

STUDENT HANDBOOK

Welcome to Above the Barre! This handbook contains everything you need to know for the entire season, including expectations, class schedules, dates, and all rates/fees.



Information
in this
handbook is
only useful
when read.

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YEARLY MEMBERSHIP FEE

A non-refundable registration/membership fee of \$40 is required at the time of registration to secure class space. Membership fees for siblings are as follows: \$30 for the second child, \$20 for any child after that. Registration will not be considered complete without payment of membership fee and first month's tuition.

TUITION + PAYMENTS

Tuition will remain the same whether it is a long or short month (3 weeks or 5 weeks), regardless of absences or holidays. If you choose to pay with cash or check, tuition is due by the 1st day of each month and is considered late after the 5th of the month. After the 5th of the month, your card on file will be run. If this is unsuccessful, a \$15 late fee will be applied to your account. There is a \$25 fee for all returned checks. Accounts must be kept in good standing in order for students to participate in weekly class. **Students with an outstanding balance (over 30 days) will not be allowed to participate in class until balance is brought into good standing. NO EXCEPTIONS!**

AUTO DRAFT + ONLINE PAYMENTS

Payments can be made online at any time through your Parent Portal. If you choose to have your tuition auto drafted from your account, this will take place on the 5th day of each month. If your auto draft is unsuccessful for any reason, a \$15 late fee will be applied to your account.

DSP PARENT PORTAL

This will be your best friend throughout our season. Here, you will be able to view charges, transactions, make payments, log absences, check into class, view class practice videos, access class music, and more.

To log in, visit <http://dancestudio-pro.com/online/abovethebarre> or follow the QR code.



COMMUNICATION

- We prefer communication via email!
- All class communication is done through email, along with occasional text messages.
- Please be sure to check your email so that you don't miss out on important communication.
- Our office is open on the following days and times.
 - Monday - Thursday, 4:00pm - 8:00pm
 - During our office hours, our staff will be available to answer questions, take payments, etc...
- We aim to respond to all emails within 24 hours. However, please note that if it is a holiday, weekend, or the studio is closed, you may not receive a response until the next business day during office hours.



(704) 692-5471



weareabovethebarre@gmail.com



1904 US Hwy 70
Marion, NC 28752

COMMITMENT

- Above the Barre runs as a **FULL SEASON** from August 19 - May 31.
- When you register to join our program, please know that you are committing to this season.
- Please be aware of your commitment as fall & spring sport seasons arise and plan accordingly.
- We **do not** offer "month-to-month" classes
- If you choose to drop out of classes for a month or more, you will be charged a re-registration fee. You will also not be guaranteed a spot in your previous class, as spots are limited.
- A 10 day WRITTEN NOTICE is required for you to be removed from our system. No costume refunds will be issued if they have already been ordered.
- **STUDENTS ARE NOT PERMITTED TO TAKE WEEKLY CLASSES AT ANY OTHER DANCE STUDIO.**

ATTENDANCE

Good attendance is crucial for progress and technique development. Please make every effort to have your child in class each week. There will be **no refunds** for missing class or for dropping a class mid-month. Your child may miss out on choreography/parts of their routine if they are absent. Please keep in mind that your child's attendance (especially in the weeks leading up to recital) will have a great impact on their technique, skills, and performance. Excessive absences may result in reassessment of class placement.

ARRIVAL/PICKUP

Doors will open 15 minutes before the first scheduled class of the day. Students should arrive on time for class, and should be picked up promptly. All children who are not in class should be accompanied and supervised by an adult. **The ATB staff is NOT responsible for students before or after their scheduled class.**

CODE OF CONDUCT

Students are expected to show respect to instructors, staff, and peers at all times. This includes attending class prepared (proper hair and class attire), listening attentively, following instructions, and maintaining a positive attitude. Disruptive behavior will not be tolerated. Parents should support a positive environment by encouraging their children and respecting studio policies. Any concerns or issues should be addressed privately with the studio director.

INCLEMENT WEATHER/STUDIO CLOSINGS

For holidays and inclement weather, we **generally** follow the decisions made by McDowell County Schools. We will always send an email, text, and post on social media if classes are cancelled for any reason. If you are ever unsure, check these avenues. We do not close for teacher workdays!



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LOBBY ETIQUETTE

Please respect these common areas and keep them neat and clean. Please be respectful of others who are waiting on their child, and ensure that siblings are quiet and respectful. If you are using a device, headphones should be used. Absolutely NO food, gum, or soft drinks are allowed in the dance studios.

