



**DALLAS BLACK  
DANCE ACADEMY**

*The Official Dance Academy For Dallas Black Dance Theatre*



# Academy Handbook

2019–2020



**BALLET • MODERN • JAZZ • TAP • AFRICAN • HIP HOP**

Ages: 4–Adult

Class Levels: Beginner to Professional

Parent & Me Classes: Toddlers ages 2–3



Ann M. Williams, Founder  
Melissa M. Young, Artistic Director  
Katricia Eaglin, Academy Director

# The Academy

Founded in 1973 by Mrs. Ann Williams, Dallas Black Dance Academy is the official school of the Dallas Black Dance Theatre. In January 2008, the former Moorland YMCA- located in the Downtown Dallas Arts District, became the permanent home for DBDT's rehearsal studios, training classrooms, and administrative offices.

**The Academy emphasizes that through directed dance studies in a learning environment, the mind is disciplined to control one's total body in making better decisions for life and developing self-esteem.**

400 students are trained per week in year-round classes. Students of all ages, ethnicities, races, and backgrounds attend these classes and participate in Academy performances.

Classes begin after the Labor Day Holiday and run a full academic year, from September to May.

Students *must* be age 4 to enroll in the Academy and **Ballet is a required enrollment each year.** Students may also enroll in additional classes in Jazz, African, Modern, or Hip Hop.

We offer a Parent & Me class for toddlers ages 2-3; this class introduces little ones the basic elements of Ballet, teaches coordination, balance, dance posture, shapes, and nurtures their inner performer.

Professional instructors teach all Academy classes. Many are present and former dancers of the Dallas Black Dance Theatre. Instructors may also use an assistant to help with classes.

Age is used as a general guideline for placement; however students will be evaluated on their independent mastery of the skills and techniques that are taught. Students will be then placed in the class that best matches

their age and technical level. Please note regular attendance in class is paramount to a student's progression.

Students who are age 9-15 that show exceptional promise are encouraged to audition for the school's *Performing Ensembles*. These groups of students perform locally at festivals and various events in the Dallas area.

Students auditioning for *Performing Ensembles* must be enrolled in 3 or more intermediate academy classes. Auditions are held each fall.

For complete requirements on age and technique level, please contact our Academy office. Participation fees and rehearsals are additional to regular enrollment. Students who progress through the professional level may have the opportunity to audition for *DBDT: Encore!*, and later audition for the professional company, *Dallas Black Dance Theatre*.

# Techniques: Forms of Dance

## Ballet

All students age 4-14 are required to take ballet each year. It is the prerequisite for taking other forms of dance.

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## Beginning Ballet

For the younger ages (4-5) is a combination of creative movement and basic Ballet positions.

For ages 6 through 10, students will be introduced to Ballet positions, proper execution, self-discipline, body awareness, and correct body alignment.

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## Intermediate Ballet

Classes build upon the foundation taught in the beginning classes, and Advanced Ballet progresses the student through more difficult technique and eventually preparing the student for Pointe work. Students interested in Pointe must be assessed and approved by the instructor.

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## Tap

Tap challenges the students' minds with the use of syncopation, isolation, and rhythmic patterns done by the feet.

## Jazz

Jazz is a technique-based form of dance that combines elements of ballet and tap. There are many styles of jazz, including traditional, lyrical, and hip-hop. Jazz teaches and enhances coordination, strength, and quickness.

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## Modern

Modern dance is a more free-style form of dance, emphasizing the use of more varied, natural movements. Modern dancers have traditionally danced barefoot, making their movement more grounded and natural. Dallas Black Dance Academy teaches the Lester Horton modern technique.

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## African

This class is designed to give the student a mixture of regional dances of Africa. It develops coordination, flexibility and a sense of musicality.

In all classes, the first month is devoted to discipline, placement, and body awareness. DBDA uses this time to evaluate student placement within the proper classes.

