



## 2024-2025 HANDBOOK

### **On Pointe Policies & Procedures:**

On Pointe reserves the right to add to or make changes to existing policies and information in this handbook at any time.

#### **Contact Info:**

Staff: Kelli McClurg  
(Owner & Director)

PHONE: (585) 993-3788

(this number accepts text messages)

EMAIL: [onpointewarsaw@gmail.com](mailto:onpointewarsaw@gmail.com)

On Pointe Dance Academy, LLC  
461 N. Main Street #1  
Warsaw, NY 14569  
(located in Liberty Athletics)

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Follow us on Instagram... [@on\\_pointe\\_warsaw](https://www.instagram.com/on_pointe_warsaw)

### **Placement of Students:**

Classes are offered to students ages 18 months (turning 2 by December 31st) and up.

All students are placed in classes strictly by age/grade. These placement guidelines are in place for each & every student. We stand firm on our placement philosophy for many different valid reasons...

- In general, children learn developmentally. An age/grade level grouping approach can be the most effective way to teach students at an age appropriate and developmentally appropriate level.
- Our philosophy of teaching & learning is that students learn, develop, & work together best when they are grouped with their same age peers. Within each age/grade level of dancers. We do recognize and respond to specific needs among learners.
- On Pointe takes a differentiated approach to teaching. We individualize instruction and set goals to meet individual needs and abilities. We observe and understand differences and similarities among dancers and use this information to tailor instruction to help each dancer grow to their best potential.

If a dancer requests to dance with another dancer for individual reasons (such as wanting to dance with a friend or sibling or for carpool reasons) but both dancers are assigned to different levels, then the older/more advanced dancer will be assigned to dance at the level with the younger/less advanced dancer.

If a child's assigned class (according to age/grade level) doesn't fit personal scheduling needs, then that dancer will be placed one level below the assigned class level.

Please note: The way we group grades/levels could change each season depending on different variables (ex: # of students per grade). On Pointe reserves the right to cap off classes or shift/balance the number of students within classes to best suit the needs of the dancers. Larger classes may be split into 2 groups.

### **CLASSES OFFERED:**

#### **TINYS**

(Age 1.5-2: Must turn 2 by December 31st)

Tiny Twirlers ~ 30 minutes

#### **MINIS**

(Age 3 & 4: Must turn 3 by December 31st)

Mini Movers ~ 30 minutes

Tap UPK/K/1 ~ 30 minutes

Broadway UPK-5 ~ 30 minutes

#### **LEVEL K & 1**

(Kindergarten & First Grade)

Ballet K/1 ~ 30 minutes

Hip Hop K/1 ~ 30 minutes

Tap UPK/K/1 ~ 30 minutes

Broadway UPK-5 ~ 30 minutes

#### **LEVEL 2, 3, 4+**

(Grades 2, 3, & 4+)

Ballet ~ 30 minutes

Hip Hop ~ 30 minutes

Tap ~ 30 minutes

Broadway ~ 30 minutes

#### **BOYS HIP HOP**

(Kindergarten - Grade 5)

30 minutes

#### **LEVEL 678**

(Grades 6-8)

Ballet 678 ~ 30 minutes

Jazz/Hop 678 ~ 30 minutes

Tap 678 ~ 30 minutes

### **CURRICULUM DESCRIPTIONS:**

#### *Tiny Twirlers (18 months-2 years old)*

A fun and playful introduction to dance that incorporates basic movement, the development of gross motor skills, and the coordination between sound and movement through interactive dance games and songs.

#### *Mini Movers (3 & 4 years old)*

Ballet: A beginner level of basic dance movement and foundational ballet skills. This class is designed to encourage rhythm, coordination, and creative dance.

#### *Level K/1 (Grades Kindergarten & 1st Grade)*

Ballet - An introduction to ballet, developing foundational balance, technique, and general dancing skills.

Hip Hop - An introduction to hip hop, developing rhythm and isolation of movements.

*Tap (Grades UPK-12)*

The development of internal rhythm through foundational tap skills. Students will need specific tap shoes as they gain awareness of musical beat and rhythm through tap.

*Ballet (Grades 2-12)*

Ballet is the technical foundation on which all other dance forms are based. Proper body placement and alignment, as well as fundamental motions such as turns, jumps, leaps, and extensions are emphasized. Ballet develops good body structure, awareness, placement, and technique. Through this class, forms of modern, lyrical, and contemporary will also be taught.

