

Welcome to



We welcome you to dance classes at Footworks Dance Company. We are proud to offer a variety of classes with something for everyone, of all ages, abilities and interests. We strive to provide you with the highest level of dance education, creative choreography and wonderful memories that will last a lifetime. Our training program is beyond dance. We aim to create dancers with artistry, who will become the leaders of tomorrow, with confidence, great character, intelligence and integrity, along with amazing dance technique. We are here to help you every step of the way. **We welcome you to our dance family!**

Look for our spectacular spring performance in May. Come enjoy all the fun of this amazing performance and watch your dancer's confidence grow as she/he shines on stage! Our students also perform in our "FDC Winter Showcase" week. We devote this week to local charities and giving back to the community with our short performances during the week.

At this time, if you plan to pay by the semester or in full for the year, please log into your portals and make your desired payment. Any account without a tuition payment in their portal next week, will be considered a monthly payer and we will automatically charge monthly tuition to the card on file starting next week. Monthly tuition will be processed during the first week of every month thereafter.

Look for our fun days that we have lined up this season: In October we have "Dress up Week", In January we have our "Glow Dance Party Week" and In February we have "Love Dance Tutu Much" week. We also have our "Parent Appreciation Week" in the spring.

We strive to provide a positive channel for families to inquire with questions. If you have questions, please stop at our front desk and one of our wonderful administrative staff is happy to help. Ms Allyssa and Miss Terri our our main front desk administrative assistants and can help you all season long. Quick questions can be emailed to footworksdancecompany@gmail.com and will be answered as quickly as we can. You can also reference our website at www.footworksdancecompany.com. Our website has information on classes, student portal access, studio information, calendars and much more.

We are excited to provide you with a great dance experience. HAPPY DANCING!

The Footworks Team



[Kim Mader, Owner and Director of Dance Education](#)

MORE INFORMATION:

All classes are available on a first come basis. Please register early as we have limited enrollment All classes will be closed when maximum enrollment is reached.

Please remember to wear proper dance attire to class. **The recommended dress code is posted on our website and your teacher has final approval of all attire.** You will get a verbal warning the first time you are not dressed properly for class. In the future, you will be asked to sit out. Any color leotard is allowed in class with the proper dance shoes. Hair must be secured up. Leotard, tights and hair in a bun is recommended for all ballet students.

Be sure to follow safety protocols at the studio, in order to keep everyone safe and healthy.

FDC staff is not responsible for children before or after class time. Please come to our front door to pick up your children for their safety.

Throughout the season, we may send home handouts in classes and post important information in the studio lobby. **We send out e-mails regularly**, therefore please provide us with a preferred e-mail address at registration, as this is our main form of communication throughout the season. **It is the parent's responsibility to check these sources for information.**

The studio address is 728 Schelfhout Ln, Kimberly, WI 54136. The studio telephone number is 920-423-7166.

Director of Customer Accounts – Terri Smith - Ms Terri can help you with your billing questions during the season along with general studio questions and orders.

Administrative Professional – Alyssa Hoffman – Ms Alyssa can help you with all general questions you may have during the season, along with ordering information and payroll questions for our staff.

General information: Look for an updated studio calendar to come out September. The studio is closed on Halloween Day, Thanksgiving week, Christmas/New Year's weeks and a spring break. Various extended Days off throughout the summer will be scheduled. You are important to us (if we are not at the studio, please email us or leave a message on our studio phone), we will return your call/email when our office is open again.

Inclement Weather: If the Kimberly School District cancels class or dismisses school early due to inclement weather, Footworks Dance Company Classes will also be cancelled.

IN BETWEEN CLASS NOTICE: A 1 – 3 minute breaks will be given in between classes to allow for shoe/attire changes for students.

Payments: Payments are accepted in cash, check or credit card. Payments can be made right on your student portal 24 hours a day or at our reception desk during regular hours. Automatic payments are required for monthly and semester tuition payers. Any costume not paid by the due date, will automatically be charged to the card on file sometime in October. Any remaining balances on accounts will automatically be charged to the card on file in May. A family registration fee is due when you register and will be charged to the card on file at the beginning of the fall session if not already paid at registration. Tuition must be paid in a timely manner in accordance with the payment plan you have chosen, with the dates provided on the tuition chart. **Parents should mark their calendars now for payment due dates, as individual reminders/statements are not printed or sent.** Overdue accounts will result in suspension of your child in classes until the account is

made current and will be assessed an automatic late fee of \$25, which is assessed every 30 days on the 2nd of the month. **Please remember Footworks does not offer refunds, or credits, for change of mind or other circumstances.** Footworks does not offer refunds or credits, for any reason, for costumes or competition fees due to competition and costume company policies. Full session tuition fees are due for the session, regardless of the payment option or number of classes attended, as classes are registered for by the session.

