

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**Ballet** Ballet dates from the 1500s and the Royal Court of Catherine de Medici, with the French terminology, specific training and technique classes having been developed during the reign of King Louis XIV. Classes begin with slow technique at the ballet barre, gradually developing into the with adagio and allegro combinations. All exercises are done in a specific order to build strength and flexibility. The dance trains the dancers in the Cecchetti (Italian) and Vaganova (Russian) Method. This tradition of classical technique continues to train children, teens and adults in the foundation of all dance.

**Ballet Levels** At each age appropriate level, the curriculum teaches the fundamentals of classical ballet. Students benefit from the development of coordination, muscle strength, motor and listening skills along with the musical and spatial awareness that ballet offers. It is expected for a student to remain more than one year in a ballet level. New students will be evaluated for placement. Please contact the office to inquire about any placement questions. All students taking Pre-Pointe or Pointe must be in **two ballet classes**, not inclusive of the Pointe class. One of these Ballet classes must precede the Pre-Pointe or Pointe class.

**Pointe/Pre-Pointe** is a class wherein the ballet dancer supports all their body weight on the tips of fully extended feet. Dancing en pointe makes the dancer appear weightless and sylph-like; this is done by wearing special box toed pointe shoes. Students are recommended for pointe based on age and ability. A minimum of **two regular ballet** classes must be attended to dance en pointe and the student must receive a teacher recommendation before getting pointe shoes.

**Baby & Me** is a class designed for children (ages 1-3) that are already walking but may not yet be potty trained. It provides an opportunity of sharing the fun of music and movement along with a loving caregiver. An experienced instructor leads each class through a series of fun exercises designed to improve balance, increase coordination and develop body awareness. Children follow along, imitate their adult counterparts and socialize with other toddlers.

**Preschool Tumbling** is designed for students that are already potty trained but have not yet entered kindergarten. This class teaches the basics of floor tumbling including forward rolls, bridges, cartwheels and fundamental acrobatic strengthening and coordinating skills.

**Basic Tumbling** is designed for students in kindergarten and first grade. This class teaches the building of strength and flexibility through basics of floor tumbling including forward rolls, bridges, cartwheels, backbends, roundoffs, and more. It also incorporates fundamental acrobatic strengthening and coordinating skills.

**Tumbling** is designed for students ages 7 & up placed in a level by teachers based on age and experience. This is an acrobatic style class that teaches floor gymnastics. Tumbling is a class that progresses from forward rolls and cartwheels to advanced tumbling, including aerial work. Teachers work with each student on their individual level. This class also focuses on flexibility, agility, and teamwork.

**MATS** is a class designed for tumblers that wish to participate in competitive tumbling. Students work on learning and memorizing a tumbling routine on their level. These routines are performed at qualifying meets in November and February to earn an opportunity to compete at the championships held at the end of February. Students will receive feedback and placement

based on technique and the ability to perform the skills in their routine. **Students must also be enrolled in a Tumbling class at their skill level.**

**Lyrical/Contemporary** This class focuses on creative movement using emotional storytelling with expressive dance utilizing various techniques. Dancers will learn to interpret music and lyrics as well as build strength, flexibility, and control through choreography as they relate to the styles of ballet, jazz, and modern dance. This class is designed for pre-teen through adults. **Students must also be enrolled in a ballet and jazz class and receive a teacher recommendation for this class.**

**Intro to Lyrical** This class focuses on introducing dancers to the expressive style through fluidity, graceful movement, and emotional expression. They will learn the fundamental lyrical movements, build musicality, and develop a connection between the movement and music. **Students must also be enrolled in a ballet and/or jazz class.**

**Preschool Combo** is designed for students that are already potty trained but have not yet entered kindergarten. This class offers an introduction to jazz, tap, and ballet by developing foundational skills and steps, engaging in gross motor movement, and teaching music appreciation including tempo and rhythm. Students will begin with tap and finish with ballet. Students should arrive in class with tap shoes on. Teachers will assist young dancers with shoe changes.

**Primary I Combo** is designed for students that are in kindergarten or first grade. This class offers an introduction to jazz, tap, and ballet by building foundational skills and steps and music appreciation including tempo and rhythm. Students will begin to work on including use of arms, legs and head together with the basic steps and moving to the rhythm of the music. Students should arrive in class with tap shoes on. Teachers will assist dancers with shoe changes as needed.

**Primary II Combo** is designed for students in first to third grade based on teacher recommendation. This class offers exposure to jazz, tap, and ballet by building on prior knowledge and foundational skills and steps. Students will continue to work on including use of arms, legs and head together with the basic steps and moving to the rhythm of the music. Students will begin to learn basic jumps, leaps, and turns. Students should arrive in class with tap shoes on.

**Jazz** Jazz was the music of the World War I generation which included dance styles of the foxtrot, shimmy, ragtime, Charleston, etc. The style of jazz was New Orleans with a mix of ethnic backgrounds which helped jazz music and jazz dancing to evolve into many forms. These forms include theatrical dancing for movies and musicals, lyrical with a ballet foundation and high-energy steps from breakdancing, funk, hip-hop and rhythm and blues. This class is designed to give the dancer a solid dance technique and style foundation.

**Hip Hop** Pop & Hip Hop refers to dance styles, mainly street dance styles, primarily danced to pop and hip hop music, or that which has evolved as a part of the pop and hip-hop culture. The classes are designed to increase imagination, practice various techniques, and steps, focusing on rhythm, execution, and musical interpretation. Some techniques include popping, locking and gliding. Taught in an age and music appropriate environment.

