



RRCA Dance Academy

Education – Experience – Excitement – Excellence

Melissa Moore

C - 734-731-7767

Welcome back Dance Academy families. The RRCA continues to provide the highest quality dance education in a friendly and positive environment. We strive to be the obvious choice for those seeking preparative training for formal instruction at an arts conservatory or university. We believe the study of dance helps to develop confidence, coordination, artistry, as well as social skills, and encourage students of all ages to explore the avenue of dance. The following rules and regulations are devised to create a peaceful and productive learning environment for all.

Attendance Policy – Good attendance is essential for the learning process.

- Dance Instructors will take attendance in each class.
- Good attendance is exemplary; however, please keep sick children at home to avoid infecting other students. Call the theatre Box Office to notify the dance instructors of all absences.
- There are no refunds for missed classes. The student may make up a class during the semester. Please ask approval for a comparable class day/time.
- Punctuality is necessary for a productive learning environment. Tardiness is disruptive and unacceptable. The student must be to the studio space 5 to 10 minutes before class time.
- A good warm-up is essential in technical development and injury prevention. If a student is over 10 minutes late, they may be instructed to sit and observe the class.

The RRCA reserves the right to cancel any class with less than five participants.

Dropping Off and Picking Up Your Child

- Please do not bring students more than 15 minutes before their first class, and please be prompt in picking them up.
- It is encouraged that all children under the age of 14 be escorted to class by their parent or guardian. No student is allowed to leave the RRCA facilities in between classes without a parent or guardian/supervisor. If a student is not being picked up by a parent or guardian, please supply a written note signed by the parent or guardian that gives the child permission to be released from the RRCA. Please complete a permission note if you choose to allow your child to walk or bike home.

Lobby Etiquette

- Students should not undress in any public areas of the building, and we prefer they dress for class at home unless their schedule does not permit.
- Students may use restrooms before, after or in between classes. An adult must accompany small children to the restroom.
- At the Cass Street Studio, students should enter through the backdoor and go immediately to the upstairs lobby for classes in Cass A or to the downstairs lobby for classes in Cass B. If there are no classes taking place in Cass B, the basement of the Cass Street Studio is off limits unless crossing to use restrooms. Unsupervised activity is not allowed. Again, students should remain in the lobby until they are called to class. The lobby area in the Studio Two, located on the second floor of the building adjacent to the Cass Street Studio, is very small. We recommend that you wait in the more comfortable Cass Lobby until it is time to pick up your child.
- At times we may use the theatre stage for classes, if so the students are to wait QUIETLY in the inner carpeted lobby until their instructor calls them for class. No student or unsupervised family member should be in the outer lobby unless using the restrooms. Mezzanine bathrooms and upper balcony are off limits.
- Students are expected to make a single file line prior to admittance to class. They should enter the classroom quietly with respect to each other while the instructor guides them to their established places they have prepared.
- Parents are not to speak to teachers in between class times as it breaks the flow and interferes with important class time. If anyone has a question please call (734)731-7767 or email me at melissamoore.rrca@yahoo.com.
- Lobby Receptionists are required to keep the lobby safe and free of excessive noise within the environment. They keep pertinent information at their desk; please be sure to read all informational materials and feel free to ask questions to the receptionist. On occasion, receptionists are relied upon to safely transfer students between studio locations.
- For safety concerns and to maintain a pleasant atmosphere, all siblings in the lobby must be under direct adult supervision. Activities such as tumbling, ball playing, throwing objects or any athletic games are prohibited. The drinking fountains are for everyone's use, although young children should be supervised. When speaking in the lobby, keep your voice volume low. Students must keep dance bags, shoes and jackets off of the floor. Please throw away your own garbage and empty your water bottles before placing in the recycling bin.
- NO FOOD should be eaten anywhere in the buildings other than in the lobby.
- The RRCA Dance Academy closes promptly after the last class of the day.
- No smoking is permitted anywhere inside the building.
- As a courtesy to the staff and others, please limit cell usage in the dance lobbies.

