



Alpha & Omega Dance Academy, LLC (AODA Raeford)
A Christ-Centered Studio Where The Arts Meet Excellence

Student Handbook

Summer Dance Session 2024 & Fall/Spring Dance Year 2024-2025 (Updated 4.16.2024)

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Welcome to the AODA Family!

Dear Dance Family,

Thank you for choosing AODA Raeford! as your dance studio!

Alpha & Omega Dance Academy, LLC was founded because we believe you shouldn't have to sacrifice your Christian values in order to receive excellent, artistic instruction. That's why we focus on offering recreational classes that still provide excellent instruction (with options for those who would like to pursue dance professionally); cultivating a studio culture that is friendly yet also professional; and creating artistic end-of-the-year recitals which tell an overarching story, versus participating in competitions or holding the traditional recital.

AODA originally began in Fayetteville in 2007, quickly growing and receiving numerous awards, including Fayetteville's Best Dance Studio for multiple years running. We then felt God leading us to open AODA here in Raeford (where we now live), and that dream stepped into motion in November 2022, when AODA Raeford opened as a setup/teardown studio. In September 2023, we relocated to our current location in downtown Raeford.

Although AODA Raeford and AODA Fayetteville are independently owned and operated, they still uphold and pursue the same vision, values, and culture, as set by the CEOs/directors Rachel & Andrew Sutton (who are also the owners of AODA Raeford). Together, both Raeford and Fayetteville studios offer classes in ballet, pointe, lyrical, contemporary, modern, tap, jazz, hip hop, musical theatre, and voice, as well as creative movement, home school programs and classes for adults.

AODA Raeford hopes to become an excellent and wholesome arts center for Raeford and the surrounding area. We would love to eventually expand our services to include not just dance but also voice, music, and acting, as well as to eventually produce consistent performances and shows. We are grateful to you for trusting us with your child's dance journey (or your own dance journey!) and for supporting us as we bring the arts back to Raeford. Thank you for being a part of this with us!

Sincerely, Rachel & Andrew Sutton (CEO, Alpha & Omega Dance Academy, LLC & Owner, AODA Raeford)

AODA's Vision & Mission

Our Vision: Alpha & Omega Dance Academy (AODA) is a Christ-centered dance studio where the arts meet excellence.

Our Mission: Our mission is to provide a professional, life-giving dance studio that develops dancers who are excellent in their technique, artistry, and character, as well as to develop professional teachers and future owners of thriving AODAs.

Student Protocol & Guidelines

- No street shoes, gum, food, or drinks other than water are allowed on the dance floor without teacher permission.
- Arrive ready to start on time, already dressed according to our Dress Code (see below), with the appropriate shoes and a water bottle. If you come into class with more than a water bottle, please have everything together in a bag.
- We also ask that younger students have their water bottle and any other belongings (especially shoes!) labeled.
- Please use the bathroom before class and be sure little ones wash their hands!
- No phones/smartwatches/devices during class.
- Students should not eat snacks during class, but if they take more than one class they may do so in between classes.
- Encourage your fellow dancers — we are not here to compete against each other but to support one another as we all grow in dance!
- Have a good work ethic and a good attitude. Be open to receiving feedback from your teachers and be willing to apply it. We are here to encourage you and help you grow!
- If you are a parent of a dancer (or you are an adult dancer), please take responsibility for their/your involvement with our dance academy and take initiative to seek out pertinent information. We will send email updates, and we work hard to keep our website up to date with all the information you need, but it is also your responsibility to be informed.

Class Dress Code

For Summer Session, as long as attire adheres to our General Dress Code, students may wear any colored leotard/skirt for ballet, and any colored leotard/shirt/shorts/leggings for other styles. Tights and dance shoes must still be worn. For summer, Ballet/Jazz ages 7+ and ages 11+ can wear either ballet shoes or jazz shoes if they do not already have both.