*Hip Hop (Grades 2-12)*

In Hip Hop, students will learn the dance forms of jazz, hip hop, and musical theater. This class will include vigorous wide ranges of high beat, expressive movement with a focus on leaps, turns, and body isolations.

*Broadway (Grades UPK-12)*

Broadway is a wonderful way of combining dance with acting. Students will learn ways to express emotions through movement and lip-syncing. Ultimately, this class will support drama club aspirations.

Tuition

- Tuition is a course fee, broken down and paid by month.
- Payments will be collected on the 1st of every month from Registration (registration + September's tuition) through the conclusion of our season in May (Recital Date: May 9 & 10, 2025).

Tuition is payable by DSP Parent Portal (recommended)

Auto-pay can be set up to assist with easy payments.

Other payments throughout the year (i.e. costume, recital fee, etc.) can be made on DSP or the following:

Checks: payable to On Pointe Dance Academy

Venmo: @onpointewarsaw

Cash: placed in a clearly marked envelope and given directly to Miss Kelli

On Pointe Monthly Tuition

All classes are 30 minutes in length and are charged the same tuition per month.

Number of Classes:	Tuition Payment:
1 class	\$30.00

Private/individual lessons are available to students interested in 1:1 instruction and solo performances.

Time	Tuition
30 minutes	\$50/month

### Account Balances

- Any and all payments made to On Pointe will be applied to any unpaid balance prior to ordering apparel or any other non-tuition/non-costume item.
- If tuition is 60 days past due, your child will not be allowed to dance until your balance is paid in full.

Tuition will not be deducted or refunded due to missed classes, vacation, illness, injury, outside activities, withdrawing in the middle of a session, etc. In the event that we are mandated to close due to state guidelines, classes will continue online for the remainder of that month only. Tuition will not be refunded for that month of partial in-person/partial online instruction. If further closure is required (beyond that first month), On Pointe may close, in its sole and absolute discretion (with no virtual classes) until we are able to resume in-person instruction again. Tuition will not be due again until in-person instruction resumes. In the event virtual classes are held, regular Tuition rates will be due.

### Other Costs Throughout the Season:

Registration Fee	\$15 ** First year students get a <u>free</u> On Pointe tshirt with registration fee & first month tuition payment.
Costume Fee	\$35 (October), \$35 (November) ** Fundraising opportunities available!
Pictures	Cost based on family interest. Picture date TBD, likely in April.
Recital Fee	\$30 (due May 1st - for costs of running the show & free digital download of recital) ** \$30 is refundable if you volunteer to help with the coordination of the show

Important registration & tuition rules: There will be NO refunds for registration fees or tuition. Tuition for all classes covers: instruction, rent, utilities, insurance, music costs, and other expenses.

There is a \$40.00 returned check fee for insufficient funds.  
After two returned checks, only auto-pay will be accepted.

Our cut-off date for students to register or enroll in any class is November 15th.  
Bring a friend day is Week #3.

On Pointe reserves the right to alter or change schedules and/or prices.

### Costume Payments

Costume deposits are non-refundable or transferable. Costumes are paid with two deposits (and possibly one final payment), as follows:

- \$35.00 per class, per child by October 1st AND
- \$35.00 per class, per child by November 1st.
- These payments can be made on DSP Parent Portal.
- A \$10.00 per month late fee will be applied to any costume deposits not received by the due date.
- If the costume deposits do not cover the total cost of the costume(s), the final balance will be billed and due to the studio in mid-January or early February.
- Costumes will not be ordered for any student who has not paid for their costume in full.
- There will be NO refunds on costume deposits or payments. All costume money is due, even if a student drops a class after costumes have been ordered. In the event that a student drops a class during the process of learning recital routines, it's understood that the student "dropping" will allow a classmate to borrow the costume to fill in for the routine.

**IMPORTANT COSTUME POLICY:** Please be aware that traditional costumes will be ordered in November with intentions of a spring dance recital. However, if there is a change in the state mandates that prevents us from putting on a recital, the costumes will be yours to keep with no refunds or exchanges.

**Tights for Recital:** All students will be required to wear tan tights under their costume. These tights can be convertible or footed. Suggested Amazon links available on the studio website.