In the fall, you can make your first desired tuition payment in the portal on or before your first class. A tuition chart is available on our website. If you make a full or semester payment, we will automatically adjust your account accordingly. Automatic payments are subject to service charges.

Walk In Group Class Rate = \$35/class unless otherwise posted
2021/2022 Private Lesson Rate = \$35 for 30 minute class

Costumes: Costume Fees are due Sept 30. Most costumes range from \$69 - \$110. We will Add an additional \$8 to your account for all XLC and XLA costumes ordered. We will Add \$15 for all XXLA or XXLC or larger costumes. Costume pricing is listed below:

Toes Shooting Stars (Tiny Toes & Tippy Tappy Toes) = \$69.99 - \$75
Regular Shooting Stars = \$69.99 - \$79

Tappers and Tutus = \$80 - \$89
Regular Enrichment and Ballet 1 - \$79 - \$86
Ballet, Pointe = \$79 - \$89

*competition costumes range from \$75 - \$125

Please check with the front desk in spring to see if you will need tights for you dance. Balera Brand tights are used and can be purchased right at the studio.

Please stop by our front desk to confirm your costume sizing by September 30. If you do not stop by our desk, our staff will measure your child and we will order a size based on your child's largest measurement. **FDC Staff is not responsible for correct sizing.** As you choose your child's size, please allow for growth, as costumes can fit snug and are worn in the spring.

CLASS OBSERVATION: Parents are invited into class on the designated teacher observation nights at the teacher's discretion.

STUDIO CLASS PHOTOGRAPHS ARE TAKEN IN the spring at the studio by Debbie Daanen Photography.

STUDENT/studio CONDUCT: Students and studio visitors are expected to conduct themselves with respect to staff, fellow students and all studio visitors and in accordance with studio policies. Students or visitors will be dismissed from class (or the studio) who are a harm to oneself or others. Footworks reserves the right to dismiss students or visitors from the studio, no refunds given.

RECITAL: Rehearsals for the recital are mandatory. Tickets/Recital fees are available in March/April. A recital t-shirt of \$15 - \$25 may be required of dancers. The recital backstage area is secure and dancers are to remain for the entire showtime. Only volunteers, students and staff are allowed backstage.

COMPETITION COMPANY FEES ARE DUE in a timely manner. Competition company members should look for this information to come in the fall.

ATTIRE/SHOES: A LEOTARD (OR SPORTS BRA (Exersize top) & DANCE SHORTS) is required of all female dancers along with proper shoes. A leotard is required in ballet classes (TIGHTS AND A BUN ARE DESIRED FOR BALLET CLASSES). ALL DANCE CLASSES REQUIRE HAIR TO BE NEATLY SECURED UP AND DANCERS SHOULD RESTRICT JEWELRY. **Please see your specific class attire and shoe requirements on the FDC website.** Male students should wear a T-shirt and athletic shorts, jazz pants or male ballet pants. Absolutely no street clothing is allowed. We recommend purchasing your shoes through **Footworks Co. Dancewear** to ensure the correct style is bought. Please note: we recommend pink, purple or black leotards, however, any color is acceptable. Your teacher in your class will have the final say on attire for your class.

SHOES:

BALLET, BUNHEADS & TINY TOES: Pink ballet shoes

TIPPY TAPPY TOES AND TAPPERS & TUTUS: Black strap tap shoes and Pink ballet shoes

TWISTED TUMBLERS AND ACROBATICS: No Shoes

JAZZY HIP HOP, POM & DANCE, JAZZ FUNK: Black jazz boots

LYRICAL: Foot Undeez

TAP: Black tap shoes

POINTE: Pink pointe shoes

Competitors should check with their instructors before purchasing shoes for their classes. We recommend ordering your shoes through the studio. Competition shoes will be confirmed with the costume selection in the fall.

