

# WELLSPRING DANCE ACADEMY

## Parent/Student Handbook 2023 - 2024

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# Welcome to Wellspring Dance Academy & WSDA Pre-Professional Training Program

We are so excited that your family is joining our Wellspring family! Wellspring Dance Academy and WSDA is led by the professional Associate Artistic Director, Marisa Bianan, of Wellspring/Cori Terry & Dancers. We offer the best modern and contemporary dance education in Southwest Michigan.

We promote organic, aesthetic movement with a non-competitive focus. Our students receive individualized attention in small classes while they build solid technique and repertoire. We place value in training our students to be authentic, judgment-free, creative community members. Making dance accessible to all remains as a core aspect of our academy.

One way we want to make dance accessible to all is to ensure that you have all of the tools and information you could need to be successful here at Wellspring! This packet will provide you with the information you will need and where to find additional information you may not have.



## Connect with Us!

### Facebook

Like *Wellspring/Cori Terry & Dancers* on Facebook to receive information about our professional dance company and general events

Like *Wellspring Dance Academy* to see posts specifically related to our classes, camps, and academy events

### Instagram

Follow *Wellspring/Cori Terry & Dancers* on Instagram to receive information about our professional dance company and general events: @wellspringctd

Follow *Wellspring Dance Academy* on Instagram to see posts specifically related to our classes, camps, and academy events: @wellspringacademy

### Email

Marisa Bianan – Academy Coordinator: [marisa@wellspringdance.org](mailto:marisa@wellspringdance.org)

### Jackrabbit Portal

To login to our Customer Portal, <https://app3.jackrabbi tclass.com/portal/ppLogin.asp?id=528664>

Your Login ID is your Email Address (to which we sent this email).

To reset your password, just click the "I don't know my password" link.

### Remind

Wellspring Dance Academy

This line of communication will include notices primarily about our youth dance classes and other general academy information.

*Text @wsdakzoo to the number 81010*

Wellspring Dance Academy-Adults

This line of communication will include notices primarily about our adult drop-in classes and adult memberships.

*Text @wsdaadult to the number 81010*

Wellspring Volunteers

This line of communication will include notices primarily about our volunteer opportunities and any important information our volunteers may need.

*Text @wctdvol to the number 81010*

# Academy Progression & Testing

## Wellspring Dance Academy

Creative Movement: (Ages 3-4)

Dance Fundamentals I: (Ages 5-6)

Dance Fundamentals II: (Ages 6-7)

Dance Fundamentals III: (Ages 7-8)

## WSDA Pre-Professional Training Program

Ballet I (Ages 8-10)

Modern I (Ages 8-10)

Jazz I (Ages 8-10)

Ballet II (Ages 10+)

Modern II (Ages 10+)

Jazz II (Ages 10+)

Ballet III (Ages 12+)

Modern III (Ages 12+)

Jazz III (Ages 12+)

Ballet IV (Ages 14+)

Modern IV (Ages 14+)

Jazz IV (Ages 14+)

Ballet V (Ages 16+)

Modern V (Ages 16+)

Jazz V (Ages 16+)

We place importance with training in each level for 2 consecutive years through the logic of Year 1: we learn and grow, Year 2: we thrive and show. This allows for students to practice their learning through being both a follower and a leader in each level. It also offers the opportunity to solidify skillsets, hone technique, and thrive through consistency. Some students may require more than two years in a level, while others may test and advance through a level after one year. *Ultimately all level placement is based upon the proven skill of your dancer(s).*

## Testing & Level Placement

Each May we will have formal testing during regular weekly classes. This year's testing week is May 6-11, 2024. If you are absent during this week of class, alternate arrangements for testing must be initiated upon your request. Otherwise, your student will continue their placement in their current level. The levels of distinction are Pass, Pass with Merit, Pass with Honors, and Pass with High Honors. Only then may a student register for the next level of placement.

## Benefits

Students benefit through testing as it serves as a skill assessment documenting student's progress. It improves training and helps to build confidence. Each student will receive a detailed rubric outlining their proficiency both technical and artistically with detailed comments.

