



Michelle's Dance Academy

Student and Family Handbook

Welcome Letter

Dear MDA Families,

Welcome to Michelle's Dance Academy!

I am so happy you are here. MDA was created from a deep love of dance and an even deeper love for working with children. After my career as a professional ballet dancer, I knew I wanted to build something special - a place where students could not only learn strong technique, but also feel safe, supported, and inspired.

At MDA, we are committed to fostering a nurturing environment where children can express themselves through movement, build confidence, and develop a lifelong appreciation for dance. Our teachers truly care about each and every student, and we are so proud of the positive, encouraging community we have created together.

Watching our dancers grow - both as performers and as individuals - fills my heart every single day.

Thank you for being a part of our MDA family.

With love,
Michelle DeAngelis

Founder & Director of Michelle's Dance Academy

Mission Statement

Our mission at Michelle's Dance Academy is to provide students with a safe and nurturing environment to express themselves through artistry and creative movement. We strive to inspire a lasting love and appreciation for dance in every child while fostering confidence, creativity, and joy.

Payment Policy

Students will pay monthly tuition, which will vary depending on the number of classes in that month.

All currently enrolled students are required to have a credit or debit card on file. This card will be automatically charged 24 hours before the first class of each month. An email will be sent in advance outlining the tuition amount.

Students may elect to pay with cash. Cash payments must be received at least 48 hours before the first class of the month. If cash is not received on time, the card on file will be charged.

Tuition may be prorated upon written request for planned absences only if notice is given at least 24 hours before the first class of the month. Proration is limited to two missed classes per month per child.

During recital months (December and June), tuition cannot be prorated for students participating in the recital.

Declined credit cards will result in one to two follow-up email reminders. If tuition is not received or arrangements have not been made within one week of the due date, a \$10 per day late fee will be applied.

Michelle's Dance Academy does not issue any refunds/credits.

Makeup & Absence Policy

Students are eligible for a makeup class if:

- Tuition has been paid
- An email notice is sent at least 3 hours before the scheduled class

No-shows are not eligible for makeup classes.

If a student schedules a makeup class and does not attend, that makeup class is forfeited.

If a student needs to cancel a scheduled makeup class, at least 3 hours notice must be given.

Makeup classes expire at the end of each semester.

Cancellation Policy

If a student wishes to cancel enrollment, notice must be given at least one week before the first class of the month.

If less than one week's notice is given, a \$50 cancellation fee will be charged.

If a student cancels mid-month after being charged, they may finish the month, but no refunds or credits will be issued.

Trial Class Policy

Trial classes are offered at a rate of \$25.

A student's spot in a trial class is not reserved until payment is received.

If you need to reschedule your trial class, you must notify us at least 3 hours prior to the scheduled class time in order for the payment to be applied to a future class.

If less than 3 hours notice is given, or in the case of a no-show, the trial class fee will be forfeited.

Dress Code for Female Identifying Students

Ballet/Tap Classes

- Pink ballet shoes
- Ballet tights (any color)
- Leotard/Leotard Dress (any color)
- Hair up and out of face
- Black tap shoes if tap is included in class description

Ballet Classes

- Pink ballet shoes
- Pink ballet tights
- Leotard (optional skirt)
- Hair in a neat ballet bun
- Black tap shoes if tap is included in class description

Hip Hop Classes

- Comfortable clothing for movement
- Hair up and out of face
- Clean, studio-only black sneakers (no street shoes)

Jazz Classes

- Tan jazz shoes
- Solid Colored Leotard
- Tan Tights
- Hair should be up and out of face (preferably in a ponytail or bun)

Contemporary Classes

- Fitted clothing (not overly baggy)
- Hair up and out of face
- Barefoot or socks

Dress Code for Male Identifying Students

Ballet & Ballet/Tap Classes

- Black fitted pants
- Solid colored shirt
- Black ballet shoes
- Black tap shoes if tap is included in class description

Hip Hop Classes

- Comfortable clothing for movement
- Clean, studio-only black sneakers (no street shoes)

Jazz Classes

- Tan jazz shoes
- Black Pants
- Solid Colored Tshirt

Contemporary Classes

- Fitted clothing (not overly baggy)
- Barefoot or socks

Enrollment Policy

Enrollment for the Fall semester will automatically carry over into the Spring semester.

If a student does not plan to continue for the Spring semester, written notice must be provided by December 28th each year.

Cancellations submitted after December 28th will incur a \$50 cancellation fee.

Enrollment for the Spring semester does **not** automatically carry over into the Summer session (July-early August). Students must re-register for all Summer classes.

Similarly, Summer enrollment does **not** carry over into the Fall semester. Students must re-register for the Fall session.

Recitals

Michelle's Dance Academy holds two recitals per year:

- December
- June

A recital fee is due at the beginning of each semester once information is sent out, and is non-refundable and non-creditable once charged.

Recitals are optional; however, participation is highly encouraged as dance is a performing art.

Dress rehearsal is mandatory for all participating students.

Recital tickets are sold through Tututix and will be available on our website when released. We have a strict no-refund policy on recital tickets.

Students participating in recitals should prioritize attendance, as it impacts the entire class.

Health & Sick Policy

Students should not attend class if they are feeling unwell.

Students must be fever-free for at least 24 hours before returning to class.

Students showing signs of illness may be asked to leave to protect others.

We ask families to be mindful of the health of the studio community.

Sick siblings or family members should avoid remaining in the lobby.