**Tap** dance began in the 1830s in New York City as a fusion of Irish and the African shuffle – most influential of all was the Irish Jig. Tap flourished in the U.S. from 1900 to 1955 when it was the main performance dance of Vaudeville and Broadway (remember Fred Astaire and Gene Kelly?). Tap dancers use their feet as a percussive expression of rhythm, music, and syncopation. At the

Dance, we use many forms of tap dancing, including traditional (Broadway, Shim Sham), Irish (Jigs & Reels), percussive, clogging, Latin, and funk. Tap dancing is energetic, fun, and an exciting way to make friends.

**Ballroom Dance** Ballroom dance refers to a set of partner dances, which are enjoyed both socially and competitively around the world. Because of its performance and entertainment aspects, ballroom dance is also widely enjoyed on stage, film, and television. Ballroom dance may refer, at its widest, to almost any type of social dancing as recreation. The beginning ballroom dance class will focus on waltz, foxtrot, etc.

**Musical Theatre** Musical theatre is a form of theatre combining music, songs, spoken dialogue, and dance. The emotional content of the piece – humor, pathos, love, anger – as well as the story itself, is communicated through the words, music, movement, and technical aspects of the entertainment as an integrated whole. Since the early 20<sup>th</sup> century, musical theatre stage works have generally been called simply “musicals”. Students will learn how to express their own emotions, incorporate acting and improv skills, and use music and spoken dialogue in their performance skills.

**Level Up Poms Prep Squad.** This class is designed to prepare students for a future on the middle school and high school cheer and poms squads. Students will develop the fundamental skills of jumps, turns, and stunts. Students will learn basic cheers and sideline combinations.

**Stretch & Strength/Leaps and Turns.** This class is designed to develop strength and flexibility for dancers. Students will also enhance their turns and leaps through various drills and progressions.

#### **NEW BRIGHT BEGINNINGS PROGRAM (Ages 0-5 years old)**

**\*\*These classes will not perform in the shows\*\***

**!st Session (6 week program-\$52 per class)-Held on September 5, September 12, September 19, September 26, October 3, October 10**

**2nd Session (6 week program-\$52 per class)-Held on October 24, closed Halloween, November 7, November 14, November 21, closed Thanksgiving, December 5, December 12**

**4:45-5:15 Tummy to Toddler Time (0-12 months)**

**5:15-5:45 Triumphant Toddlers (12-24 months)**

**5:45-6:15 Tremendous Twos (24-36 months)**

**6:15-6:45 Terrific Threes (36-48 months)**

**6:45-7:15 Fantastic Fours and Fabulous Fives (4 & 5 year olds)**

Bright Beginnings is designed for children ages newborn through age five. These classes are divided by the age groups newborn-12 months, 2 years-, 3 years-, 4 years-, and 5 years-old. These classes will focus on all areas of development and celebrate meeting milestones through combining music, movement, tumbling, and storytelling! Parents will learn about the stages of development while they engage in fun and interactive activities with their child to promote their child's growth. The classes will be offered by age-group for thirty minutes one day a week for six weeks.

**Tummy to Toddler Time (Newborn-12 Months)** will be focused on all areas of development. Parents and baby will interact together in new and fun ways through play to make learning fun! Parents and baby will enjoy bonding through sensory play, music, stories and so much more!

**Triumphant Toddlers (1-Year-Olds)** will be focused on learning new words and movements. In this class, parents will enjoy interacting with their child as they learn new skills that can be replicated at home! We will be learning to meet milestones through play, music & movement, and stories!

**Tremendous Twos (2-Year-Olds)** will continue to focus on movements, words and begin adding simple concepts such as colors, transportation, emotions, and more! Parents will continue learning new ways to make learning fun for their toddler!

**Terrific Threes (3-Year-Olds)** will enjoy using their motor skills to learn more about music, rhythm and beat! Through using music and movement, they will learn more about rhyming, growing their vocabulary! They will engage in simple tumbling and stretches to promote body and spatial awareness! These activities will teach these young ones about listening to, and following directions!

**Fantastic Fours (4-Year-Olds)** will use the skills they have strengthened to learn more about themselves. This age group learns to develop self-concept, discovering their likes and what makes them special. They will enjoy using tumbling, dance, music and stories to express themselves through dancing, musical theater, pattern & rhythm, and designing their own movement combinations!

**Fabulous Fives (5-Year-Olds)** will feature their skills through using creative outlets to express new learning. They will continue to learn new skills such as skipping, counting, following multi-step directions, and more. They will do this through dance, storytelling, art and more!

# CLASS ATTIRE

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Proper class attire is essential, and the following guidelines should be followed for all classes and rehearsals:

## ALL DANCERS

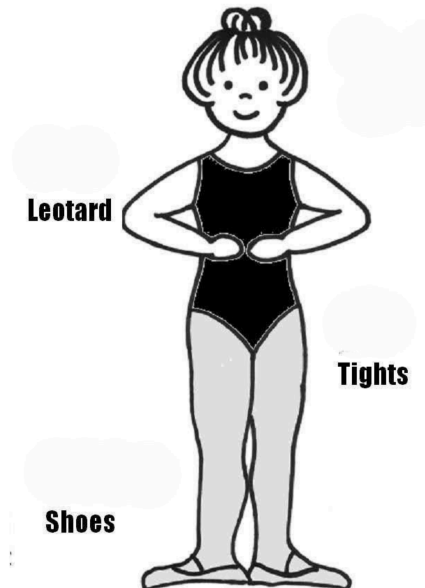
**HAIR** must be pulled back away from the face and secured in place.