Dress Code

Required Attire:

Leotards	Shoes	Tights
<p>Pink Tank Leotard</p> <p>Pre-Ballet, Primary Ballet Creative Movement Intro to Tap</p>	<p>Ballet</p> <p><i>Pre-Ballet and Creative Movement</i></p> <ul style="list-style-type: none"> • Pink Leather - full sole <p><i>Grades I and Up</i></p> <ul style="list-style-type: none"> • Canvas/Leather; full or split sole 	<p>Ballet Classes</p> <p><i>Body Wrappers Theatrical Pink (or comparable Danskin or Capezio brands)</i></p>
<p>Light Blue Tank or Camisole</p> <p>Grade I through Grade II, Intro through Youth Jazz, Youth Tap</p>	<p>Jazz</p> <p><i>Youth - Teen</i></p> <ul style="list-style-type: none"> • Slip on black jazz shoe • <i>(not the jazz boot)</i> <p><i>Intermediate and Advanced Jazz Classes Only</i></p> <ul style="list-style-type: none"> • Tan Jazz Shoe 	<p>Jazz and Tap Classes</p> <p>Body Wrappers Theatrical Pink or Jazzy Tan (or comparable Danskin or Capezio brands)</p>
<p>Black Tank or Camisole</p> <p>Intro to Grade I All Cecchetti Ballet Classes</p>	<p>Tap</p> <p><i>Intro Tap and Youth Tap</i></p> <ul style="list-style-type: none"> • Capezio Mary Jane Tap with Velcro closure, Child <p><i>Intermediate - Adult</i></p> <ul style="list-style-type: none"> • Tap Flex Shoe with laces or Split Sole Tap Shoe 	
<p>Royal Blue Camisole</p> <p><i>Ballet Classes level III - Advanced</i> <i>Jazz & Tap Classes Intermediate – Advanced</i></p>	<p>Modern</p> <p>Barefoot or FootUndeez</p>	

Attire Information:

- An instructor should not have to police the dress code. Make sure you are following the dress code before entering the classroom.
- Apparel must be in good condition. Hair must be secured off neck and out of the eyes. A bun or French braid tucked under is preferred. No ponytails please. No jewelry for any age group. Students should wear something to cover their dance wear when outside the building.
- No street shoes on the dance floor; remove them before crossing the studio. Dance shoes should not be worn outside. Please carry dance shoes into building.
- The RRCA is not responsible for lost or stolen articles. Please name tag articles and shoes for personal identification.
- Appropriate apparel has already been selected for your child's age level and class. Students will not be permitted in class with T-shirts, shorts, sweaters, or sweatpants of any kind. Please read your uniform guideline.
- An appropriate dance sweater which can be purchased at dancewear stores may be worn over the required leotard in winter. No large sweaters or bulky sweatshirts, please. Note that leotards must be plain without accents or decorative straps across the back. We do not allow halters or bare midriffs for any age group or for any class.

Tuition Information

- A non-refundable registration fee of \$25 is due upon registration.
- Tuition is non-refundable and is due in full for classes whether attended or not. You may only attend classes for which you have paid.
- If a student's curriculum changes, tuition changes must be made through the office.
- **Discounts:** Multiple classes receive discounts. A discount is also given to those paying in full for the year.
- **Financial Aid:** It is best to retrieve a financial aid form from the office prior to your registration appointment. Financial Aid recipients are expected to offer Community Service Hours back to the school. Established hours are determined by Calley Duffey in the RRCA Office 734-242-7722.

Dance Class Tuition Rates

32 week Season		8 Weeks			
	Per class fee	4 Installments	Season		prepaid w/ 5% discount
30 minutes	\$6.00	\$48.00	\$192.00		\$182.00
45 minutes	\$9.00	\$72.00	\$288.00		\$274.00
60 minutes	\$12.00	\$96.00	\$384.00		\$365.00
75 minutes	\$14.00	\$112.00	\$448.00		\$426.00
90 minutes	\$15.00	\$120.00	\$480.00		\$456.00
Additional Class Discount			5%		
30 minutes	\$6.00	\$46.00	\$184.00		\$175.00
45 minutes	\$9.00	\$68.00	\$272.00		\$258.00
60 minutes	\$12.00	\$91.00	\$364.00		\$346.00
75 minutes	\$14.00	\$106.00	\$424.00		\$403.00
90 minutes	\$15.00	\$114.00	\$456.00		\$433.00