## Class Schedule

Day	Time	Classes	Age (Yrs)
<b>Mon.</b>	5:00–6:00pm	Ballet/ Tap Tap (Mixed level)	6–8 y 9–13 y
	6:00–7:15pm	Pre Pro IIIa Ballet Pre Pro III Ballet Pre Pro IV Ballet	
	6:00–7:00pm	Ballet Teen/Adult	
	7:15–8:00pm	Pre Pro IIIa Point Pre Pro III Pointe Pre Pro IV Pointe	
	7:00–8:00pm	Modern Teen/Adult	
	8:00–9:00pm	Teen/Adult Tap Pre Pro III Modern	
<b>Tues.</b>	5:30–6:30pm	Pre Pro I Ballet Pre Pro II Modern Pre Pro Pointe III/ IV Pointe	
	6:30–7:30pm	Pre Pro III/IV Jazz	
	7:30–8:30pm	Pre Pro II/ III Tap <b>NEW</b>	
<b>Wed.</b>		No Classes	
<b>Thur.</b>	5:30–6:30pm	Pre Pro II Ballet	
	5:30–6:45pm	Pre Pro III & IV Ballet Pointe	
	6:45–8:00pm	Pre Pro IV Modern Adv Horton	
<b>Fri.</b>		No Classes	

Day	Time	Classes	Age (Yrs)
Sat.	9:00–10:00am	Ballet/Tap	4–5 y
		Ballet A	6–8 y
	10:00–11:00 am	Ballet/Tap	4–5 y
		Ballet/ Tap	6–8 y
		Ballet B	9–12 y
		Jazz A	6–8 y
	11:00–12:00am	Parent & Me	2–3 y
		Ballet C	9–12 y
		African	6–8 y
		Pre Pointe	10–14 y
	12:00–1:00pm	Ballet D	11–14 y
		Pre Pro I Ballet	
		Beg. Pointe	11–15 y
Modern B		9–12 y	
1:00–2:00pm	African	9–14 y	
	Pre Pro I Jazz		
	Pre Pro II Ballet		
	Jazz B	9–12 y	
2:00–3:00pm	Modern C & D	11–14 y	
	Pre Pro I Modern		
	Hip Hop	9–12 y	
	Pre Pro II Jazz & Jazz C & D		
3:00–4:00pm	Teen/ Adult Hip Hop <b>NEW</b>		

# Class Information

## Registration – \$40

(charged per person/annually, non-Refundable)

- Due: time of registration, along with the first tuition payment.
- Multi-student family discounts: For families with two or more students enrolled within the same household.

10% discount applies to the 2nd student enrolled from the same household.

15% discount applied to the 3rd student enrolled from the same household.

## Tuition Options

*Full Semester Payment:*

- Due: September 1st & January 1st.

*Monthly Installment Plan:*

- Due: 1st of each month.
- Late Fee: additional **\$15** after the 10th of each month.
- Accounts not paid by the 15th of each month: additional **\$5** per day until account is made current.

Tuition For	Monthly	Semester
1 class/week	<b>\$65.00</b>	<b>\$255.00</b>
2 classes/week	<b>\$100.00</b>	<b>\$400.00</b>
3 classes/week	<b>\$130.00</b>	<b>\$520.00</b>
4 classes/week	<b>\$160.00</b>	<b>\$640.00</b>
Single Class	<b>\$20.00</b>	–

- \_All common forms of payment are accepted.
- \_ \$2.50 processing fee on all debit/credit transactions.
- \_ Automatic Pay options are available for setup.
- \_ Refunds must be requested within 10 days of payment and will be approved by the director on an individual basis.
- \_ There is a \$30.00 charge for all returned checks.

## Private Lessons

Ideal for students who seek more intense one-on-one instruction. Parents should speak directly with the teacher they would like to work with. Fees and availability vary between each instructor.

DBDT studios can also be rented for private lessons.

## Class Cards

For adult students who are unable to attend class regularly, or can only attend during non-performance seasons. A set number of classes are “pre-paid” and the card must be stamped for each attendance. There is no registration fee for Class Card attendees, who are considered drop-in students.

Drop-ins are only for select classes.

## Parking

For the Academy parents is \$2.00 cash in the Academy Office. Every first Saturday of each month is free.

## General Policy

Class schedules may change with enrollment status. If less than 10 students enroll, the class will be cancelled.

The Academy observes the same holidays as the Dallas Independent School District. In the case of inclement weather, parents are advised to call the office.