**DANCEWEAR:** Must have proper shoes for class. Pink ballet shoes for ballet. Black jazz shoes for jazz. Black tap shoes for tap. Tennis shoes for hip hop. Tumbling is done barefoot. Girls must wear a leotard with tights, dance shorts, or leggings. Boys should wear a form-fitting top and shorts or pants. ***NO BARE MIDRIFTS, BAGGY SHORTS, SWEAT PANTS, JEANS, LOOSE T-SHIRTS, OR JEWELRY!***

**DANCE BAG.** It is recommended for students to carry their dance shoes in a bag. Please label all of their shoes and accessories.

## BABY & ME

**ALL STUDENTS  
& CAREGIVERS** Any comfortable clothing that doesn't bind or restrict movement can be worn. Bare feet/ socks.



# V. DANCEWEAR SOURCES

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- DISCOUNT DANCE SUPPLY,**  
5065 E. Hunter Avenue, Anaheim, CA 92807  
Telephone: 1-800-328-7107  
Website: [www.discountdance.com](http://www.discountdance.com)

## ADVANCED & SUMMER CLASSES

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### COMPETITION TEAM

By Grace Performance Studio has been a leader in dance education since 2003. We believe that our success comes as a result of providing solid training and quality service, along with an underlying belief in the strength of our organization. Here at By Grace Performance Studio, we have both a competitive dance and tumbling team that are regionally and nationally ranked. Our dancers and tumblers display technical excellence as well as sportsmanship and camaraderie. If you are interested in finding out more information on our teams or how to try out, please stop by the studio or talk to your student's instructor.

### TECHNIQUE CLASSES

Summer Technique Classes are a great way to retain and build new skills in tap, ballet, jazz, hip hop, lyrical, musical theater, and tumbling in a smaller class setting. Please visit our website for details.

### SUMMER CAMPS

By Grace Performance Studio offers two summer camps for children of all ages. Fairy Tale Camp is for students who are potty-trained up to age 8 years old. It includes dance, tumbling, crafts, activities, & more fun from your favorite fairy tales! Glow in the Dark Camp is for students ages 7 and up. It includes dance, tumbling, crafts, activities, & more glow-in-the-dark fun!

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# STUDIO POLICIES

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## TUITION AND REGISTRATION FEES

- 1) **Registration Fee:** A \$25 non-refundable registration fee per student is due at time of registration. Each registered student will also receive a studio shirt with registration.
- 2) **Tuition Late Fee:** Tuition is due on the 1<sup>st</sup> of each month, no later than the 10<sup>th</sup>. After that time, a \$25 late fee will be charged and enforced on all accounts past due, including e-payment accounts. Late fee notices will be sent via email.
- 3) **Pro-rated Months:** We do not offer prorated months except if the student starts mid-month, and that is the only prorated month of tuition. Summer tuition is due when students are enrolled and is non-refundable. September through May will be charged a full month's tuition. Whether the month is short (3 weeks) or long (5 weeks), tuition remains the same. Tuition is not prorated for absences. Your dancer is encouraged to attend makeup classes for missed classes. Please refer to the absenteeism and inclement weather section on page 17.
- 4) **Sibling Discounts:** The student with the most dance instruction time will pay normal tuition. All siblings receive a 5% discount.
- 5) **Methods of Payment:** Grace Performance Studio accepts personal checks, credit cards, debit cards, e-bank payments, and cash as methods of payment. One-time payments may also be made via the customer portal. If paying by check, credit card, or debit card, please write the student's name in the memo section of your check or at the top of the receipt. Checks should be made payable to "The By Grace Performance Studio" or "By Grace Performance Studio". A penalty charge of \$35.00 will be assessed for each returned check. In the event of a second returned check, further payment will then be paid in cash or by credit/debit card only. Only checks may be deposited into the tuition box located in the lobby.
- 6) **Online Registration / E-Payment:** By registering online, you are automatically signed up for e-payment, and you are authorizing Grace Performance Studio to use the account information for all of your account billing (including registration fee, tuition, costume fees, late fees, Performance fees, and any other studio or dance-related items purchased on account). You are agreeing to take full responsibility for payment of all charges and understand that a \$25 late fee may be applied to your account if your credit card/bank account is declined and cannot be processed for the amount due at that time. To discontinue enrollment in e-payment, after the registration fee plus required tuition has been drafted, you must fill out an "Account Removal Form" (found in the handbook or available in the front office) and return it to the studio office.
- 7) **Advanced Payment:** You may pay in advance for tuition and fees; however, there is no discount. Unless Paying for the entire year and then there is a 5% discount.

## CLASS SCHEDULE

For the most updated version of our class schedule, please visit [WWW.BYGRACEPERFORMANCESTUDIO.COM](http://WWW.BYGRACEPERFORMANCESTUDIO.COM) and click on the drop-down menu and then SELECT THE MOST RECENT SCHEDULE.

