

# Midwest Performing Arts

## Student and Parent Handbook

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Welcome to Midwest Performing Arts,  
“The Dance Center”

This handbook is to state student and parent commitment and responsibility required to train at Midwest Performing Arts.

Please refer to it whenever you have a question.

### About this Handbook

The objective of this handbook is to keep our students and parents dancing the same beat. The philosophies, policies, and information included in this handbook reflect the attitudes, beliefs, and goals of the directors. All students and parents are asked to abide by the rules, guidelines, and regulations stated within this handbook. Please take the time to read this handbook in its entirety.

#### **To the parent:**

MPA relies on a positive atmosphere for our faculty, dancers and their parents. Our program promotes a nurturing learning experience for all participants. We believe that the dancer's success depends on the support of their parents or guardians. Your commitment to the process makes an enormous difference. We encourage you to be a supportive part of your child's dance education.

#### **To the student:**

Students are expected to treat MPA staff and peers with respect and a positive attitude. To maximize your learning experience, please follow proper dance class etiquette as listed on page 7 of this handbook.

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### **Mission Statement:**

Midwest Performing Arts enhances lives through dance education by providing each student with a strong technical base while encouraging them to explore creative and artistic thinking, inspire them to increase their body movement potential and physical health, and create an appreciation of dance as an athletic art form.

### **Objectives:**

- Create a Dance Center where a fun and encouraging atmosphere is present, where students of all ages and levels can come to learn about dance and find an appreciation for dance as an athletic art form.
- Follow a strong syllabus and structured program in Ballet, Modern and Jazz Dance, while still providing an outlet to other genres such as Tap, Hip Hop and more.
- Offer a program that is diverse in many styles of dance and designed to provide each student with proper placement for optimal growth.
- Provide the students with highly trained and professional instructors that use positive reinforcement to help in attaining goals.
- Provide a quality dance facility with proper dance floors for safety, a comfortable waiting area for parents and visitors, and in a location easily assessable to the community.
- Have a welcoming, informative, accessible, and organized staff.

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### **Class Placement**

It is MPA policy to offer appropriate opportunities and class level placement to every student. Each student's class placement is evaluated each year. Decisions regarding each student is carefully examined and made with the expertise of our highly trained and professional staff of instructors. Proper placement helps to ensure optimal growth for each individual student. Please contact the Director for any questions regarding your student's training and placement.

### **Pointe and Pre-Pointe Work**

Students are not considered ready for pointe work until they are at least 11 years old and have been studying classical ballet for three or more years, with frequency of two or more classes per week. All of this requires careful evaluation on the part of the teacher and Director. Once a student is ready, a recommendation letter will be given to the student and a copy will be kept in their student file. This letter needs to be present upon registration for all pointe classes. Students who have been recommended for pointe work should not purchase pointe shoes until notified and guided by their instructor.

### **Class Commitment**

The school year at MPA begins in September and ends in May. MPA classes are structured on a full year syllabus, making it extremely important for students (and parents) to commit to enrollment for an entire school year.

### **Attendance and Make-up**

Please notify the office in advance of any absences by submitting a "Report an Absence" on our website. Good attendance is critical to consistent progress and advancement. We encourage each student to make up any missed classes. Missed classes may be made up at the same or lower class level.

### **Tardiness**

Classes begin on time. Late admittance to class is at the teacher's discretion. Tardy students may be asked to observe class. This is to ensure the students safety as well as to not disrupt the flow of the class.

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### **Observing**

Observing is permitted at designated times. Parent Observation occurs during one specified week throughout the school year. These dates are posted on the website and on the calendar of events. Prospective students and special case observation must be approved by the instructor or the School Director at least one week prior. The training process is sensitive: outside presence may distract or inhibit the students. Parents/Guardians of 3–5-year-olds are required to stay quietly in waiting areas.

### **Class Cancellations**

Any classes cancelled by the instructor will be rescheduled for make-up. Any class cancelled due to lack of attendance will not be rescheduled. If only 2 students attend a class the teacher has the right to cancel class. If a student misses a class, please see the instructor for the best make-up class. Please notify the MPA office if your student will not be in attendance, for tardiness, and to check for class cancellations.