General Dress Code:

- Please no watches, bracelets, necklaces or long earrings. Stud earrings are allowed, as are promise/engagement/wedding rings for older students.
- To help keep our studio professional and family-friendly, please no showing of cleavage, midriff, excessive lower back, and no booty shorts without tights/leggings underneath them. Males should not wear low-chest shirts or overly tight shorts/pants.
- Undergarments should not show. For ballet class specifically, please be mindful of this. It is a good idea to wear nude/skin-colored undergarments for class.
- *For all performances, female dancers must have skin-colored undergarments that do not show under their performance attire (to include clear bra straps if applicable), and if they take more than one class, they are required to wear a skin-colored leotard under their costumes to help with costume changes.*

Guys

- Ages 2-6: Any solid colored shirt (we prefer no graphics/words unless it is our blue AODA shirt) and solid black sweatpants or black stretchy knee-length shorts.
 - *Shoes for Creative Movement (ages 2-4): black non-slippery socks or black ballet shoes with white socks*
 - *Shoes for Pre-Ballet/Jazz (ages 4-6): black ballet shoes with white socks and skin colored/tan jazz shoes*
- Ages 7+ Ballet: Semi-fitted white short sleeve shirt tucked into black, semi-fitted stretchy pants or knee-length shorts (these pants/shorts should be loose enough to provide ample movement and coverage, but they should not be overly baggy or loose). Black ballet shoes (white ballet socks or white thin, moisture-wicking socks may be worn under shoes).
- Ages 7+ Other Styles: Same as for ballet but any solid colored shirt is allowed (we prefer no graphics/words unless it is our blue AODA shirt).
 - *Shoes for Jazz & Musical Theatre: tan or skin-colored jazz shoes*
 - *Shoes for Tap: black tap shoes*

Girls (ages 2-6)

- Creative Movement Class (ages 2-4): They may wear the same attire for Pre-Ballet/Jazz below *OR* they may wear leggings and a solid colored shirt (we prefer no graphics/words unless it is our blue AODA shirt). Hair should be pulled back out of face. *Creative Movement only needs ballet shoes.*
- Pre-Ballet/Jazz Class (ages 4-6): White or ballet pink leotard (camisole, tank, cap, or short-sleeved). Dancers 2-4yo may have a leotard “dress” where the skirt is attached (must be the same color); and 5-6yo may have the same or a pull-on skirt (must be the same color). Everyone needs transitional tights (ballet pink or skin colored), and ballet pink or skin-colored ballet shoes (must be leather or canvas — no satin slippers). Hair should be neatly pulled back out of the face so as to be non-distracting with only minimal accessories. Please no jewelry! *Pre-Ballet/Jazz must have both ballet shoes and tan/skin-colored jazz shoes.*

Girls (ages 7+)

- **Ballet:** Hair should be pulled back neatly in a mid-high ballet bun with minimal wisps and minimal accessories (this typically requires a hair net, bobby pins, hairspray, and/or a sock bun/donut).
 - **For ages 7-10:** Sky blue leotard (tank, cap, or short-sleeved) and ballet skirt in matching color (we prefer pull-on skirt for this age, instead of a wrap skirt that has to be tied), transitional tights (ballet pink or skin-colored), and full sole leather or canvas ballet shoes (*shoes must be the same color as your tights — see notes below*).
 - **For ages 11+:** Royal blue leotard (tank, cap, or short-sleeved) and ballet skirt in either black or matching color (pull-on or wrap skirt), transitional tights (ballet pink or skin-colored), and we recommend split sole canvas ballet shoes (*shoes must be the same color as your tights — see notes below*).
 - *For Adult Ballet dress code, see below*
- **Jazz:** Any colored/any style leotard (as long as it meets our General Dress Code above), skin-colored transitional tights with black dance shorts, black knee-length capris, or black leggings. A tank top/t-shirt may be worn over the leotard but it must be fitted so we can see spine/alignment. Hair should be neatly pulled back out of the face so as to be non-distracting with only minimal accessories. Tan or skin-colored jazz shoes.
- **Musical Theatre:** Any comfortable and modest clothing that meets our General Dress Code above (such as leggings and a t-shirt). Tan or skin-colored jazz shoes.
- **Tap:** Any comfortable and modest clothing that meets our General Dress Code above (such as leggings and a t-shirt). Black tap shoes.
- *Girls who are taking ballet back-to-back with another class may wear their ballet leotard/tights to other classes, however, they should plan on changing from their ballet skirt into black dance shorts or leggings. We have seen this be very helpful helping them mentally transition to a different dance style!*

Adult Ballet

- You may wear traditional ballet attire such (leotard, dance shorts/skirt, ballet pink or skin-colored tights), or you may opt for more athletic attire (fitted, stretchy tank top/t-shirt with athletic/yoga-style capris or leggings). Hair should be pulled back, no jewelry. Split sole canvas ballet shoes (skin colored or ballet pink). (If you are not wearing ballet tights, you may want to wear ballet socks or thin “no show” socks under your ballet shoes.)