## SCHEDULE CHANGES

- 1) **Class Changes:** A student may drop and add classes depending on availability. To ensure proper costume orders, class changes will not be allowed after November 18th of the Performance year. Dancers wishing to change classes after that (but before February 1st of the Performance year) must have the instructor's permission **and** may possibly purchase an additional costume. Private lessons may be required for late registrants; this will be at the teacher's discretion.
- 2) **Withdrawals:** To withdraw a student from any By Grace Performance Studio class, you must notify the studio office and complete a Withdrawal Form. Failure to attend classes does not constitute a withdrawal. Students and their parents are responsible for giving at least 30 days' written notice and are responsible for tuition and other fees incurred during this timeframe. If costumes have already been ordered, you will still be required to comply with the Handbook policy on pick-up and payment of costumes. If a costume has been purchased for any withdrawn class and the student moves out of town, there is a \$15 shipping fee per costume.
- 3) **Waitlist Policy:** Students desiring placement in a full class will be placed on a waitlist. It is the studio's discretion to fill available spots. To be put on a waitlist, please log into your customer portal (if you are an enrolled student) or go to the registration page of the website (if you are not currently enrolled in our database) and click the word "Waitlist" for the full class that you would like to waitlist your dancer. While a credit card is required to create your account and be placed on the waitlist, your card will not be charged unless a spot becomes available and we have confirmed your dancer or tumbler's enrollment and registration.

# STUDIO POLICIES

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## STUDENT CLASS PLACEMENT

- 1) **Age Groups:** All classes are based on the student's age as of September 30<sup>th</sup>, no exceptions. A student may select a class in a younger age group, but may not choose a class in an older age group. The instructors have the final say as to which class(es) students are placed.
- 2) **Ballet:** Ballet levels are based on skill set and age. Recommended Ballet levels I-IV placements and recommendations will be handed out at the end of the year for all returning students. It is expected for a student to remain more than one year in a ballet level. New students will be evaluated for placement.

## Student/Parent/Teacher Relations

- 1) **Social Media:** We are on Facebook and Instagram! Become a fan and keep up with the latest By Grace Performance Studio news!
- 2) **Phone Calls:** You may leave a message for a teacher at the studio. Do not call any staff member at home. Due to varied work schedules, please leave a message with the front desk.
- 3) **Disruptive Behavior:** Disruptive behavior will not be tolerated. If this occurs repeatedly, the parent will be contacted. If it continues, the student will be dismissed from class that day. Please review our studio's behavior policy.
- 4) **Opening Class Doors:** Please respect our instructors. All classes are closed sessions. Do not open the door during class time. When classes are over, the instructor will open the door for the next class to enter, and students will exit to the lobby.
- 5) **Winter Observation Week:** Parents will be invited to attend and watch the entire class. See the schedule for dates. Classes will be conducted with a closed-door policy. It is very disturbing to the students and the teachers when there is a lot of noise in the reception area. It is up to the discretion of the Teacher to invite parents into the class to serve as a practice audience for the dancers.
- 6) **Emails from Studio:** All registered accounts will automatically be enabled to receive email updates and alerts from the studio. You can update your email address on file through your customer portal. If you want to opt out of studio emails, please contact the office or opt out through your portal. Please note that opting out will mean you miss out on important studio reminders and announcements.

## CLASSROOM CONDUCT

- 1) All Dancers are encouraged not to leave the room once class has begun. Please allow for appropriate restroom use, grabbing snacks, and water prior to class.
- 2) **Preschool and Primary:** Preschool children may need a parent's attention from time to time for various reasons during class time. If you are not in the office and your

student needs you, the office staff will use your contact information to reach you. We make every effort to have all children feel safe and cared for in a loving and inspiring learning environment. Please make sure that you are available to pick up your student at least 5 minutes prior to their dismissal time.

- 3) School-age children and teens: Please practice respect. Dancers are not to socialize in a disruptive manner during the class with other students. Please come early or stay late to enjoy friends in the waiting area. Please honor your Teacher and fellow dancers by giving full attention and cooperation. Parents/ Guardians will be advised if we feel any dancer or tumbler is not well adjusted to the classroom environment for any reason over time.

## **SAFETY AND SECURITY**

The following two rules are of extreme importance, and the By Grace Performance Studio strongly urges that Parent(s) and/or Guardian(s) discuss them with their student(s) and make certain they are fully understood.

- 1) Dancers are to wear street clothes over their dancewear to and from the By Grace Performance Studio.
- 2) Parents of dancers or tumblers in Baby & Me, Preschool, Primary, and other students under 10 years of age must accompany their dancer into the reception area for class and to pick up their student after class in the reception area of the By Grace Performance Studio. All other dancers or tumblers may walk to their class on their own, but must remain in the reception area after class until their transportation arrives. No dancer or tumbler, regardless of age, is allowed to wait outside.

\* Please note that there is a lack of lighting on Main Street after dark. For dancers with evening classes, please utilize the buddy system when returning to your vehicles.

If you have any concerns or specific directions, please notify the office staff as soon as possible.

## **CUSTOMER PORTAL**

You have access to your studio account via the customer portal. Each person who would like to manage the student's account will need their own login. From your portal, you are able to send messages to the studio, view and print your registered classes, see if you are eligible for class makeups, update your credit card or bank account information, make payments, and more. See the Online Registration page of the website for more information.