PARENT WATCH POLICY

To eliminate all distractions and interruptions, we do not allow parents or visitors in the classrooms. We require that young students are able to participate without a parent for the full length of class. Parents are more than welcome to drop off and pick up students. We also have a viewing window and camera systems for your convenience so that you may still watch your child during class.

LOST AND FOUND

Lost and found items are placed in a designated bin in the studio's lobby. Unclaimed items will be donated every 30 days. The studio is not responsible for lost or stolen items. Please write your child's name in all common items- such as studio apparel and dance shoes!!

CLOSURE DUE TO A PANDEMIC OR OTHER UNFORESEEN CIRCUMSTANCE

Tuition, costume fees, recital fees, etc that have been paid will remain as a credit on your account until we are able to re-open or offer an alternative form of class. There will be no refunds for prepaid tuition, costume fees, recital fees, etc (only credit).

HEALTH + SAFETY/INJURIES + INSURANCE

Students should stay home if they are feeling unwell, especially if they have symptoms of contagious illnesses. Please inform the studio if your child will be absent due to illness. Parents, legal guardians of minors, students, and visitors waive the right to any legal action for any injury sustained on the studio's property resulting from any dance or gymnastics activity or any other activity conducted by the students before, during, or after class. We require that all students be covered by their family insurance policy. If injuries occur, it is understood that the studio will not be held responsible.

PHOTO/VIDEO RELEASE

Photos and videos of students may be shared on social media or for marketing/promotional purposes. By enrolling your child, you consent to the use of their images. If you wish to opt out, you can request this through your DSP Parent Portal.



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WEEKLY CLASS SCHEDULE

Our class schedule will remain the same from August 19 - May 24.

** The schedule below is tentative and subject to change **

2024-2025 WEEKLY SCHEDULE

AUGUST 19 - MAY 24

NON-COMPETITIVE CLASS SCHEDULE

Mondays

STUDIO A
5:00 - 5:45 AGE 4-6 DANCE (BALLET/TAP)
5:45 - 6:45 AGE 6-8 BALLET/TAP

STUDIO C
4:15 - 5:00 AGE 6-8 TUMBLE
5:00 - 5:45 AGE 9+ LEVEL 1 TUMBLE
5:45 - 6:30 AGE 4-6 TUMBLE
6:30 - 7:15 AGE 9+ LEVEL 2 TUMBLE
7:15 - 8:00 AGE 9+ LEVEL 3 TUMBLE

Tuesdays

STUDIO A
4:15 - 5:15 AGE 5-7 BALLET/TAP
5:15 - 6:00 AGE 2-3 TWIRL + TUMBLE
6:00 - 6:45 AGE 3-4 TWIRL + TUMBLE (LEVEL 2)
6:45 - 7:30 TEEN BATON

STUDIO B
5:30 - 6:00 AGE 4-6 HIP HOP
6:00 - 7:00 AGE 9-12 HIP HOP/JAZZ
7:00 - 7:45 AGE 9-12 BALLET

STUDIO C
3:30 - 4:15 AGE 5-7 ADV TUMBLE
4:30 - 5:15 BEGINNER BATON
5:15 - 6:00 LEVEL 2 BATON
6:00 - 6:45 TERRIFIC TWIRLERS
7:00 - 7:45 AGE 8+ LEVEL 4 TUMBLE

Wednesdays

STUDIO B
4:45 - 5:30 AGE 4-6 DANCE (LEVEL 2)
5:30 - 6:15 AGE 2-4 TWIRL + TUMBLE
6:15 - 6:45 AGE 2-4 TOT HOP
6:45 - 7:45 AGE 12+ JAZZ/LYRICAL
7:45 - 8:15 AGE 12+ HIP HOP
8:15 - 8:45 AGE 12+ TAP

STUDIO C
4:00 - 4:45 AGE 4-6 TUMBLE (LEVEL 2)
4:45 - 5:30 AGE 9+ LEVEL 2 TUMBLE
5:30 - 6:15 CHEER FUNDAMENTALS
6:15 - 7:00 AGE 9+ LEVEL 1 TUMBLE

Thursdays

STUDIO A
5:30 - 6:30 AGE 6-8 BALLET/TAP
7:00 - 7:30 AGE 9-12 TAP

STUDIO B
4:15 - 5:15 AGE 6-8 HIP HOP/JAZZ

STUDIO C
3:30 - 4:15 AGE 5-7 ADV TUMBLE
4:15 - 4:45 AGE 4-6 INTRO TO AERIAL SILKS
4:45 - 5:30 BEGINNER AERIAL SILKS
5:30 - 6:15 BEGINNER/INT AERIAL SILKS
6:15 - 7:00 INT/ADV AERIAL SILKS
7:00 - 7:45 ADULT AERIAL SILKS

MCDOWELL COUNTY'S BEST DANCE STUDIO
+ CHEER/GYMNASTICS PROGRAM SINCE 2021

1904 US HWY 70
MARION, NC 28752

ATBMARION@GMAIL.COM

(704) 692-5471

At ATB, we believe in placing students in classes that best match their skill level and experience to promote optimal growth and development. We are happy to help you with level and class placement for your student. Please do not hesitate to reach out if you have any questions regarding what class(es) would be the best fit for your child.