Guardians are to drop off students at the beginning of classes and pick them up as soon as classes are dismissed. Waiting areas are limited and reserved only for students preparing for their next class. Visitors and observation of classes are not permitted.

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## Attendance

In the event of absence, tardy, or withdrawal: parents or student (adult) must notify us in writing or email to [academy@dbdt.com](mailto:academy@dbdt.com).

- Students 15+ minutes tardy may not be permitted to participate in class.
  - After 3 absences without prior notification, student will be contacted then dropped from roll if there is no response. There is no reduction or refund for missed classes. There are no make-up classes.
  - Students who have withdrawn or dropped must pay registration and clear all balances before being accepted again into the academy.
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## Equipment & Dress Code

Snacks, food, and drink items are allowed only in the student lounge/ break room. No chewing gum or snacks in class.

Cell phones are not permitted inside of the studios.

Class attire is strictly enforced. No street shoes are allowed on the studio floors. Students should carry a dance bag to hold shoes & other valuables. It is important to write students' names in ALL items and leave valuables at home.

*The Academy is not responsible for lost or stolen items.*

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## Scholarships

All scholarships are awarded prior to the beginning of the Academic Year. Scholarships are for tuition only and do not include dance wear/supplies, registration fee, recital or costume fees. All scholarships are approved ultimately by the director.

Organizations, businesses, churches, or individuals may choose to sponsor a student for a scholarship. Please contact the academy if you would like to sponsor a student or donate to the Academy Scholarship fund.

DBDA reserves the right to terminate any scholarship where the Academy policies are not being observed. All scholarship recipients and/or their parents are expected to assist the Academy as volunteers.

**Dallas Black Dance Academy is making every opportunity available to provide quality dance instruction. Those who do not respect the policies and procedures will be asked to leave.**

# Mandatory Class Attire

The leotard styles listed below are available in Black. The color is mandatory; however the style is only a suggestion.

**GIRLS** – Must have hair pulled back away from face in a bun, leotard, transitional convertible suntan/flesh color tights, and proper shoes for each class.

## Leotard

- Pink Dress - Parent & Me:** (Parents should wear comfortable shirt, exercise pants, and black ballet shoes)
- Black Leotard - ALL PLACEMENT LEVELS:**  
With suntan/flesh color convertible tights (any style of sleeve)
- Teen/Adult/Open class:** Students may wear any color leotard with flesh toned or black tights.

## Shoes

- Ballet:** Matching flesh color ballet shoes (pink shoes must be sprayed/painted to match)
- Tap:** Black tap shoes (smaller feet need Mary Jane style, ages 7 and older may use an oxford)
- Jazz:** Black jazz shoes (slip-on bootie not sneakers); black jazz pants are optional
- Modern/African:** No shoes will be worn.

## Other Attire

- Hip Hop:** Comfortable shirt, sweat pants, clean soled sneakers, etc.
- African:** Black leotard, flesh toned tights, and a “lappa” for girls only (2 yards of African print fabric to be wrapped around waist).

**BOYS** – Neat hair, white t-shirt, black dance pants, black dance socks, and black ballet / jazz /tap shoes as needed for each class.



Traditional Leotard



Capezio Style CC864W



Black Tap Shoes



White Shirt



Please contact the Academy office for questions about attire at:  
(214) 871-2387.



**Capezio Style TB142**



**Capezio Style CC110**



**Tan Convertible Tights**



**Tan Ballet Slippers**



**Black Slip-On  
Jazz Shoes**



**Tap Oxford**



**Jazz Pants**



**Black Ballet Shoe (Male)**

Dance wear stores familiar  
with our dress code are:

(East Dallas)

**Sandy's Shoes &  
Dancewear**

2211 Gus Thomasson Rd.  
#104A, Dallas, 75228  
214-321-1764

(North Dallas)

**Capezio Dancewear**

5600 Lovers Lane  
#132, Dallas, 75209  
214-351-2555

(Plano)

**Sandy's Dancewear Too**

3115 W. Parker Rd.  
#190, Plano, 75023  
214-473-6600

(Arlington)

**June's Dancewear**

1921 East Abram  
Arlington, 76010  
817-275-2303

Online ordering also  
available at:


