



# Welcome to Adell's School of Dance!

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First and foremost, thank you for choosing us! We take pride in educating children in the art of dance with the use of music and movement. We are so excited to start the 2021-2022 Dance Season!

## How to Contact Us:

**Phone:** 716-283-1078

**Email:** [adellsschoolofdanceinfo@gmail.com](mailto:adellsschoolofdanceinfo@gmail.com)

**Studio Hours:** Monday –Thursday 4:00pm-9:00pm

Saturday 9:00am-1:00pm

Office Hours may vary throughout the season.

## Meeting with Miss Adell:

If you have questions or concerns and need to speak with Miss Adell, please never hesitate to ask. We can only solve problems if we know about them and take pride in having open lines of communication. Please email

[adellsschoolofdanceinfo@gmail.com](mailto:adellsschoolofdanceinfo@gmail.com) or call (716) 283-1078 to schedule a time.

## ASD Frequently Asked Questions

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### Parent Portal:

#### How do I access the ASD Parent Portal?

Use this link to set up/access your account in our new program **STUDIO DIRECTOR** :

<https://app.thestudiodirector.com/adellsschoolofdance/portal.sd>

### Classes:

#### What if I feel my child is in the wrong class?

Class placement is based on age, experience and ability. If you have any questions or concerns regarding the placement of your child, please **do not** speak to the teacher about it. This matter should **only** be brought to the attention of Miss Adell. Please email the studio with any concerns.

#### If my dancer decides to no longer participate, what will I be refunded?

Depending on when the dancer chooses to no longer take class will directly affect what will be refunded. The registration fee is non-refundable. If the child quits after December 1<sup>st</sup>, the costume deposit will not be refunded. Please see the front desk for specific questions.

#### How do I know if classes are cancelled due to weather?

You will be notified via email to the email address the studio has on file. There will also be a message posted on our Facebook and Instagram pages.

#### What is the dress code for Ballet class?

Dancers are required to wear any style black leotard, pink or black tights, pink ballet shoes, and may also wear any color ballet skirt or black dance shorts. The only exception to this dress code is dancers enrolled in Level 1 or Level 2, recreational ballet

class. These dancers can wear any leotard, any skirt, any tights and ballet shoes. Hair must be pulled back.

### **Where can I get shoes and dancewear?**

Intensive/Toddler Tap Shoes, Ballet Shoes, Jazz Boots and Lyrical Shoes may be ordered by the studio. Please ask at the front desk.

If the studio is unable to order the correct shoes for your dancers' class, we are referring our dancers to [Happy Feet Dance Supplies](#). They will have a list of all the required shoes for each level of classes. Please bring a copy of your dancer's schedule to ensure you receive the correct shoe wear required.

Happy Feet Dance Supplies is located at 4509 Military Rd. in Niagara Falls.

Shoes are not required for Acro classes. Students may dance barefoot. Hip Hop dancers should wear sneakers to class. Specific sneakers will need to be purchased outside of the cost of costume for the Showcase in June. We will provide more information once costumes are ordered.

If your dancer is in a Toddler, Intensive, Tap Levels 1-2 , we can size your dancer the first week of class. Please send them with \$25 cash in an envelope. Shoes will not be ordered until they are paid.

## **Tuition:**

### **How does the billing cycle work?**

Monthly Tuition is based on a yearly fee. It is then divided into equal monthly payments. Please refer to the *ASD billing cycle and tuition information sheet* for more information.

### **How do I make a payment?**

Payment should be sent into the studio with your dancer in an envelope. Please ensure your dancer's name is on the envelope as well as what the payment is for (tuition, costume etc.). You may pay tuition with cash, check or money order during payment week. Payment will also be accepted through VENMO: @Adell-M . Payment week always ends on the 15<sup>th</sup> of each month.

If paying tuition during a different time, please utilize our Drop Box located at the front desk, as there may not be someone tending to the front desk. You are always welcome to mail payments directly to the studio:

Adell's School of Dance  
2420 Military Road  
Niagara Falls, NY 14304

**Please make checks payable to:** Adell's School of Dance

### **When is Tuition Due?**

Tuition is due on the **1st** of the month. The last day for payment without incurring a late fee is the **15<sup>th</sup>** of each month. For the month of September, tuition is due the first week of classes.