Helpful Notes:

- Where to purchase: We recommend Walmart, Target or sometimes Amazon for children’s dancewear (if ordering from these stores, make sure the items are from a reputable source like Bloch, Capezio, etc). For older dancers, we recommend purchasing from Discount Dance online, or you can also try The Dancer on Yadkin Rd (in Fayetteville) for dancers of any age (good for first-timers, as they will help you fit your shoes!).
- Ideally, tights and shoes for ballet class should match and either be *both* ballet pink or *both* skin-colored so they match.
- It is common for canvas ballet shoes to be a beige/canvas color; this is still acceptable as “ballet pink.” We recommend canvas split-sole ballet shoes for dancers 11+ (or for younger, advanced dancers).
- Transitional tights are sometimes called convertible tights; either is acceptable. They should not be termed “footed,” “footless,” or “ankle-length,” rather they should have a seamed hole at the bottom of the sole so that the dancer can roll her tights up and be barefoot if needed.
- Not every vendor may sell jazz shoes in your skin color, but they typically sell generic shades called “tan” or “caramel.” These are acceptable in place of skin-colored.
- When purchasing skin-colored items, it is better to err on the side of a lighter shade. Also remember the tights may look dark at first, but will stretch when you put them on and therefore be lighter.

All-Inclusive Tuition Rates

This year, there is NO upfront registration or recital fee! Any of these fees have been either waived, reduced, or included in your tuition fees. This makes payments and budgeting easier for you; no more additional fees due up front or hundreds of dollars dished out at one time for costumes!

Summer Dance Session 2024 Tuition (Prices listed below are for the entire 6-week session and are due upfront)

Each class runs weekly, so the price below denotes the price for taking 1 (or more) class every week. This is not the price per month but rather the entire 6-week summer session. For summer, payment is due at time of registration for the entire session to reserve your spot; please see our policies below for more info.

1 Student at 1 Weekly Class:	\$68 for the entire 6-week Summer Session (with the exception of Creative Movement, which is only \$60 this summer)
1 Student at 2 Weekly Classes:	\$98 for the entire 6-week Summer Session
Family Discounts:	The second family member's monthly tuition receives a <u>10% discount</u> , and additional family members receive a <u>40% discount!</u>
No recital	There is no recital for our Summer Session, and therefore no costume.

Fall/Spring Dance Year 2024-2025 Tuition (Your recital costume/tights are included!)

Each class runs weekly, so the monthly price below denotes the price for taking 1 (or more) class every week. August is prorated, but for all other months, it will be the price listed below. Recurring automatic payments on the 1st of each month are required; please see our policies below for more info.

1 Student at 1 Weekly Class:	\$75/month
1 Student at 2 Weekly Classes:	\$115/month (second class is only \$40/mo!)
1 Student at 3 Weekly Classes:	\$145/month (third class and each additional class after that is only \$30/mo!)
Family Discounts:	The second family member's monthly tuition receives a <u>10% discount</u> , and additional family members receive a <u>40% discount!</u> (If the billing statement has already occurred, then at the next billing statement, we will apply the largest discounts to the student taking the most classes, regardless of the order in which they first signed up.)
Spring Recital – Costume Is Included!	One costume will be provided per student per class for our annual Spring Recital!* You will be able to keep this costume afterward, however, if you withdraw from your class commitment before the recital, you will not receive a costume. <i>*Students who audition and are accepted in the recital cast may be an exception to this.</i>
Please Note:	Fall/Spring tuition is not based on the number of classes per month but based on the total number of classes throughout the year, divided into equal monthly payments (a full month's tuition is still due for December/May).

Policies

For Summer Dance Session 2024 & Fall/Spring Dance Year 2024-2025

You will be prompted to agree to these policies when you enroll in classes each year.

Statement of Faith Policy: We are a Christian dance studio and therefore the decisions and protocols we make regarding our recital themes, who we hire, dress code, costumes, events, etc, are made from that perspective. We understand that every family has their unique values, however, by enrolling at our studio, you are agreeing to our vision, mission, decisions and protocols. If you would like to read our full statement of faith, or if you have any questions regarding this, please email us.