## ABSENTEEISM & INCLEMENT WEATHER

- 1) **Illness Policy:** Parents are advised to keep their students at home for the following conditions:
  - a. Pain – any complaints of unexplained or undiagnosed pain.
  - b. Runny nose (green mucus indicates infection), watery eyes, coughing, sore throat, or productive cough, difficulty in breathing, wheezing, or a persistent cough.
  - c. Fever (100°F/38.3°C or more) or nausea and vomiting.
  - d. Infected skin or eye,s or an undiagnosed rash. Severe itching of the body and scalp.
  - e. Unexplained diarrhea or loose stool combined with nausea, vomiting, or abdominal cramps. These may indicate a bacterial or viral infection that is easily passed from one child to another.
  - f. Children with known or suspected communicable diseases or lice.
  - g. If a student misses due to illness, then they can make up the class(es) missed. See the class makeup policy.
- 2) **Missing Classes:** If a student will be missing 2 or more consecutive weeks of class, please contact the studio office. The office staff will relay the information to the instructors.
- 3) **Excessive Absences:** Students with excessive class absences may be pulled from the Performance dance with no refund. This is at the teacher’s discretion.
- 4) **Inclement Weather:** In the case of inclement weather, we will follow the Clinton School District for inclement weather closings. If any dance or tumbling classes are cancelled after school hours, you will be notified by email or by one of our staff members prior to class time.
- 5) **Make Up Classes:** There are no refunds for missed classes, whether it is due to student absence or studio closure. These can be made up any time before May 1st in an age-appropriate class– even if it’s a different style than what the student is taking.

**\*\*Students must schedule their makeup through the studio office for the class that was missed.\*\***

## ATTENDANCE & MAKE-UP CLASSES

Absences are to be made up during the semester in which classes were missed. All “make-up” classes must be scheduled with the permission of the Teacher. There will be no refunds or credits for classes not made up. Regular class attendance is important to the training of your dancer or tumbler.

If you know in advance that your dancer or tumbler will miss two or more consecutive classes, please contact his or her Teacher, so that your student's schedule may be rearranged, if possible.

## **STUDENT DATA CHANGES**

Please ensure accurate information to the best of your knowledge on the Student Registration Form. Please note that parents/ guardians are responsible for notifying By Grace Performance Studio of any changes on student data (for example, phone number or address changes, guardianship, etc.)

## **INCLEMENT WEATHER POLICY**

If any dance classes are cancelled due to weather, we will follow the Clinton School District for inclement weather closings. If any dance or tumbling classes are cancelled after school hours, you will be notified by email or by one of our staff members prior to class time. Also, please check our Facebook page. However, always exercise caution first.

When a tornado warning is issued, the city government will activate the emergency siren system. This siren is audible to most of Clinton. Upon hearing the siren, all faculty, students and visitors shall move quickly and carefully to the safest location. Faculty and staff that have received the emergency message are to notify other faculty, staff, and students in their areas of the tornado warning. All personnel are to remain in the safest location until notified by either the studio faculty or by police that it is safe to leave.

## **SICKNESS/ DANCER INJURIES**

During class, if a dancer or tumbler complains of being ill, or sustains an injury and cannot participate, the instructor will notify the office staff to contact the Parents/ Guardians if not on the premises.

Only dancers or tumblers with a pre-existing, non-contagious sickness/injury are allowed to observe class. The Parents/ Guardians must notify the office if a student is to observe a class. If students sustain an injury during a class, teachers are required to inform Parents/ Guardians when the injury takes place.

If the student must unenroll in classes or pause their attendance due to injury, please submit a doctor's note explaining the injury and stating that the student is unable to participate. At that time, a decision can be made about the students' remaining classes.

# CONCERNS

If Parents/ Guardians have concerns, please inform the teacher or office staff to ensure that it can be sufficiently addressed.

# TUITION RATES & FEES

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**Tuition:** By Grace Performance Studio uses a sliding scale to calculate tuition rates. Add up the amount of time per week of classes, then slide over and find the rate of tuition per month.

<b>2025-26 Monthly Tuition Rates</b>		
	<b>TUITION</b>	<b>ENROLLMENT FEES *</b>
<b>45 min class</b>	\$52.00	<b>\$25.00</b>
<b>1 HOUR CLASS</b>	\$58.00	<b>\$25.00</b>
<b>1 ¼ HOUR CLASS</b>	\$64.00	<b>\$25.00</b>
<b>1 ½ HOUR CLASS</b>	\$70.00	<b>\$25.00</b>
<b>1 ¾ HOUR CLASS</b>	\$76.00	<b>\$25.00</b>
<b>2 HOUR CLASS</b>	\$82.00	<b>\$25.00</b>
<b>2 ¼ HOUR CLASS</b>	\$88.00	<b>\$25.00</b>
<b>2 ½ HOUR CLASS</b>	\$94.00	<b>\$25.00</b>
<b>2 ¾ HOUR CLASS</b>	\$100.00	<b>\$25.00</b>
<b>3 HOUR CLASS</b>	\$106.00	<b>\$25.00</b>

\*\*Add \$6.00 per 15 minute increments.