## Calendars – Class Schedule

### 2023-2024 Class Schedule

#### Ages 3-4

**Creative Movement**  
Monday | 5:00-5:30pm  
Saturday | 9:45-10:15am

#### Ages 5-6

**Dance Fundamentals I**  
Monday | 4:15-4:55pm  
Saturday | 9-9:40am

#### Ages 7-8

**Dance Fundamentals II**  
Monday | 5:45-6:25pm

#### Ages 8-10

**Jazz I**  
Monday | 6:30-7:30pm  
**Ballet I**  
Tuesday | 4:15-5:15pm  
**Modern I**  
Wednesday | 4:30-5:30pm

#### Ages 11+

**Ballet II\***  
Tuesday | 5:30-6:30pm  
**Modern II\***  
Wednesday | 5:45-6:45pm  
**Groundwork w/ Young Dancers Initiative (fall only)**  
Saturday | 10:30am-12:00pm

**\*Previous Level Required**

Only students who successfully completed the Level I or with confirmed dance experience are able to register for Level II classes. Register by email at [marisa@wellspringdance.org](mailto:marisa@wellspringdance.org)

### 2023-2024 Class Schedule

For adults, we have monthly memberships based on the # of classes they wish to attend weekly.

Memberships options include:

1 class/week (\$55/month)  
2 classes/week (\$75/month)  
Unlimited classes/week (\$90/month)

#### Mix-It-Up Monday

Mondays | 7:45-8:45pm

#### Contemporary Ballet

Tuesdays | 6:45-8:15pm

#### Beginner Modern

Wednesdays | 7:00-8:30pm

#### Intermediate/Advanced Modern

Thursdays | 7:00-8:30pm

**\$20 drop-in options**

**\$10 student drop-in w/ valid student ID**

## 2023-2024 Calendar

### July

- JUL 1 - Registration OPENS for the 23-24 Season!
- JUL 11 - YPE Parent Information Meeting, 6pm
- JUL 15 - YPE Audition, 11a-12p

### August

- AUG 4 - Open In-House Enrollment, 5-6:30 PM
- AUG 18 - Open In-House Enrollment, 5-6:30 PM

### September

- SEP 1 - Scholarship Applications Due
- SEP 11 - Classes Begin!
- SEP 18-22 - FREE DANCE DAYS!

### October

- OCT 1 - Open Enrollment Ends
- OCT 23-28 - BRING A FRIEND | HALLOWEEN

### November

- NOV 20 -25 - No Class: Fall break
- NOV 27 - Classes Resume

### December

- DEC 11-16 - Family Observation Week
- DEC 18 - Winter Break Begins

### January

- JAN 1-31 - Winter Open Enrollment Period
- JAN 8 - Classes Resume

### March

- MAR 25-30 - No Class: Spring Break

### April

- APR 1 - Classes Resume
- APR 15-20 - Family Observation Week

### May

- MAY 4 - Dress Rehearsal
- MAY 5 - Student Concert
- MAY 6-11 - Testing Week (Level I and above)
- MAY 11 - Youth Dance Showcase
- MAY 25 - Last Day of Class!

## Policies

### Tardiness

Arriving late to class should be avoided as much as possible. We are diligent and considerate of each other's time and schedules and will be starting and ending each class promptly. Students will not be allowed into the classroom 10 minutes after the class has started. The beginning of class includes the warm-up, and we cannot verify the safety of your dancer if they miss this essential aspect of class. We understand that emergencies may happen. *Please email us at [marisa@wellspringdance.org](mailto:marisa@wellspringdance.org) if an emergency arises prompting tardiness.*

### Attendance

If you know in advance that your student will not be able to attend class, please let us know via email or voicemail. After 2 consecutive absences with no notice, we will contact you to ensure that you wish to continue classes. After 3 consecutive absences with no notice, the student will be dropped from the class with no refund.

### WSDA Attendance Requirements

Students may not miss more than 7 absences in one academic year. Failure to attend class regularly greatly reduces the success and confidence of your dancer's ability to keep up with the rest of the class and the rigor of WSDA's learning environment.

### Class Make-ups

Class make-ups are only offered when Wellspring is forced to cancel classes unexpectedly. Class make-ups cannot take place on family observation days, dress rehearsals, or any other rehearsal days that a class may be having. Make-ups must be approved by the office and the participating instructors.