If a student has lice, they may return to class only after treatment has been completed and proof of treatment has been provided.

Studio Etiquette & Behavior

All students and parents are expected to treat staff and fellow families with respect and kindness.

Disrespectful or inappropriate behavior - whether in person or via email - will not be tolerated.

The studio reserves the right to refuse service or dismiss a family if behavior is not aligned with our values.

Studio Closures & Holidays

A list of scheduled studio closures and holidays will be posted on our website under the class schedule at the beginning of each semester.

While reminder emails may be sent as a courtesy, it is the responsibility of all students and families to review and stay informed of these dates on our website.

Custody & Family Matters Policy

Michelle's Dance Academy does not become involved in custody disputes under any circumstances.

We do not take sides, interpret legal agreements, or enforce custody arrangements. All communication regarding a student must be handled by the parent or guardian responsible for the account.

It is the responsibility of the parents or legal guardians to communicate with one another regarding schedules, attendance, performances, and all studio-related matters.

If there are any legal restrictions regarding a child (including custody orders, restraining orders, or limitations on pickup), official documentation must be provided to the studio in advance. Without such documentation on file, Michelle's Dance Academy will not restrict access to any parent or guardian.

Our priority is to maintain a safe, respectful, and focused environment for all students. We ask that all family matters be handled privately and outside of the studio.

Drop-Off & Pick-Up Policy

Parents of students under age 6 must remain at the studio for the duration of class (not including camp).

If a parent must drop off their child at the studio, they must alert staff prior to drop off.

If a parent is late for pickup, the studio reserves the right to charge a late fee for the teacher's time.

Camp Policies

A non-refundable deposit of \$100.00 is required at the time of registration to reserve your child's spot in any of our spring, summer or winter camps. Without this deposit, we are unable to hold a space.

Once the deposit is received, the remaining tuition balance will be automatically charged to the card on file on the first day of the month in

which the registered camp takes place (Example: July camps will be charged on July 1st.).

The \$100.00 deposit is non-refundable under all circumstances.

Once the remaining tuition has been charged, we are unable to offer refunds or credits for cancellations.

If a student misses a day of camp for any reason, we are unable to offer refunds, credits, or makeup days.

Camp enrollment is reserved for the full session, and individual missed days cannot be transferred to other camps or dates.

We kindly ask that all campers are picked up promptly at the end of their scheduled camp day. There is a \$5.00 late fee for every 5 minutes past the designated pick-up window. Late fees will be charged to the card on file.

Third-Party Billing Policy

Michelle's Dance Academy accepts tuition payments through select third-party educational programs, including charter school vendors such as Blue Ridge Academy and ACE FMS for those who qualify.

Due to the additional administrative time required for invoicing, documentation, and delayed payment processing, students utilizing third-party funding are subject to adjusted tuition rates or an administrative fee. In addition, we are unable to prorate tuition for planned absences for these students.

Families are responsible for:

- Ensuring all purchase orders, authorizations, and required documentation are submitted on time
- Communicating promptly with both the studio and the third-party program

- Covering any unpaid balances in the event of delayed or denied funding

If payment from a third-party provider is not received within a reasonable timeframe, Michelle's Dance Academy reserves the right to charge the card on file for the outstanding balance.

Failure to maintain timely and complete documentation may result in removal from classes.

Inclusion & Community Policy

At Michelle's Dance Academy, we are committed to creating a welcoming, inclusive, and supportive environment for all students and families.

We believe that every child deserves to feel safe, respected, and valued. We celebrate individuality and strive to ensure that all students are treated with kindness, fairness, and respect, regardless of background, ability, or experience level.

We do not tolerate bullying, exclusion, or unkind behavior in any form. Students are expected to support and uplift one another, both in and out of the classroom.

Our goal is to foster not only a love of dance, but also a strong sense of community where every dancer feels they belong.

Kindness & Anti-Bullying Policy

At Michelle's Dance Academy, we are committed to creating a positive and supportive environment for all students.

Bullying, exclusion, or unkind behavior of any kind will not be tolerated. This includes behavior that is physical, verbal, or social in nature.

Students are expected to treat one another with kindness, respect, and encouragement at all times.

If any issues arise, they will be addressed promptly by staff. Continued inappropriate behavior may result in further action at the discretion of the studio.

Our goal is to ensure that every child feels safe, supported, and confident in our space.

Damaged Property Policy

If a student or parent damages studio property (including mirrors, walls, cubbies, curtain shades, or equipment), the parent or guardian is responsible for covering the cost of repairs.

Communication Policy

All communication must be directed through the studio's official email.

Teachers' personal contact information is private and should not be used.

Liability & Assumption of Risk

Participation in dance classes, rehearsals, performances, camps, and related activities at Culver City Academy of Ballet involves physical activity and carries an inherent risk of injury.

By enrolling in classes or programs, students and their parents/guardians acknowledge and accept these risks.

The studio, its owners, instructors, and staff are not liable for injuries, accidents, or loss of personal property that may occur on the premises or during studio-related activities, except where required by law.

Students are expected to participate within their physical limits and follow all instructor guidance to help maintain a safe environment.

Parents and guardians are responsible for informing the studio of any medical conditions, injuries, or limitations that may affect participation.

Community Commitment

At Michelle's Dance Academy, we are proud of the warm, supportive community we have built.

We ask all families to contribute to a positive, encouraging environment where every child feels welcome, valued, *and inspired*.