*\* Fees include: Activity, Scholarship, Building Maintenance, Insurance, Records Management & Technology. Due & payable at time of registration.*

## **REGISTRATION FEES**

REGISTRATION FEE PER STUDENT\*\*     **\$25**  
*(Due and payable at time of registration, together with tuition.)*

## **6 WEEK SESSIONS**

6 WEEK SESSION PER INDIVIDUAL     **\$52**

## **PERFORMANCE FEES PER STUDENT**

WINTER PERFORMANCE  
**\$10 per student** *(Due and payable on or before November 1st unless on auto debit paying monthly)*

SPRING CONCERT  
**\$120** *(Due and payable on or before February 1st unless on auto debit paying monthly)*  
*(\$80 Deposit Due & payable on or before December 1st)*

*\*\*If a Student is in more than one class requiring a costume \$60/extra costume*

**Payment:** Tuition is due by the 1<sup>st</sup> of each month, no later than the 10<sup>th</sup>, and can be paid via cash, credit card, debit card, check or online through the customer portal. All accounts that sign up online are automatically set up for e-payment, and you are authorizing By Grace Performance Studio to use the account information for all of your account billing (including registration fee, tuition, costume fees, late fees, Performance fees, and other studio or dance-related items purchased on your account). After the 10<sup>th</sup> of the month, a \$25 late fee will be charged and enforced on all accounts past due, including e-payment accounts. Late notices will be sent via email. Tuition is not prorated for absences or studio closures. Students are encouraged to attend makeup classes for classes missed.

**NOTES REGARDING FEES:**

\*At Time of Registration: \$25 Registration fee is non-refundable- NO EXCEPTIONS. Payment and registration must be submitted to reserve your space. All registrants will acknowledge the studio rules and agreement electronically.

\*\*\*Performance Note: Students are assumed to be performing in the end-of-year Performance unless they have opted out in writing. Students who wish to opt out must do so for **all** of their classes.

**Tuition is not refundable or transferable.** Tuition, Fees, Registration, Performance Fees, or Costume Deposits are not refundable.

**Payment Options:** Payments can be made for the full dance year, by semester, and by monthly installments. Please see the table below for the monthly installment schedule. No payments due in December or May.

**Late Payment & Returned Checks:** Any Student whose tuition payment is not paid on or before the date due will not be permitted to participate in his or her class until tuition payment is current, including a late charge of \$25. There shall also be a late fee of \$25 assessed for any Performance Fee not paid on or before the due date. Should any Tuition or Performance Fee not be made within ten days after the due date, the By Grace Performance Studio shall have the right to withdraw the Student owing such delinquent fees from his or her respective performance or performances. There shall be a \$20 fee assessed for checks returned for non-payment, regardless of reason.

# STUDIO POLICIES

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## Student Dress Code

- 1) **Modesty:** No midriffs should be shown at any time. Leotards should be worn with tights. Students may elect to wear shorts over top of their leotard, but tights must still be worn underneath.
- 2) **Shoes:** Proper shoes are required for all classes.
  - Tap-black tap shoes
  - Jazz-black jazz shoes
  - Ballet-pink ballet shoes
  - Hip Hop-tennis shoes
  - Tumbling-barefoot
- 3) **Hair:** Hair should be pulled up and away from the student's face.

# STUDIO POLICIES

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## Waiting Room & Lobby Rules

- 1) **No Horseplay:** Parents are asked to keep students and waiting siblings from aggressive horseplay in the waiting areas.
- 2) **No Acrobatics:** Students should not be performing any tumbling tricks in the waiting areas.
- 3) **Food:** There is no guarantee that our premises will be free from allergens of any kind, including but not limited to food products containing nuts. Please make sure that your student picks up any food, drinks, or trash after themselves.
- 4) **Student Drop Off: Students 10 and under must be dropped off and picked up inside the lobby on time. Due to traffic and other safety concerns, parents must park and come into By Grace Performance Studio to drop off and pick up students.**
- 5) **Street Access:** No student of any age should hang out in front of the studio without a parent present.
- 6) **Leaving the Studio:** No student under the age of 16 may leave the By Grace Performance Studio premises unattended by a parent/guardian.
- 7) **Time Between Classes:** The student may wait in the lobby between classes provided that the student abides by the rules. Any unacceptable behavior while waiting in the lobby will be reported to the parents/guardians by the office staff.
- 8) **Courteous:** Please be courteous to fellow parents. Our waiting areas can become crowded, and a little common courtesy can go a long way.
- 9) **Proper:** Do not sit or stand on the study counters or furniture.
- 10) **Neat:** Please pick up after yourself.

## Personal Belongings

- 1) **Labels:** Please label all shoes, dancewear, dance bags, coats, etc. with the student's **first and last name**. Please write your student's name on the bottom of their shoes. If not labeled properly, shoes and items can become lost or misplaced. If the item left behind is properly labeled, the studio will attempt to contact the parent and hold that item at the desk located in the studio office.
- 2) **Lost & Found:** The lost and found is located behind the desk. Please check with the office staff for any lost items. Items will be donated during winter, spring, and summer breaks and when the bin becomes overfull. By Grace Performance Studio is not responsible for lost or stolen items.

## Photography Release

By Grace Performance Studio uses photographs and videos of its own dancers and tumblers in its marketing and promotional materials. You are granting By Grace Performance Studio full permission to take, use, reproduce, and publish photographic, video, and digital images of your student (collectively, "Images") for By Grace Performance marketing and promotional purposes during and after the student's participation in By Grace Performance Studio programs. Further, you acknowledge that

By Grace Performance Studio shall be the exclusive owner of all rights, including copyright, in the Images, and you irrevocably transfer, assign, and otherwise convey to By Grace Performance Studio your entire right, title, and interest, if any, in and to the Images and all copyrights and other intellectual property rights in the Images.