### What to Wear

Each student will be required to wear our dress code.

Hair must be secured away from the face and back of the neck. No jewelry or anything else that could get in the way of movement is allowed.

If your student arrives to class out of dress code, we will offer a uniform for the class that day. On the 3rd instance of missed dress, your account will be charged for the cost of the replacement uniform.

Please refer to your class for your designated dress code.

*\*Black Bottoms = Solid Black leggings, shorts, or jazz pants. No stripes  
Jeans or restrictive pants (limiting mobility) are not allowed.*



## Dress Code

### Creative Movement & Dance Fundamentals I, II, & III

-\*Black bottoms, Wellspring Dance Academy shirt, and bare feet or pink or flesh toned canvas or leather ballet shoes. Hair must be pulled back and away from the face and back of the neck. No jewelry is permitted.

### Ballet I - V

-Black Leotard, Pink or Flesh toned tights or tight fitting black bottoms, Pink or Flesh toned canvas or leather ballet shoes. Hair must be pulled back and away from the face and back of the neck. No jewelry is permitted.

### Modern I - V; Jazz I - V; Youth Performing Ensemble

-\*Black bottoms, Wellspring Dance Academy shirt, and Bare Feet. Hair must be pulled back and away from the face and back of the neck. No jewelry is permitted.

Students will not be allowed to enter the class until they are in their full uniform.

## Class Minimum

All classes must have a minimum of 3 students in order for the class to continue. If your class does not meet the enrollment minimum, we will let you know what other class options we provide that may suit your dancer.

## No Show, No Class

If only one student shows up to class that day, we will not have class. The student who arrived may utilize our *Class Make Up Policy*. Please ensure that you do not leave the building/area until your dancer's class officially starts. We do not want any of our older dancers dropped off to then find out that no one else has shown up. We will allow for a 15-minute window for another student to arrive.

## Performance Opportunities

Dancers ages 5+ are able to participate in our Student Concert. Our Student Concert is set for May 5th, 2024 with a mandatory Dress Rehearsal taking place May 4th, 2024. Students wishing to participate in performance opportunities must plan to be present at the last 2 class periods leading up to either the dress rehearsal or performance. Failure to attend class may result in dismissal from the upcoming performance without refund.

Our *Youth Performing Ensemble* class will have additional performance opportunities, please be prepared to attend these performances and any additional rehearsals they may have if your student is enrolled in this class. A tentative schedule of the performance opportunities for the year will be given out in the first few weeks of class for families to save those dates. Failure to attend rehearsal before a performance may result in dismissal from a specific performance opportunity.

### Observation

Some students find an audience to be distracting, especially if someone they care very much about is in that audience (like you!). It's also good for the student's social development to have time with other kids and a supportive teacher. We know that families really want to see how their student is progressing, which is why we have Observation Weeks. We have two observations set for this dance year. December 11-16, 2023 (Fall) and April 15-20, 2024 (Spring). Families will be welcomed in for the last 15 minutes of class during observation weeks.

In regular class weeks, we like to offer the Epic Center Atrium to parents to wait while class is in session. This space is offered free-of-charge to us from the Arts Council. They occasionally host Atrium events at the same time as our classes, and in these cases, we are not able to use this space. Please try to keep noise to a comfortable level in the Atrium, as we share this building with other arts organizations who host their own events. Additional space is available on the lower level of the building if the Epic Center Atrium is occupied by an event.

### Theatre Space Etiquette

It is unique for our students to rehearse and take class in the same space that not only do they perform in, but our company and many professional artists also perform in. Because of this, it is important that you stress that this benefit comes with the responsibility of respecting the space. We have expensive lights, curtains, chairs, floors, and other equipment that we have to maintain. We ask that you establish expectations with your dancer about how to treat the space, including no running, climbing, or playing with the lights or curtains. If your dancer is unable to maintain a respectful etiquette with our theatre space, they may be dismissed from our academy. If anything in our theatre space is damaged as a result of your dancer's actions, you will be held financially responsible for the damage or replacement.