ATTENDANCE: Enrichment class students are expected to maintain an 80% + attendance rate and company class students, an 85% + attendance rate. Students who fall below these attendance rates, may be suspended from the team or class, until classes are made-up (without refunds).

Competition Company Dancers Only: **1 absence ONLY, in the month prior to a competition,** is allowed. It is extremely important for teams to practice with all teammates present. Competitors are expected to compete with their groups at all assigned performances, regional and national competitions. **Failure to do so, will result in automatic re-choreography fees and additional competition registration fees and suspension from the team.** Please see our competition contracts and information on these policies.

Solo's and duets will have a class calendar and your class time is reserved for you each week on the calendar. You will be credited the time whether you are in attendance or not. Additional private lesson time is available by talking with an instructor.



Policies, Guidelines and Etiquette

1. It is the parent's responsibility to read the studio policies, etiquette and guidelines.
2. No gum, food or beverages in the dance rooms (except covered water).
3. No cell phones in class
4. Do not leave class without instructor permission
5. No hanging on the barres or jumping or climbing on studio furniture.
6. No parents in the dance room except on designated days. We have convenient parent watch windows and you are welcome to watch class through the windows when the curtains are open.
7. Parents are to drop off and pick up students at designated times. We are not responsible for students or their supervision outside of their class time. Students are not allowed to wait in the parking lot outside.
8. **Footworks does not offer refunds. In the event of a serious medical condition, accompanied by a doctor's note stating a medical inability to dance; medical credits for tuition will be prorated based on time required off. No refunds for costumes or competition fees are offered. Refunds will not be offered for change of mind or other circumstances.**
9. We reserve the right to dismiss any student, parent or visitor who is a harm to oneself or others or who is not acting appropriately around children in a family dance environment. Students may be withdrawn from the program; no refunds.
10. Students are placed in dance classes based on discipline, responsibility, attitude, technical skills level and previous experience. Class placement is at the studio director's discretion. **Age is not a final determining factor in class placement.**
11. Scheduled recitals and dress rehearsals are mandatory. Mark your calendars now. During the recital, no dancers will be dismissed during the show time or intermission, no exceptions. Students are to be dropped off before the show and picked up promptly after the show. This is for the dancer's safety.
12. A \$30 charge will be applied to all returned checks.
13. A \$25 late charge is added to all late accounts. Accounts are assessed late fees every 30 days. Students may be suspended from class for late accounts until the account is brought up to date. Parents are responsible to pay tuition in a timely manner. Mark your calendars now as we do not necessarily send home statements.
14. Recreational students are expected to maintain 80% attendance and Competition Company dancers must maintain 85% attendance. **No make-up classes are available during competition season.** Further, competition company dancers are not allowed to miss more than 1 class the 30 days prior to a competition, or dancers will be suspended. No refunds. Solo/duet time is assessed based on your calendar solo schedule, regardless of attendance. Make-up classes may not be available, therefore please take these times seriously. Additional private solo time may be purchased (please see our guidelines on privates).
15. We send out important information via email, papers sent home from class and information posted in our lobby. It is parent's responsibility to check these sources.
16. Warm up exercises are extremely important. Students who are more than 10 minutes late for class will be given a 1/2 absence. At the teacher's discretion, tardy dancers may be asked to sit out for the evening due to safety and/or class distraction reasons.
17. Keep our lobbies clean. Hang up all clothing and keep all items neat. Label all items. Clean up all eating supplies and water bottles. Footworks is not responsible for lost, stolen or broken items.
18. Use the restroom before class. Wash hands thoroughly.
19. Be respectful to everyone! Work hard. Parents and dancers should not talk negatively about fellow Footworks Dancers or dancers from other studios. Failure to be respectful may result in disciplinary action.
20. Follow the studio dress code associated with your class.

Dancers not dressed appropriately may be asked to sit out for the evening and given an absence on the third warning.

21. **Competition Dancers are to follow their team contracts and are committing to dance from August thru July, with tuition being paid in a timely manner. Costume fees are due in the fall, regional competition fees will be due on the designated due date (about 60 days ahead of a competition), with National fees due in the spring. The Competition season runs August to July.** Competition company is a privilege, not a right. Find the team contract in your team information.