- **IF YOU WISH TO OPT OUT:** If you do not wish to have photographs or videos of your student(s) used in marketing and promotional materials by By Grace Performance Studio or otherwise want this Photography and Video Release to not apply to your student(s), you must indicate that you are opting out in the appropriate online box. Specifically, new registrants must type "I OPT OUT" in the appropriate box on the Web Registration Form. Current families must log into their portal, go to the My Account tab, and type "I OPT OUT" in the appropriate box.

## Medical Insurance

Grace Performance Studio does not carry medical insurance for its students. By Grace Performance Studio does not render medical care, including medical diagnosis or treatment, to students or others, and any assistance that By Grace Performance Studio staff may offer to students will be limited to responding to an emergency.

Preparing for Class

- 1) Dancers are to enter the dance studio fully dressed for class with their hair properly pulled back and proper dance shoes on. Please do not wear street shoes into dance rooms. Dance bags may be brought into the room or left in the lobby out of the walking areas.
- 2) Combo classes will need to have their tap shoes on each week when entering class. Please put ballet shoes in a dance bag that they will bring into class with them. Put your child's name on their shoes and bag. The teachers will help dancers change shoes in the middle of the class.
- 3) Please be sure all cell phones and electronic devices are left in the student's bag and have their ringer and sound set to silent.

## What to Expect in Your First Week

- 1) Like school, the first few weeks of class are review. This allows everyone to get comfortable with new classes and new teachers. Also, teachers can evaluate students to be sure they are in the correct class.
- 2) If dancers have been placed into classes that are not correct for them, don't worry - we will find a more suitable class!
- 3) It is best to get your dancer to class on time, ready to dance.
- 4) Students will be walked out into the main lobby area for pick up.
- 5) The youngest dancers will often have tears or anxiety in the first few weeks. This is normal. The teachers are trained to get children "on task" quickly. It is not uncommon to have a few dancers on a few hips in the first month of class! The best way to ensure success is for parents to assure them they are going to have fun. Leave as quickly as possible and make sure the door is closed. Please keep noise

down in the lobby and don't let siblings open or knock on the door. This will distract the dancers.

- 6) Please have all dancers use the bathroom before class. Teachers will gladly take them if they do need to go during class, but this can be a disruption.

**Always stop in the office if you have questions or concerns.**

**Every staff member wants your experience to be positive and rewarding.**

# ALL ABOUT Performance

## PERFORMANCES & REHEARSAL ATTENDANCE

The following performances are offered to our Dancers:

- *Christmas Show.* This is a great way to show our families what the students have learned while also giving back to our community. There are no costumes for this performance. Teachers will let students know in advance what they need to wear.
- *Spring Performance.* All students are invited to participate in this professionally presented performance. Costumes will be ordered for this performance and students will participate in a dress rehearsal prior to the show.

Parent(s) or Guardian(s) will be given the opportunity to include their student in various performances throughout their dance and tumbling training. While By Grace Performance Studio feels performing is a privilege and an important aspect of the young student's development, it is not mandatory that your student participate in each and every performance. Students are not required to perform. If your child prefers not to perform, please advise the office staff.

Rehearsals for performances are vital. If a rehearsal scheduling conflict is foreseen, the teacher must be contacted well in advance in order that arrangements, if any, may be made. It is important that discussion takes place between the Parent(s)/Guardian(s) and Dancer relating to the commitment required for performance participation (rehearsals, costumes, effort, etc.). Performing is fun and rewarding, and requires extreme discipline, cooperation, and commitment from all participants.

- 1) **Performance Fee:** We attempt to bundle our fees so that there is one combined fee for the Performance instead of multiple little fees that overwhelm parents. The Performance Fee includes the fees listed below.
- 2) **Administrative Fee:** The Performance fee covers the cost of the auditorium and Staffing of the event. If your dancer withdraws from classes after October 1st the Performance fee will not be refunded.
- 3) **Opting Out of Performance:** Students must participate in the Performance for all classes or not participate in the Performance at all. Students cannot pick and choose particular classes for the Performance. Students and parents are responsible for informing By Grace Performance Studio in writing no later than November 1st of the Performance year, if a student is not going to participate in the Performance. Notice must be provided directly to the Director or office staff.
- 4) **Dates:** Please see page 6 for dress rehearsal and Performance dates. Performance information will be available closer to each performance.

- 5) **Costume Fees:** Costume amounts are approximate and subject to change. Changes in a student's schedule can result in a change of costume and costume fees. Costume amount includes costume, tights, and tax.
1. Combo classes will perform both numbers in the performance, but will have only one costume when available.
  2. All other classes will have one costume per class.
  3. **Class drop/adds after November 18th of the Performance year, will result in purchasing an additional costume for the new class(es). Dancers who wish to change classes after that date must have the instructor's permission.**
- 1) **Payment Due Date:** Winter fees are due November 1st. Spring deposits due December 1st, with the remaining balance due February 1st of the Performance year.. Deposits toward costume balances may be paid at any time prior to the due date. Unless you spread out the payment so it's on a monthly plan.
- 2) **E-payment Accounts:** Fees for your dancer or tumbler's Performance costumes will be charged to the card or bank account you have on file, unless you have set up a different payment arrangement. Charges will be drafted between October 15th and October 18th of the Performance year.
- 3) **Costume Distribution:** Dancers will receive their costume(s) April 6-10, 2026. This week is a great opportunity to come at the end of class to see your dancer or tumbler in their costume for the first time, video their Performance routine, discuss any possible alterations, and take costumes home. Please remember, we do not allow these videos to be posted on social media.
- 4) **Refunds:** There will be no costume refunds for dropped classes, withdrawals from the studio, or decisions not to participate in the Performance after November 1st of the Performance year. A student who withdraws from a class after purchasing a costume may pick up the costume by the first week of our summer session following the performance. Costumes not picked up by then will be donated.