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TUITION + FEES STRUCTURE

We offer two payment options: full season or monthly installments (10 total installments).

The full season payment must be completed by August 22nd, 2024, to receive a 5% discount. After August 22nd, only monthly installments are available. We offer 25% off for the second child and 15% off for the third child and beyond.

NOTE: If you pay for the full year and withdraw for any reason, a 30% cancellation fee will be deducted from the refund balance.

| ATB Marion Tuition | | |
|---------------------------|-----------------------|----------------------------------|
| <i>Classes per Week</i> | <i>Cost per Month</i> | <i>Full Season (5% Discount)</i> |
| 1 (30 min) | \$60 | \$570 |
| 1 (45 min/1hr) | \$65 | \$617.50 |
| 2 | \$100 | \$950 |
| 3 | \$135 | \$1,282.50 |
| 4 | \$165 | \$1,567.50 |
| 5 | \$195 | \$1,852.50 |
| 6 | \$220 | \$2,090 |
| 7 | \$245 | \$2,327.50 |
| 8 | \$265 | \$2,517.50 |
| 9 | \$285 | \$2,707.50 |
| 10+ | \$300 | \$2,850 |

| Registration Fee | |
|-------------------------|---------------|
| <i>Fee Type</i> | <i>Amount</i> |
| 1 Student | \$40 |
| 2 Students | \$30 |
| 3+ Students | \$20 |

| Costume | |
|-----------------------------------|---------------|
| <i>Class Type</i> | <i>Amount</i> |
| Single Class | \$95 |
| Combo Class (ex: jazz/hip hop) | \$115 |

| Required Apparel | |
|-------------------------------|---------------|
| <i>Item</i> | <i>Amount</i> |
| Community Performance T Shirt | \$24 |
| Christmas Parade Sweatshirt | \$40 |

REQUIRED APPAREL ITEMS + FEES

Outside of tuition, there are a few extra fees that you will incur throughout the season. We want to be completely transparent, and we want you to be prepared for all financial obligations. Below is a list of all fees that will be required during ATB's 2024-2025 season.

ATB COMMUNITY PERFORMANCE T SHIRT

This t shirt will be worn for the Mountain Glory Festival, along with any other community events that we may attend as a studio. You may place this order through our online store on Dance Studio-Pro until Friday, August 30.

Cost: \$24

Order Due Date: Friday, Aug 30



ATB CHRISTMAS PARADE SWEATSHIRT

This will be worn for the Marion Christmas Parade. If you already have one from last year, you will not need to purchase another.

You may place this order through through our online store on Dance Studio-Pro until Friday, October 18.

Cost: \$40

Order Due Date: Friday, Oct, 18

RECITAL COSTUME

All classes will have a required costume for our end-of-year dance and tumble recital.

Cost for One Class Costume: \$95

Cost for Combo Class Costume: \$115

RECITAL COSTUME DEPOSITS:

To alleviate the stress of one lump payment, these costumes fees are broken up into three installments.

- **Payment #1: \$35 per class** (due on October 5, along with monthly tuition)
- **Payment #2: \$35 per class** (due on November 5, along with monthly tuition)
- **Payment #3: \$25 OR \$45 per class** (due on January 5, along with monthly tuition)

ALL PAYMENTS MUST BE MADE ON TIME!

Students who join classes after Winter Break will have an added \$15 shipping fee.

RECITAL PARTICIPATION FEE

A \$40 recital participation fee is due with April's tuition to cover recital participation + production



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PERFORMANCES + COMMUNITY EVENTS

MOUNTAIN GLORY FESTIVAL

ALL STUDENTS SHOULD BE PRESENT TO PERFORM.

- **Date:** Saturday, October 12
- **Time:** TBA
- **Location:** Courthouse lawn stage
- **Attire:** ATB Community performance t shirt, black shorts, and black or white sneakers. Tap classes will wear tap shoes.
- **Hair:** should be pulled ALL THE WAY BACK, and long hair should be secured in a bun.