**Dance Attire & Shoe Type:**

- Dancers should wear proper dance attire for all classes. Proper attire consists of any color tights, any color leotard, and hair pulled back away from the face. Fitted top layers of dance approved clothing are acceptable (Ex: fitted tanks, fitted dance shorts, yoga pants, dance skirts, etc.). Please no jewelry or baggy clothing. Attire for boys is fitted gym clothes.
- Our website has hyperlinks to Amazon's leotards, tights, and shoes. You can also visit "The Dancing Place" in Batavia or Bailey's Slipper Shop in Orchard Park, Williamsville, or Rochester.

Shoe Requirements

Class	Shoe
Tiny Twirlers/Mini Movers (ages 1.5-4)	Pink Leather Ballet Shoes
Ballet, HipHop, Broadway (grades K-12)	Tan Slip On Jazz Shoes
Tap	Black Buckle Tap Shoes

**Fundraising:**

- We will be hosting a fundraiser to assist with costume costs. Information is available at registration or at the first dance class of Fall.
- If a dancer has a fundraising credit that exceeds their account balance due for costumes, the rest will go towards our scholarship fund and will not be returned in cash or credited.

**Recital:**

- Each dance season culminates with a recital performance (most likely & preferably in May, however potentially in early June). It is our hope that we are able to put on a spring recital performance, however, if there is a change in the state mandates, we may have to explore other options for a culminating year-end event (i.e. small showcases, virtual recital).
- The goal of our culminating recital is to give the students an opportunity to take pride in their hard work and accomplishments.
- Detailed recital information...including dates, times, location, recital tickets, recital fee, performance schedules, rehearsal outlines, hair & make-up requirements, pictures, convenience orders (such as videos) will be provided at a later date. Recitals and associated rehearsal dates and times are set at the discretion of the studio owners and are dictated by many factors that include but are not limited to availability of venues.
- Additional nominal recital costs may include specific tights, accessories, props, &/or costume alterations.

### Communication & On Pointe News

- On Pointe posts all important information and news throughout the season on Dance Studio Pro (DSP).
- Monthly Newsletters are posted on DSP (hard copies are available in the waiting room or upon request).
- It is the responsibility of the parents/guardians to check for news, updates, important info, and dates. On Pointe will use DSP for studio wide and grade/age level news, reminders, announcements, videos, important dates, etc.
- Registered dance families can download the DSP Parent Portal app (free) at the time of registration.

### Cell Phones

- It is On Pointe policy to have all students and staff members silence or turn off their cell phones while instructional classes are being conducted. Students are asked to leave cell phones in their bags in the waiting room (or leave them home). There is a studio phone that can be used in case of an emergency at (585) 993-3788. Please encourage your child to not use their phone for texting or calls during class time. Cell phone use is allowed in the waiting room.

### Holidays

- The Studio is closed for the following holidays ONLY: Halloween (only if it falls on a M-F weekday – we will not close for Halloween if it falls on a Saturday), Thanksgiving (Closed Thanksgiving week), Christmas (Closed 2 complete weeks, so each day of the dance week gets 2 days off), & Spring Break (Closed 1 complete week, so each day of the dance week gets 1 day off). The exact dates for holiday closings will be communicated in the monthly newsletters.

### Studio Closings

- Studio closings, cancellations, and delays (due to inclement weather or other circumstances) will follow Warsaw Central School District closings.

- Each day of the week is allowed one snow/weather day, without a make-up. If a day of the week has more than one snow/weather day, On Pointe may provide an option for a make-up.

### Insurance Requirements & Studio-Wide Special Waivers

Please read this On Pointe Dance Academy Handbook thoroughly and see Kelli with any questions. The parent(s) or legal guardian(s) will be asked to verify that they have read and agree to the policies, procedures, & information outlined in our On Pointe Dance Academy Handbook. In addition, the parent(s) or legal guardians(s) may also be asked to sign a COVID-19 waiver.

Participant's participation in any and all classes is completely voluntary. Participant assumes full and sole responsibility for his/her/their health and safety and for all risks associated with his/her/their participation in any and all Classes.