[DancewearSolutions.com](http://DancewearSolutions.com)

[DiscountDance.com](http://DiscountDance.com)

[DanceDistributors.com](http://DanceDistributors.com)

## Financial Policies & Procedures

- Enrolled students are students who have paid the registration fee- \$40 (regular registration) and have paid for the full year or semester or are making monthly payments. Registration fees are non-refundable.
  - Monthly Tuition is due on the 1st of the month; a \$15 late fee is added to all tuition paid after the 10th of each month. Tuition paid by the semester will be due on the first class in both September and January. If ANY account is still delinquent by the 15th of the month, the account will incur a charge of \$5 per day until the account is clear.
  - Student(s) will be dropped for non-payment after 30 days if the account is not made current.
  - Students who withdraw or are dropped from the roster must pay a re-enrollment fee of \$40 plus current tuition and will be responsible for paying any delinquent tuition at the time of re-enrollment.
  - Students are required to pay for all classes. The academy is not responsible for classes missed due to illness or time conflicts. Payment envelopes are available for tuition to be paid by mail.
  - All students enrolled on the monthly plan are required to pay each month. The monthly fee may be waived if a student notifies the Academy in writing/via email PRIOR to the beginning of the month that they will miss with an explanation of the absence due to illness, injury, Saturday school, travel, etc. Students who are absent less than one month long will not have their tuition prorated or waived.
  - A \$30 fee is added to checks returned for insufficient funds and must be reconciled with certified funds (cash, cashier's check, credit/debit card, and/or money order) within 10 business days from the date of verbal or written notification by Dallas Black Dance Theatre/Academy.
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- Class cards are valid for up to 6 months from the date of purchase and cannot be used for Summer Enrichment or Summer Intensive classes.
  - No personal checks will be accepted after a check has been returned; cash, money order, or credit/debit card will be the only acceptable forms of payment for all future payments.
  - There is a \$2.50 processing fee for all credit/debit card transactions.
  - Credit for overpayment will be applied to the next tuition payment, costume fee, or recital fee. A refund will only be given if the credit cannot be given for the current dance season.
  - Refunds must be requested in writing within 10 business days of payment. Refund request processing may take 4-6 weeks. There is a 10% processing fee deducted from all approved refund payments.
  - Costume and recital participation fees are due by the last class date in December. Recital fees are non-refundable. Costume and recital participation fees are non-refundable.
  - Each student's payment status will be indicated on their registration form: Yearly/Semester/Monthly/Class Card with the amount of classes or single class fee.
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# Important Dates

DBDT's academy offers classes four evenings per week and Saturdays during the school year and summer.

*DBDA Academic Year: September–May*

## General

## Academy Closures

Aug 24	Open House	Sept 2	Labor Day
Sept 3	Fall Classes Begin	Oct 5	DanceAfrica Marketplace
Jan 4	Spring Classes Begin	Nov 25–30	Thanksgiving
May 28	Last Day of Classes	Dec 16–31	Winter Holiday
		Jan 20	MLK Day
		Mar 16–20	Spring Break

## Performances

### 2019

#### **OBSERVATION WEEK** – October 14–19

Each fall, the studio classrooms will be open for parents to get a sneak peek at their aspiring dancers in class.

#### **CLASS SHOWCASE** – December 14

At the close of the fall semester, an open-house studio recital is held so students may demonstrate what skills they are mastering. No special costumes are needed for this event.

#### **ESPRESSO NUTCRACKER** – December 13

Come enjoy Dallas Black Dance Academy in their Nutcracker performance with a flare. Featuring DBDA's Pre Pro Level ballet classes.

### 2020

#### **ANNUAL SPRING RECITAL** – May 30

Each student will be presented in May in the Annual Spring Recital. There will be special costumes required for this memorable occasion.

**2700 Ann Williams Way**  
**Dallas, TX 75201**  
In the Downtown Dallas Arts District  
Phone: (214) 871-2387

Fax: (214) 871-1762  
Email: [academy@dbdt.com](mailto:academy@dbdt.com)  
Mailing: P.O. Box 131290  
Dallas, Texas 75313-1290