Students will wait in the lobby until the doors are opened and they are invited in by the instructor. Students must be in full uniform at this time in order to enter into class. Please ensure all bathroom needs are attended to before class. This will ensure that all dancers receive their full time with the instructor and class.



**DANCE EDUCATION  
EQUITY ASSOCIATION**

We are proud to announce we have completed our DEEA BE COURAGEOUS: Initiate Training and we are committed to holding ourselves accountable to build safe, more equitable, and inclusive educational dance spaces. We uphold the following policies in our dance classroom:

1. We want all dancers to feel safe and will not tolerate any discrimination that occurs due to a person's perceived presenting race, ethnicity, gender identity, gender expression, ability, disability, shape, religion, age, immigrant status, or economic level of freedom.
2. We will ensure all dancers are seen and respected by upholding anti-abuse practices as guided by Dance Education Equity Association (DEEA) including access to DEEA's 24/7 anti-abuse hotline.
3. We want all dancers to feel cared for and have self-advocacy of when and how their body is being touched when receiving physical corrections from their instructor.
4. We will cultivate a safe environment for our dancers that encourages them to be present and have awareness of their current mental health and provide them tools for mindful interventions as needed.
5. We will meet every dancer where they're at so they feel the agency to self advocate while in our space through our establishment of choice and belonging in our youth.
6. We want all dancers to feel welcomed in our space and to see themselves in the colorfulness and diversity of the dance world through our inclusivity calendar where we highlight featured BIPOC and queer dance artists monthly.
7. Our classroom upholds student-centered learning focused on the benefit of the work so our dancers grow and establish their authentic, creative voices.
8. We want all dancers to be accepted in our space by having a common uniform for dancers ages 3-18 in an effort to establish sameness between our youth regardless of race, age, gender, body shape or economic status.
9. We want all dancers to feel respected for their choices of gender identity & gender expression.
10. Through the use of compassionate language, we will create a space where all students feel loved, welcomed, and cherished.

# Tuition

Accounts that have cards on file will be automatically charged on the 1st of each month. If a card is declined or tuition is not paid on time, families will be contacted and asked to pay. If you are unable to pay tuition at any time, please inform us so that we can work something out with you.

We will continue to charge your account automatically until either the year is over, or you inform us that you are no longer taking classes with us. That being said, if you choose to cancel classes with us, please let us know in advance so that we do not automatically charge your card. If you terminate classes with us without notifying the office, we will not be able to offer refunds for any transactions that occur while we are unaware of your cancellation.

YOUTH PRIORITY REGISTRATION TUITION TABLE			
FAMILIES WHO REGISTER FROM JULY 1-AUGUST 31			
CLASS DURATION	REG. FEE	CLASS TUITION	MONTHLY PAYMENTS
30 MIN CLASS	\$25	\$450	\$50
40 MIN CLASS	\$25	\$495	\$55
60 MIN CLASS	\$25	\$630	\$70
90 MIN CLASS	\$25	\$720	\$80

YOUTH TUITION TABLE			
FAMILIES WHO REGISTER ON OR AFTER SEPTEMBER 1			
CLASS DURATION	REG. FEE	CLASS TUITION	MONTHLY PAYMENTS
30 MIN CLASS	\$25	\$504	\$56
40 MIN CLASS	\$25	\$567	\$63
60 MIN CLASS	\$25	\$693	\$77
90 MIN CLASS	\$25	\$819	\$91

ADULT PRIORITY REGISTRATION TUITION TABLE			
ADULTS WHO REGISTER FROM JULY 1-AUGUST 31			
CLASSES/WEEK	REG. FEE	CLASS TUITION	MONTHLY PAYMENTS
1 CLASS/WEEK	\$25	\$495/YR	\$55
2 CLASSES/WEEK	\$25	\$675/YR	\$75
UNLIMITED CLASSES/WEEK	\$25	\$810/YR	\$90
DROP-IN ADULT CLASS	--	--	\$20/DROP-IN