#### **PHOTOGRAPHING & VIDEO TAPING OF DANCERS**

It is understood that photographs and/or videos may be taken during the dance classes, rehearsals, and/or performances, and permission is hereby granted to the By Grace Performance Studio to publish any or part of all photos and/or videos for, but not limited to, training, publicity purposes, or private sale.

## FAQ's

- 1) **How long are the performances?**
  - a. Each performance will be approximately 3 hrs, usually less..
- 2) **Will my dancer get to sit in the audience once her/his dance is finished?**
  - a. For general safety reasons, we insist that all performers are to remain backstage during the Performance. Parent volunteers will be with students while they wait for their dance. If you wish to be a parent volunteer, please see the office staff. Volunteers will be allowed to watch their students from the side of the stage.
- 3) **What if my dancer is in more than one dance?**
  - a. We have great parent volunteers who will assist your dancer with their costume changes while you relax and enjoy the show.
- 4) **Does my dancer have to wear makeup to dress rehearsal?**
  - a. Your dancer will wear makeup to dress rehearsal and the Performance so the stage lighting does not make dancers appear "washed out."
- 5) **Will there be someone taking pictures of my dancer during the Rehearsal and Performance?**
  - a. We do not hire a professional photographer to take pictures during the show; you are welcome to take pictures of your students during rehearsal only; however, flash photography is not permitted during the performances.
- 6) **Will there be a recording of the Performance to purchase?**
  - a. Yes. Order forms will be shared with parents closer to the Performance.

## VIII. TENTATIVE CLASS SCHEDULE Fall/Winter 2025-26

### Monday

Miss Vanessa

4:30-5:30 Primary Combo II (tap, jazz, ballet)

Miss Vanessa & Miss Jasmyn.

5:30-6:15 Basic Tumbling.

Miss Vanessa

6:15-7:00 Ballet III/IV

7:00-7:45 PrePointe/Pointe \*

7:45-8:30 Jazz III/IV

8:30-9:15 Tap III/IV

Miss Jasmyn

4:30-5:30 Primary Combo I (tap, jazz, ballet)

Miss Rikki

5:30-6:15 Musical Theatre

6:15-7:00 Level Up Poms Prep Squad

Miss Catheryn

7:00-7:45 Ballroom

### Tuesday

Miss Vanessa

4:30-5:30 Preschool Combo (tap, jazz, ballet)

Miss Vanessa/Miss Jasmyn

5:30-6:15 Preschool Tumbling

Miss Vanessa

6:15-7:00 Tumbling I

7:00-8:00 MATS TEAM PRACTICE \*

8:00-9:00 Tumbling II

Miss Jess

5:30-6:15 Hip Hop (10 & Up)

6:15-7:00 Lyrical/Contemporary \*

7:00-8:00 MATS TEAM PRACTICE \*

8:00-9:00 Tumbling III/IV

### Wednesday

Miss Vanessa

4:30-5:30 Stretch & Strength/Leaps & Turns

MissVanessa/Miss Jess

5:30-??? PT Practices and Privates

### Thursday

Miss Vanessa

4:15-5:00 Ballet Technique

5:00-5:45 Hip Hop (Ages 6-9)

5:45-6:30 Baby & Me (Ages 1 & Up)

6:30-7:15 Ballet II

7:15-8:00 Ballet I

8:00-8:45 Tap II

Miss Emily/Miss Jasmyn

5:00-5:45 Preschool Hip Hop (Ages 3-5)

5:45-6:30 Intro to Lyrical \*

6:30-7:15 Tap I

7:15-8:00 Jazz II

8:00-8:45 Jazz I

*The By Grace Performance Studio reserves the right to split, combine or cancel a class upon completion of registration.*

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## First Things First...

*Start the year off on the right foot!*

What do I wear to class?	<i>See page 11</i>
What kind of shoes do I need?	<i>See page 11</i>
When do classes start?	<i>See page 6</i>
Is there a place for my belongings during class?	<i>See page 23</i>
How do I stay up to date with studio news?	<i>See page 15</i>
What if I miss a class?	<i>See page 17</i>
When is Performance and what can I expect?	<i>See page 6 and 26</i>
When is tuition due and how do I pay?	<i>See page 20 and 21</i>
How do I get in touch with my child's teacher?	<i>See page 15</i>
Do you have a lost and found?	<i>See page 23</i>
Can I come in and watch my child's class?	<i>See page 6</i>
How do I access my online account?	<i>See page 16</i>

**Be sure to read through the handbook for answers to all your questions.**

## **We Dance**

How do you put a price on inspiration? How do you capture the spirit of humanity? How do you create a world of connection? How do you light the fire of dreams?

## **You dance.**

I dance to grow and learn.  
I dance to inspire the next generation.  
I dance for my story and yours.  
I dance for life itself.

## **We dance.**

We dance to speak of the magic of the arts. We dance to speak of beauty and grace. We dance for peace.  
We dance for love. We dance for joy.