### **Refunds**

MPA follows a No Refund Policy, so be sure the classes you choose fit your schedule and your child wants to dance. A trial class can be taken to ensure proper placement, however only fully registered (tuition paid) students can be guaranteed a space in class. A full refund will be given if MPA must cancel a class.

### **Privacy**

The MPA office staff are not allowed to give out student or teacher class information, phone numbers, e-mail addresses, or home addresses.

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### Class Attire

Dancers are required to follow our dress code. Midwest Performing Arts is a professional school with professional faculty who expect proper attire and neatness. A more detailed version of the Dress Code can be found on the website.

**Pre-Dance:** Pink leotard, pink tights, pink ballet shoes and black tap shoes. Hair secured away from face in a bun. Boys- White T-Shirt, black tights, black ballet shoes and black tap shoes.

**Ballet:** Black or Navy leotard, pink tights, and pink ballet shoes. Hair secured away from face in a bun. Boys-White T-Shirt, black tights, black ballet shoes.

**Jazz:** Solid color leotard with black tights, leggings or fitted jazz pant and black jazz shoes. Hair secured away from face in a bun. Boys- Solid color T-Shirt, black bike shorts or pants and black jazz shoes.

**Modern:** Solid color leotard with black tights, leggings or fitted jazz pant. Hair secured away from face in a bun. Boys- Solid color T-Shirt, black bike short or pant and black jazz shoes.

**Tap:** Solid color leotard with black tights, leggings or fitted jazz pant and black tap shoes. Hair secured away from face in a bun. Boys- Solid color T-Shirt, black bike shorts, and black tap shoes.

**Hip Hop:** Solid color T-shirt, camisole or leotard black tights, leggings or fitted jazz pant. MPA required Hip Hop shoe (no gyms shoes or outside shoes).

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### **Dance Class Etiquette** (*International Standard*)

- Come as early as your schedule permits to warm-up quietly before class. Your body is your instrument, take care of it.
- Stand-up when the instructor enters the room.
- Be on time and ready to enter the room after the previous class leaves.
- Do not enter a class rehearsal in session without first getting permission from the instructor.
- Students who are injured or who arrive late to class should sit quietly in the studio observing class. This is to ensure the students' physical safety.
- Students may not sit down or leave class without the teacher's permission, except in an emergency
- Chewing gum, eating or drinking is not allowed in the studio. Only water bottles are permitted inside the studios.
- Street shoes are not allowed in the studio.
- No jewelry including necklaces, bracelets long earrings and/or wristwatches should not be worn during class.
- Dancers should follow the class attire requirements for each class.
- Look Good! Groom yourself to feel better in class. Take pride in the way you appear.
- Wear street clothing, warm-ups over your dancewear when outside of the studio. Do not wear dance shoes outdoors.
- Movements other than the one being demonstrated or addressed by the instructor should not be practiced during that time.
- When changing sides during exercises at the barre, please turn towards the barre.
- Do not lean on the barres.
- Be attentive to the instructor's remarks. Be alert to all corrections given to you and the other students in class.
- Do not talk in class. Address any questions to the instructor.
- Students must show respect to teachers and fellow dancers for an enjoyable learning environment. In the event of an accident, the instructor will supervise procedures.
- When an exercise has been completed, the student should not immediately "turn off" his or her attention. Please listen for the instructor's direction to rest.
- Change groups quickly and energetically in the center.
- Maintain chessboard formation during the center exercises, and maintain straight lines throughout class.
- After the lesson, remain on the floor until the instructor retreats from the center of the room to acknowledge the accompanist.

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- Leave personal/emotional problems outside of the studio. If you feel that you are unable to keep in control please ask to be seated, or take an absence.
- This is a place of business; students/families must conduct themselves in a quiet, controlled, appropriate manner in all areas of the building. Please turn off cell phones. Young children should not be left unattended. No running.

**Give it your best and have fun!**