



**DALLAS BLACK
DANCE ACADEMY**

The Official Dance Academy For Dallas Black Dance Theatre



Academy Handbook

2020–2021



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
Katricea Eaglin, Academy Director

Class Schedule

Day	Time	Classes	Age (Yrs)
Mon.	5:00–6:00pm	Ballet/ Tap Tap (Mixed level)	6–8 y
	6:00–7:15pm	Pre Pro IIIa Ballet Pre Pro III Ballet Pre Pro IV Ballet	
	6:00–7:00pm	Beg/Int Ballet Teen/Adult	
	7:15–8:00pm	Pre Pro IIIa Point Pre Pro III Pointe Pre Pro IV Pointe	
	7:00–8:00pm	Beg/Int Modern Teen/Adult	
	8:00–9:00pm	Teen/Adult Tap Pre Pro III/IV Modern	
Tues.	5:30–6:30pm	Pre Pro I & II Ballet Pre Pro II Modern	
	6:30–7:30pm	Pre Pro III/IV Jazz	
	7:30–8:30pm	Pre Pro II/III/IV Tap	
Wed.		No Classes	
Thur.		Ensembles	
Fri.		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	
		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	
		Modern B	9–12 y
		Beg. Pointe	12–15 y
1:00–2:00pm	African	9–14 y	
	Pre Pro I Jazz & Jazz C & D		
	Pre Pro II Ballet		
	Jazz B	9–12 y	
2:00–3:00pm	Pre Pro I Modern &		
	Modern C & D		
	Hip Hop	9–12 y	
	Pre Pro II Jazz		

Class Information

*****ALL CLASSES ARE VIRTUAL*****

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	\$55.00	\$245.00
2 classes/week	\$90.00	\$390.00
3 classes/week	\$120.00	\$510.00
4 classes/week	\$150.00	\$630.00
5 classes/week	\$ 170.00	\$710.00
6 classes/week	\$180.00	\$750.00
UNLIMITED Classes	\$190.00	\$790.00
Single Class	\$20.00	-

- _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.

Attendance

In the event of absence, tardy, or withdrawal: parents or student (adult) must notify us in writing or email to 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.

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.

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

DiscountDance.com

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.

REFUND POLICIES

NON-Refundable Registration fee of \$40

30 days prior to first day of scheduled classes = 100% refund

14-29 days prior = 75% refund

7-13 days prior = 50% refund

0-7 days prior = 25% refund

- 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

Aug 22	Open House
Sept 8	Fall Classes Begin
Jan 9	Spring Classes Begin
May 28	Last Day of Classes

Academy Closures

Sept 7	Labor Day
Nov 23–28	Thanksgiving
Dec 21–Jan 8	Winter Holiday
Jan 18	MLK Day
Mar 15–20	Spring Break

Performances

2020

VIRTUAL OBSERVATION WEEK – October 19–24

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

VIRTUAL CLASS SHOWCASE – December 12

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.

VIRTUAL ESPRESSO NUTCRACKER – December 12

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

PRESENTING SPONSOR 

**2700 Ann Williams Way
Dallas, TX 75201**

In the Downtown Dallas Arts District
Phone: (214) 871-2376

Fax: (214) 871-1762

Email: academy@dbdt.com

Mailing: P.O. Box 131290
Dallas, Texas 75313-1290