MARION CHRISTMAS PARADE

ALL STUDENTS SHOULD BE PRESENT TO RIDE THE FLOAT OR WALK IN THE PARADE.

- **Date:** Sunday, November 24
- **Time:** 3:00pm
- **Attire:** Purple ATB Community performance hoodie/sweatshirt/jacket, black leggings or pants, and black or white sneakers. Hair can be worn however you choose, but should be neat and presentable.

END OF YEAR RECITAL

Our big, end of the year recital performance will be held on May 31. A \$40 recital fee per student is due with April Tuition. You will receive a **very** detailed recital packet in March. There will be 2 separate shows, and your child may end up performing in more than one, so please be prepared to plan accordingly.

RECITAL AND RECITAL REHEARSAL ARE MANDATORY FOR ALL STUDENTS.

- **Recital Date/Time:** May 31, 1:00pm and 5:00pm
- **Attire:** Recital costume that you purchase prior to Christmas break, along with correct dance shoes, tights, hair accessory, and makeup
- **Rehearsal Date/Time**
 - Thursday, May 29, 4:00 - 8:00pm
 - Friday, May 30, 4:00 - 8:00pm



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IN-STUDIO PARTIES + SPECIAL EVENTS

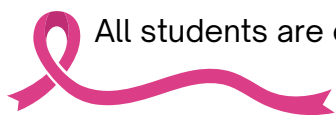
BRING A FRIEND TO CLASS WEEK

Students are encouraged to bring a friend who may be interested in dance/tumble to class with them. We will have a fun class, show off routines we have learned, and incorporate friends in our learning experience. All newcomers will be required to have a signed waiver form to participate.

Dates:

September 9-12

"THINK PINK" BREAST CANCER AWARENESS WEEK



All students are encouraged to rock their pink attire this week from head to toe!

Dates:

October 7-10

HALLOWEEN COSTUME + PARTY WEEK

Students are welcome to wear their Halloween costumes to class this week. We do ask that they are still able to participate in class! We will also have a fun party, play games, etc... A sign up sheet for parents to volunteer to bring snacks, drinks, paper products will be emailed a week prior.

Dates:

October 24, October 28-30

CHRISTMAS PARTY / PARENT OBSERVATION WEEK

All parents are invited to come and watch class this week. Students will show off what they have learned throughout the first half of our season. Following this, we will party and celebrate. A signup sheet for parents to volunteer to bring snacks, drinks, paper products, etc will be emailed a week prior.

Dates:

December 16-19

VALENTINE'S DAY CELEBRATION WEEK

Students will have the opportunity to bring Valentines for their classmates. We will take the last bit of class to distribute those!

Dates:

February 10-13

DRESS CODE

At ATB, we have a dress code to ensure that all students are dressed appropriately for optimal movement and safety during class. This uniformity helps instructors provide effective corrections and fosters a sense of discipline and professionalism among our students. By ensuring that your child is arriving to class properly dressed, you are showing respect for your teacher, classmates and the discipline of dance. Proper practice wear is required for all classes.

HAIR MUST ALWAYS BE PULLED BACK!

ABSOLUTELY NO JEANS, JEGGINGS, OR T SHIRTS WILL BE ALLOWED IN CLASS (excluding hip hop). Students will not be allowed to participate in class without proper practice wear.



ALL TWIRL & TUMBLE

- Dance Leotard (any color)
- Convertible/transition tights (any color)
- Hair pulled ALL the way up
- PINK ballet shoes



AGE 4-5 BEGINNER DANCE

AGE 4-6 LEVEL 2 DANCE

AGE 5-7 BALLET/TAP

AGE 6-8 BALLET/TAP

- Dance Leotard (any color)
- Tights (any color)
- Hair pulled ALL the way up
- No half up hairstyles
- PINK ballet shoes
- Black Mary Jane tap shoes (Velcro preferred)



ALL BALLET

- Dance Leotard (any color)
- Ballet skirts, dance shorts, or leggings can be worn over leotards
- Tights (any color)
- Hair pulled ALL the way up- buns preferred, but not required
- No half up hairstyles
- PINK ballet shoes
- Black Oxford tap shoes





AGE 2-4 TOT HOP
AGE 6-8 JAZZ/HIP HOP
AGE 9-12 JAZZ/HIP HOP
AGE 12+ JAZZ/LYRICAL, TAP, AND HIP HOP
ALL BATON CLASSES

- Fitted dancewear (sports bra, leggings, tank top, dance shorts)
- Tights optional
- Hair pulled all the way up
- TAN jazz shoes for jazz/lyrical and baton
- BLACK sneakers for hip hop classes
- BLACK oxford style tap shoes
- t shirts/looser clothing can be worn for hip hop/tap only