Depending on his/her/their physical condition, Classes may be hazardous to his/her/their health, and he/she/they are fully aware of the potential dangers and risks, including but not limited to physical illness or injury, death and other consequences that may arise or result directly or indirectly from participation in any and all Classes. It is Participant's sole responsibility to participate in exercises that are appropriate for the current status of his/her/their health. Participant represents and warrants that his/her/they are in good physical condition and do not suffer from any impairment, disability, disease, or other physiological or psychological medical condition that could prevent or limit his/her/their participation in any and all Classes. Participant has been advised that a physician's examination and approval should be obtained by anyone prior to commencing a dance and/or exercise program, or otherwise initiating a substantial change in the amount of regular physical activity performed, and if Participant has chosen not to obtain a physician's consent prior to participating in the any and all Classes, his/her/they are doing so solely at his/her/their own risk. Participant is fully aware that even with a physician's examination and approval, any physical activity should be done in moderation and never should be performed to the point of fatigue or pain. Participant is solely and fully responsible for monitoring his/her/their own condition throughout participation in any and all Classes; if his/her/they begin to experience fatigue and/or pain, his/her/they will immediately cease all physical activity and seek proper medical attention, or, at his/her/their sole discretion and risk, will reduce and/or adjust the level of activity during any Class.

TO THE FULLEST EXTENT PERMITTED BY LAW, AND ON BEHALF OF MYSELF AND MY HEIRS, DEPENDENTS, SPOUSE/PARTNER, PARENT(S) OR OTHER NEXT OF KIN, REPRESENTATIVES, EXECUTORS, SUCCESSORS AND ASSIGNS, I HEREBY KNOWINGLY, VOLUNTARILY, EXPRESSLY, FULLY AND FOREVER WAIVE, RELEASE, DISCHARGE, COVENANT NOT TO SUE, AND AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS (A) ON POINTE DANCE ACADEMY, AND THEIR RESPECTIVE PRINCIPALS, AGENTS, INSTRUCTORS, EMPLOYEES (contract, part-time, full-time or otherwise), REPRESENTATIVES, VOLUNTEERS, ADVISORS, SUBCONTRACTORS, SUCCESSORS, ASSIGNS AND ALL OTHER PERSONS OR ENTITIES WHO HAVE ACTED, ACT OR WILL ACT ON BEHALF OF ON POINTE DANCE ACADEMY (SUCH PARTIES HEREINAFTER REFERRED TO AS "On Pointe"), (B) THE APPLICABLE PROPERTY OWNERS AND/OR LEASEHOLDERS, AND (C) OTHER DANCE CLASS PARTICIPANTS – COLLECTIVELY HEREINAFTER REFERRED TO AS THE "RELEASED PARTIES" – FROM AND AGAINST ANY AND ALL

CLAIMS, LIABILITIES, DAMAGES, LOSSES, DEMANDS, ACTIONS, CAUSES OR RIGHTS OF ACTION, AND COSTS AND EXPENSES, INCLUDING WITHOUT LIMITATION COURT COSTS AND ATTORNEYS' FEES, (COLLECTIVELY, "CLAIMS") – WHETHER KNOWN, UNKNOWN, ANTICIPATED OR UNANTICIPATED – DIRECTLY OR INDIRECTLY ARISING OUT OF, RELATING TO OR RESULTING IN WHOLE OR IN PART FROM PARTICIPATION IN ANY AND ALL CLASSES, INCLUDING BUT NOT LIMITED TO ANY CLAIMS OF PHYSICAL OR PSYCHOLOGICAL ILLNESS OR INJURY, BODILY HARM, MEDICAL EXPENSES, COSTS OF MEDICAL EMERGENCY CARE AND/OR TRANSPORT, DEATH, DAMAGE TO REAL OR PERSONAL PROPERTY, AND LOSS OR THEFT OF PERSONAL PROPERTY, REGARDLESS OF WHETHER SUCH CLAIMS ARISE IN WHOLE OR IN PART FROM THE ACTS, OMISSIONS OR NEGLIGENCE OF THE RELEASED PARTIES.