ADULT TUITION TABLE			
ADULTS WHO REGISTER ON OR AFTER SEPTEMBER 1			
CLASSES/WEEK	REG. FEE	CLASS TUITION	MONTHLY PAYMENTS
1 CLASS/WEEK	\$25	\$567/YR	\$63
2 CLASSES/WEEK	\$25	\$756/YR	\$84
UNLIMITED CLASSES/WEEK	\$25	\$882/YR	\$98
DROP-IN ADULT CLASS	--	--	\$20/DROP-IN

TUITION DISCOUNTS	
MULTI-STUDENT	10% OFF SECOND/THIRD STUDENT PER FAMILY
MULTI-CLASS	50% OFF SECOND CLASS PER STUDENT
REFERRAL	\$25 BOTH REFERRER AND NEW STUDENTS ACCOUNTS
COLLEGE ID	\$10 FEE FOR ADULTS W/ VALID ID
PREPAY YEAR	10% OFF

WSDA APPAREL SHOP	
WSDA T-SHIRT (YOUTH)	\$12.00
WSDA T-SHIRT (ADULT)	\$15.00
WSDA BAG	\$15.00
WSDA WATER BOTTLE	\$12.00

### Refund Policy

As a rule, we are unable to offer refunds for cancellations and absences. Refunds will be considered on a case-by-case basis.

### Volunteering

For each hour of volunteering that you do, you will earn \$10 in "Wellspring Bucks" that can be put towards tuition or concert tickets.

### Scholarship

We are excited to be offering scholarships on a talent and need basis. If your dancer receives a scholarship, 4 volunteer hours/month, September through June are required. Failure to fulfill the hourly quota will result in your dancer's scholarship being revoked for the remainder of the academic year. Please refer to our website for more information on how to apply for a scholarship. Applications are accepted on a rolling basis until scholarship funding runs out for the year.

## Injuries/Emergencies

### Minor injury

- Floor burn
- Minor cut/scrape - Only needs a band-aid
- Stubbed toe
- Bumps/bruises - a slip and fall but dancer gets right back up

### *Plan of Action*

1. Injury occurs
2. Stop class
3. Ask students to sit down/stretch
4. Put on stretch music to keep atmosphere calm
5. Assess the situation
6. Calm the student
7. Give band-aid if needed
8. Ask if they would like to sit out
9. may need to require a Dr's note to return

### Intermediate Injury

- Sprain or strain (turned ankle)
- Pulled muscle
- Low back strain
- Twisted knee
- Student feeling dizzy/faint/blood sugar drops

### *Plan of Action*

1. Injury occurs
2. Stop class
3. Call Parent/emergency number
4. Ask students to sit down/stretch
5. Put on stretch music to keep atmosphere calm
6. Assess the situation
7. Calm the student
8. Administer appropriate first aid if needed ie: ice pack, band-aid, juice box
9. Determine if they need to sit out
10. Dr's note to return to class

### Severe

- Broken bones
- Fractures
- Head injury
- Epileptic episode
- Fainting/Loss of Consciousness

### *Plan of Action*

1. Stop class
2. Call 911
3. Call Parent/emergency number
4. Ask students to sit down/stretch
5. Assess the situation
6. Calm the student
7. Administer appropriate first aid if needed ie: ice pack, band-aid, juice box
8. Dr's note to return to class

## Injuries/Emergencies

### Tornado

In case of a tornado, head out through the front door of Wellspring and take the stairs down to the basement. Congregate in the hallway by the bathrooms until all clear is given.

### Fire

In case of fire, head out through the front door of Wellspring and take the stairs to the lobby level and exit through the Kalamazoo Mall doors. Head directly to the State Theatre until the all clear is given.

### Lockdown

Doors will always be locked, even when they are propped open. In case of emergency, these doors will be closed and serve as a four-inch barrier

## Helpful Facts

### Parking

Yes, parking downtown can be tricky, but you do have a few options! On the streets surrounding the Epic Center, there is free 30 and 90-minute parking, depending on where you park. There is also metered parking behind the Epic Center where you can pay to park for two hours at a time and it is free after 5:00 p.m. Additionally, there is paid and covered parking in the ramp attached to the Epic Center. The Ramp is only \$5 on Saturdays and free on Sundays!

### Weather Cancellations

Weather and emergency cancellations will be posted to our Facebook and Instagram pages, sent via email, and texted via Remind.