ALL AERIAL SILKS, GYMNASTICS, CHEER, AND TUMBLE CLASSES

- Gymnastics leotard or biketard
- Sports bra/fitted tank top
- Spandex shorts/leggings
- Bare feet
- Absolutely no t shirts or loose fitted clothing
- Hair must be pulled all the way back.
- Long hair MUST be pulled back into a bun or braids



BOYS

- Fitted shirt and athletic pants/shorts for dance classes
- Black ballet shoes
- Black oxford style tap shoes
- Fitted shirt and athletic pants or shorts for tumble classes
- Bare feet for tumble classes



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IMPORTANT DATES CALENDAR

| | |
|-------------------------------|---------------------------------|
| AUGUST 19 | FIRST WEEK OF CLASS |
| SEPTEMBER 2 | CLOSED FOR LABOR DAY |
| SEPTEMBER 9-12 | BRING A FRIEND WEEK |
| OCTOBER 7-10 | “THINK PINK” WEEK |
| OCTOBER 12 | MOUNTAIN GLORY FESTIVAL |
| OCTOBER 24, 28-30 | HALLOWEEN COSTUME/PARTY WEEK |
| OCTOBER 31 | CLOSED FOR HALLOWEEN |
| NOVEMBER 24 | MARION CHRISTMAS PARADE |
| NOVEMBER 25-28 | CLOSED FOR THANKSGIVING BREAK |
| DECEMBER 16-19 | CHRISTMAS PARTY WEEK |
| DECEMBER 23-JANUARY 10 | CLOSED FOR CHRISTMAS BREAK |
| JANUARY 13 | ATB REOPENS FOR SPRING SEMESTER |
| FEBRUARY 10-13 | VALENTINE’S PARTY WEEK |
| MARCH 24-28 | CLOSED FOR SPRING BREAK |
| MAY 12-16 | RECITAL PICTURE WEEK |
| MAY 29-30 | RECITAL REHEARSAL |
| MAY 31 | RECITAL DAY! |

PAYMENT SCHEDULE

| | |
|---------------------|--|
| AUGUST 1: | August Tuition Due |
| AUGUST 5: | August Tuition AUTO DRAFT |
| AUGUST 30: | T Shirt Orders Due |
| SEPTEMBER 1: | September Tuition Due |
| SEPTEMBER 5: | September Tuition AUTO DRAFT |
| OCTOBER 1: | October Tuition Due Costume Deposit #1 Due |
| OCTOBER 5: | October Tuition & Costume Deposit AUTO DRAFT |
| OCTOBER 16: | Required Sweatshirt Orders Due |
| NOVEMBER 1: | November Tuition Due Costume Deposit #2 Due |
| NOVEMBER 5: | November Tuition & Costume Deposit AUTO DRAFT |
| DECEMBER 1: | December Tuition Due |
| DECEMBER 5: | December Tuition AUTO DRAFT |
| JANUARY 1: | January Tuition Due Costume Deposit #3 Due |
| JANUARY 5: | January Tuition & Costume Deposit AUTO DRAFT |
| FEBRUARY 1: | February Tuition Due |
| FEBRUARY 5: | February Tuition AUTO DRAFT |
| MARCH 1: | March Tuition Due |
| MARCH 5: | March Tuition AUTO DRAFT |
| APRIL 1: | April Tuition Due \$40 Recital Fee Due |
| APRIL 5: | April Tuition & Recital Fee AUTO DRAFT |
| MAY 1: | May Tuition Due |
| MAY 5: | May Tuition AUTO DRAFT |

PARENT CHECKLIST

- Ensure that we have the CORRECT email address, phone number and mailing address (including city, state, zip) on file
- Read the ENTIRE packet thoroughly before contacting the studio with questions
- Order your community performance t shirt (this will stay the same for at least two years)
- Order your parade sweatshirt (or make sure last year's still fits)! Remember, these stay the same each year
- Like Above the Barre Dance & Gymnastics Academy- MARION, NC on Facebook
- Follow @abovethebarre_marion on Instagram
- Sign the waiver that states you have read, understand, and agree to adhere to Above the Barre's membership policies
- Pinky promise us that you understand the extra fees outlined in this packet (recital costumes, recital fee, and apparel) and will not be surprised or unaware when those fees are due.



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