On Pointe may (i) photograph and/or record, in whole or in part, any Class and/or other activity at, near or sponsored or organized by On Pointe, (ii) stream live or release any or all recordings publicly via webcast, broadcast, video-on-demand or other electronic methods, in whole or in part, and/or (iii) use any photographs or portions of recordings in any format (including but not limited to physical prints, digital images, and sound and video clips) in connection with any publicity, marketing, image-building, advertising and similar purposes that now or in the future are prepared and/or used by On Pointe in all present and future forms of media. I understand and consent that any such photographs and recordings in any format may include reproductions of my physical likeness, audio and visual recordings of my words and actions, and/or reproductions of the physical likeness and/or audio-visual recordings of any minor child I may bring into On Pointe (collectively, the "Images"). Accordingly, I hereby agree that any and all Images are solely and exclusively the property of On Pointe, and all rights, title and interest shall vest therein, and I completely and exclusively assign, transfer and convey any and all rights, title and interest in and to any Images, including but not limited to all copyrights and moral rights, to On Pointe. If under applicable law I cannot fully transfer my ownership interest as described above, then to the maximum extent permitted by law, I hereby grant to On Pointe an unlimited, perpetual, irrevocable, exclusive, worldwide, royalty-free license to use, execute, produce, display, perform, modify, copy, and publicly distribute copies of the Images in all formats contemplated now or in the future, including the right to authorize others to do any, some, or all of the foregoing.

TO THE FULLEST EXTENT PERMITTED BY LAW, AND ON BEHALF OF MYSELF AND MY HEIRS, DEPENDENTS, SPOUSE/PARTNER, PARENT(S) OR OTHER NEXT OF KIN, REPRESENTATIVES, EXECUTORS, SUCCESSORS AND ASSIGNS, I HEREBY KNOWINGLY AND VOLUNTARILY AGREE – AND REPRESENT THAT I AM AUTHORIZED TO AGREE ON BEHALF OF ANY MINOR CHILD ACCOMPANYING ME AND HIS OR HER OTHER PARENT(S) OR GUARDIAN(S) – TO EXPRESSLY, FULLY AND FOREVER WAIVE, RELEASE, DISCHARGE, COVENANT NOT TO SUE, AND AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS ON POINTE AND AGAINST ANY AND ALL CLAIMS DIRECTLY OR INDIRECTLY ARISING OUT OF, RELATING TO OR RESULTING IN WHOLE OR IN PART FROM ON POINTE'S CAPTURE AND USE OF THE IMAGES.

- The parent or legal guardian is responsible to maintain health insurance coverage for the student and it is understood that On Pointe Dance Academy is not responsible to cover the medical expense of any student who is injured by participating in the activities offered except if said injury is caused by the gross negligence or wanton misconduct of any officials, employees, officers, or agents of On Pointe Dance Academy.
- The parent(s) and/or legal guardian(s) of the student(s) voluntarily assumes the risk of injury in allowing the student to participate in the activities offered and participated. In no event shall On Pointe Dance



Academy, its owners, employees, or other representatives be liable for any damages, including, without limitation, any direct, indirect, incidental, special, exemplary, punitive, or consequential damages arising out of attendance at this dance company, recital and/or rehearsals or events, summer programs, Birthday parties/other parties, or off campus events and/or activities.

- On Pointe Dance Academy may use photographs/images/videos of students from any On Pointe event on social media (ex: Facebook/Instagram), newsletters, posters, flyers, ads, recital programs or any other printed or electronic format. If a parent or guardian does not consent to this, see Kelli to make special arrangements.
- On Pointe Dance Academy is not responsible or liable for students, if or when they are taking a break between classes.
- On Pointe Dance Academy may enter into a contract agreement with Warsaw Central School District for our recital performance. As an active and enrolled student at On Pointe, the parent or legal guardian of each student may be asked to read, understand, & sign specific school district regulations on community use of school facilities in order to participate in the recital at Warsaw Central School.
- The policies, procedures, and information in this handbook are subject to change at any time throughout the 2023-2024 On Pointe dance season. Please understand that we may have to adapt to ever changing NYS guidelines that would require us to make amendments to our handbook.

I HAVE CAREFULLY READ THIS AGREEMENT IN ITS ENTIRETY WITH A FULL, DEFINITE AND CLEAR UNDERSTANDING. I AM AWARE THAT THIS AGREEMENT FULLY AND FOREVER RELEASES AND DISCHARGES THE RELEASED PARTIES FROM ALL LIABILITY FOR INJURY, DEATH AND OTHER DAMAGES ARISING OUT OF OR CONNECTED TO MY PARTICIPATION IN ANY AND ALL CLASSES. I AM SIGNING THIS AGREEMENT FREELY AND VOLUNTARILY, WITHOUT INDUCEMENT, AND NOT UNDER ANY PHYSICAL OR EMOTIONAL DURESS.

((Signed copy on file during registration))

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Participant Name: \_\_\_\_\_

(If Under 18) Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_