30-Days Evaluation Period & Termination Policy: We have a 30-days evaluation period after enrollment to allow us further time to ensure we are a good fit for each other. We may ask someone to step down from enrollment until another time if a child shows consistent misbehavior that causes disruption or negative influence, or creates a potentially unsafe environment to the rest of the class; as well as if parents are not cooperative with our policies, disrespectful to staff, consistently late with payments or picking up their child, or unresponsive with communication. In this case, any fees already paid and the current month's tuition will not be refunded.

Payment Policy: *When you register you will be required to set up automatic/recurring payment.*

<u>Summer:</u>	Payment for the entire 6-week Summer Session is due upfront at time of registration to book your spot in class. Please see below for Financial Agreement regarding Summer Session.
<u>Fall/Spring:</u>	Our classes have limited slots available and can fill very quickly, therefore payment for your first month of Fall/Spring Dance Year is due at time of registration in order to book your spot in class, and it is nonrefundable (think of it like your deposit fee). August's tuition is prorated and will be different than most months; if you have any questions about this, please email us! Starting September 1, 2024, we will automatically draft your tuition the 1st of each month (or the next few business days), ending with the last payment on May 1, 2025.

You will receive either an emailed billing receipt, or an email notifying you if your card was declined for any reason. If that is the case, we will attempt drafting your card again every few business days. It is your responsibility to ensure you have sufficient funds, etc. *In order to protect our studio, a \$10 late fee is applied on the 10th.* If the payment still has not been successful by the 1st of the following month, this may result in temporary withdrawal from classes or additional late fees. *All payments must be up to date (with a \$0 balance) in order to withdraw from or enroll in future classes, receive your recital costume, and participate in recital.* **We are not able to accept AMEX, cash, check, or money order at this time. All payments are set to automatic/recurring draft.*

Class Commitment & Financial Agreement Policy: When you enroll, you are committing to the entire session of dance classes for which you enroll (either Summer Session and/or Fall/Spring Dance Year), and if you are enrolling in Fall/Spring Dance Year, you are also agreeing to participate in our Winter Showcase (or class presentation, if applicable) and our Spring Recital.

This means you are also financially agreeing to pay for the entire session. We are not always able to fill last-minute or mid-session cancellation spots with a new student, and we set our staff contracts based on the number of enrollments. However, we have a few exceptions in place; please see below.

<u>Summer Withdrawal:</u>	We know summer plans may change. If you notify us via email with the reason for your class withdrawal 2 weeks prior to the Summer Session start date (by June 10, 2024), and all other
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	balances have been paid, you may request to receive either a 50% refund or 50% credit (must be used by the Fall/Spring Dance Year). After June 10, no refund or credit will be given.
<u>Fall/Spring Withdrawal:</u>	If you notify us via email with the reason for your class withdrawal <i>by August 1, 2024</i> , and all other balances have been paid, you may request to be immediately dropped from your enrollment; fees already paid and the current month's tuition will not be refunded. <i>After August 1</i> , you must give us a 30-days notice (via email) so we can try to fill your spot; tuition is still due for those 30 days. After January 31, you must agree to finish making your tuition payments through the end of the Fall/Spring Dance Year even if you withdraw, as we are unable to fill your spot after this point. <i>*We offer an exception for those who are PCSing, but you must reach out to us as soon as possible.</i>

Missed Classes Policy: Missed classes are not refundable, however, they may be made up in a similar level/age-appropriate class! This does not apply to holidays. Any missed classes must be made up within the same session. Please email us at contact@alphaomegadanceacademy.com to schedule your make-up class!

Inclement Weather Policy: The first time a class closure occurs due to inclement weather, etc, students in that class will be offered a free make-up class; the second or subsequent time, a refund or account credit will be offered. Please keep in mind that while we often follow Hoke County Schools for inclement weather closures, that is not always the case. **Any class closures will be communicated via the email you registered with as well as posted on either Instagram or Facebook (@AODAræford).**

Mandatory Closing Policy: In case of a mandatory shutdown, due to Covid-19 or other, AODA may transition to virtual classes. In that instance, there would be no refund for tuition or other fees already paid, and we have the right to keep our rates the same.

Privacy Policy: Your personal information (addresses, phone number, medical information, etc) is for internal use only. It will not be shared with external people or organizations without your consent. Your payment methods are encrypted and can only be changed by you (we can remove a payment method but cannot alter or see any details).