### **When will I be charged a late fee?**

As of the 16<sup>th</sup> of the month, a \$15 accumulative late fee will automatically be applied to your bill, regardless of the day of the week the 15<sup>th</sup> falls on.

**Accounts more than 30 days past due will result in your dancers being unable to participate in class until the account is brought current.**

### **Is there a referral program?**

If you refer a new student to ASD that continues into January, you will receive a 25.00 referral credit to your account in February for EACH referral.

## **Costumes:**

### **What is the Costume Deposit?**

- For Toddler & Intensive classes, a costume deposit of \$65.00 per routine is broken up into 2 payments for your convenience.
- Recreational classes, the costume deposit will be \$70.00.
- Competitive classes will have an \$80.00 deposit.
- The 1<sup>st</sup> half of the deposit is due by **October 28<sup>th</sup>**.
- The 2nd half of the deposit is due by **November 23<sup>rd</sup>**.
- The fee does NOT include tights or shoes required for the class/routine.
- Costume deposits are NON-REFUNDABLE after DECEMBER 1<sup>st</sup>. Once a costume is ordered, if the dancer chooses to no longer take class, the costumes ordered may be picked up at the studio. If the costumes are not retrieved prior to June 1st, they become the property of ASD.
- Costume Overages for classes may exceed the original costume deposit and will be billed in April.
- All costumes that are not paid in full by December 1st will incur a \$10.00 late fee per costume. Costumes may not be ordered with the rest of the class and are not guaranteed to arrive in time for performances. There may be additional charges added for shipping and processing which will be billed to your account.

## **Showcase Fee:**

### **What is the Showcase Fee?**

All dancers owe the showcase fee which pays for the following:

- Venues' for studio and dress rehearsals and showcase
- Staff for rehearsals and showcase, videography, lighting and sound
- Cleaning crews and security for studio rehearsal, stage rehearsal and showcase
- Floor rental for dress rehearsals and showcase
- Creating Props

**At this time all ASD 2021-2022 Showcase information and fees will be determined at a later date.**

### **When is the Showcase Fee Due?**

This fee is due **March 15<sup>th</sup>**.

## **Covid Procedures/Protocol:**

**The following procedures will remain in effect for the 2021-2022 dance season. The studio will continue to adhere to all NYS regulations and mandates. We will communicate any necessary changes as needed.**

**Drop off:**

- Please arrive 10 minutes prior to class time
- Drop off will be located on the right side of the building. Parents, please line up along the right side of the front doors
- A volunteer or ASD Staff member will greet your dancer into the studio through the front, right door and direct your dancer where to go.

**Pick Up:**

- If your dancer is younger, please park your vehicle in the parking lot and line up along the left side of the front doors.
- A volunteer or ASD Staff member will release your dancer(s) to you through the left door.
- Please DO NOT BE LATE! If there is a day that you know you will be running late, please leave a message on the studio phone (283-1078), email the studio (adelsschoolofdanceinfo@gmail.com) or send a note in with your dancer(s).

**What the dancer will need to bring:**

- As of right now, it is dancers' choice regarding mask wearing. ASD will make any necessary changes to this policy as determined by the CDC and NYS Guidelines.
- Dancers in multiple classes should wear their ballet attire under their clothes.

**Physical changes made to the Studio & Classrooms:**

- There are multiple, hands-free sanitizing stations available. Dancers will have to sanitize their hands before entering the classroom.
- All bathrooms and knobs will be sanitized throughout the day.
- The installation of the I Wave R Ionizer System to both of our HVAC units and switching all filters over to HEPA Mere 13 Filters for the safety of our dancers and staff.

**Business & Scheduling:**

**With the exception of "Intro to Dance" classes, only dancers will be permitted to stay in the facility during class time. We will be hosting a parent watch week approximately every six weeks. The schedule of watch week will be posted soon.**

- Dancers are to bring payment in an envelope labeled with the dancer's name, class, amount of payment and reason of payment. (i.e. tuition, costumes). They are to place the envelope in the drop box prior to entering class.
- Once the dancer has completed class, your child will have a receipt of payment provided and your Studio Director account will be updated. If payment is made during non-payment weeks, you will receive your receipt during the following payment week.
- If we are forced again to quarantine, we are fully prepared to continue full education via virtual learning through live and pre recorded classes.
- If a student or ASD staff member tests positive for COVID-19, we will follow all procedures guided by the NYS Health Department.