Sick Policy: In the event that your child is showing signs of sickness and/or negative changes in behavior, etc, due to various health concerns (for ex: sickness, fatigue, cold, etc), you may be called to pick up your child. In the event of an emergency where we are not able to reach you, our staff will take emergency medical action, and you are responsible for any associated fees. If you are ever unsure about whether to come to class or not, please send us an email.

When To Stay Home	When To Return
Temperature of 100.0F or greater	After fever has cleared for 24-48 hours without medication
Severe sore throat; or unknown rash; or if one or both eyes are red, sealed with discharge, and/or itchy or painful	If an antibiotic is prescribed, after 24 hours of use
Severe cold symptoms with thick discharge; or wheezing/croupy/wet cough; or vomiting; or diarrhea	In most cases, after symptoms have cleared for 24 hours
Extra tired, emotional, unusual behavior issues, etc	It may be prudent to keep them home today!

Liability & Photo/Video Waiver

Liability Waiver: Every year you sign up for dance, you will need to sign a new liability waiver for legal/insurance purposes. If you are a new member, you will be able to view and sign this full liability waiver during the online registration process. If you are a current member, you will be prompted to agree to it when you enroll in classes in the AODA Portal.

Photo/Video Waiver: Every year you will also sign our Photo/Video Waiver (during online registration for new members or in the AODA Portal for current members). We know every parent has different preferences regarding social media, etc, so we have modified waivers in place. However, when you sign up online, it only allows you to sign our "Full" Waiver, so you must email us to request a modified waiver/exemption as soon as possible so we can get your preference on record.

Important Dates

For Summer Dance Session 2024 (Fall/Spring is TBA)

We will email more info each month, as well as send reminders as we get closer to each individual date/event.

- May 19-June 23: Summer Break – We will be closed for an extended summer break and staff training. We will still be checking emails and can process enrollments/registrations via email.
- June 24-Aug 3: Summer Dance Session 2024 (6 weeks) – We have special themes each week; this info will be emailed upon enrollment.
- Aug 5-17: Summer Break – We will still be checking emails and can process enrollments/registrations via email.
- *Tentative* Aug 19+20: First Week Of Dance! – Fall/Spring Dance Year 2024-2025 tentatively begins this week!

Address/Website/Contact/Social Media Info

Our Studio:

- **Address:** 123 N Main St, Suite F, Raeford, NC 28376. *Please note that we are on the 2nd floor above Raeford Hardware Store (you'll see our name on a directory on a glass door; walk up the stairs, go straight down the long hallway, last door on the left).*
- **Parking Info:** Like any downtown area, public parking spaces will be available. You may need to park down the road or on a side street depending on how busy it is. You can also park behind Raeford Hardware or down by the library and courthouse, etc.
- **Other:** We share the 2nd floor with other small businesses. Please walk your students up to our suite and come upstairs to pick them up. You may leave during class, or we will have some chairs in the hallway if you would like to stay on property; if it is during business hours, please keep noise at a respectful level and clean up after yourself. There are restrooms down the hallway on the left.
- **Nearby Businesses:** Raeford Hardware and Home Foods is right underneath us and are great local businesses to support! If you get hungry, there is also the Raeford Grill on Main St and Kayla Renee's Bakery just a few doors down. If you want to take a short drive, you can visit the beautiful McLaughlin Park and playground.

Website:

- AODA Raeford Dance Schedule: www.alphaomegadanceacademy.com/raeford-dance
- Rates & Info (such as this handbook): www.alphaomegadanceacademy.com/raeford-rates-info

Contact Us:

We do not currently have an office or phone at the studio, so everything is done by email if possible. You can speak to your teachers briefly before or after class for any class-specific questions, or you can reach us throughout the week by filling out the form [on our website](#) or by emailing us directly at contact@alphaomegadanceacademy.com. We're happy to help! However, please check our website or this handbook for information before contacting us.

Social Media:

Find us on [Instagram](#) (@aoda.raeford) and [Facebook](#) (Alpha & Omega Dance Academy Raeford).

Thank You!

Thank you for taking the time to read our Student Handbook! This is the best way to communicate well with our dance families and ensure we can provide a quality experience for you and our staff. We have tried to address all the typical questions in this handbook already, but if you have any questions at all, please don't hesitate to reach out! The best way is by emailing us at contact@alphaomegadanceacademy.com (please allow 24-48 business hours to respond).